

# Board of Trustees Meeting Minutes

Committee Meetings, Sept. 20, 2022, 10 a.m., Trustees Meeting Room, Tod Hall  
*(Resolutions, Supporting Documents and Background Materials in Appendix)*

## Attendance

### Members Present:

Julie Centofanti, Charles T. George, John R Jakubek, Joseph J. Kerola, Elsa Khan, Laura Lyden, Anita A. Hackstedde, Michael A. Peterson, Sergul Erzurum, Molly S. Seals, Eric Spiegel, Allen L. Ryan Jr.

### Members Absent:

Helen Lafferty

### Guests Present:

Jim Tressel, Chet Cooper, Ron Strollo, Brien Smith, Neal McNally, Holly Jacobs, Mike Sherman, Sharyn Zembower, Shanon Tirone, Ron Cole, Ross Morrone, Joy Polkabila Byers, Elaine Ruse, Amy Cossentino, Katrena Davidson, Mike Shebak, Cindy Kravitz, Michelle DiLullo, Ross Miltner, Jaysen Spencer, David Edwards, Heather Chunn, Sal Sanders, Rich White, John Hyden, Greg Morgione, Jennifer Oddo, Jen Pintar, Nicole Kent Strollo, Jim Yukech.

## I. MEETING SCHEDULE AND COMMITTEE LISTING

Board of Trustees Meeting Schedule Sept. 20 and 21, 2022 Board of Trustees Committee Membership

## II. INTERCOLLEGIATE ATHLETICS COMMITTEE

Joseph J. Kerola, Chair Michael

A. Peterson, Vice Chair All

Trustees are Members

### A. Disposition of the Minutes for the Previous Meeting

Draft copies of the minutes of the committee's meeting held June 22, 2022, were provided to Trustees prior to the meeting. Trustees accepted the minutes are provided.

### B. Old Business

No Old Business

### C. Committee Items

#### 1. Intercollegiate Athletics Consent Item

- a. Resolution to Modify Scheduling of Intercollegiate Athletics and University Sponsored and Recognized Student Organization Activities During Final Examination Period Policy, 3356-6-01.

The policy was reviewed as part of the university's regular five-year review cycle. No substantial changes.

**Moved by Trustee Seals, second by Trustee Peterson, unanimously passed.**

**2. Intercollegiate Athletics Action Items**

**a. Resolution to Rescind Intercollegiate Athletics Programs – Student-Athletes Policy, 3356-6-02**

**Moved by Trustee Seals, second by Peterson, unanimously passed.**

**b. Resolution to Modify and Retitle Governance of Intercollegiate Athletics Policy, 3356-6-03**

This resolution modifies the content of Policy 3356-6-03 to maintain all existing provisions for governance of Intercollegiate Athletics while adding the provisions for operations of Intercollegiate Athletics taken from the now rescinded 3356-6-02, effectively combining and condensing the two policies into the newly modified 3356-6-03.

**Moved by Trustee Seals, second by Trustee Peterson, unanimously passed.**

**3. Intercollegiate Athletics Discussion Items**

**a. Overview of Athletics Personnel Actions**

Ron Strollo, director of Intercollegiate Athletics, reported on the following personnel actions: seven separations, three appointment and 17 salary adjustments.

**b. Fiscal Year 2020-21 Financial Analysis of Benchmark Institutions**

Strollo also presented several charts showing YSU Athletics' 2020-21 financials compared to other universities in the Horizon, Missouri Valley and Mid-American conferences. For instance, YSU spent \$3.8 million and generated revenue of \$763,918 on football, compared to the average of \$4.6 million and \$444,357, respectively, across the MVFC. YSU ranked sixth in the MVFC in football expenses and seventh in salaries. Football accounted for nearly 30 percent of the YSU Athletics budget. Meanwhile, YSU spent \$1.4 million on men's basketball and \$1.1 million on women's basketball, compared to average in Horizon League of \$1.97 million and \$1.3 million, respectively. In addition, the reports show YSU spent \$6.9 million on men's sports and \$4.7 million on women's sports, compared to peer average of \$9.8 million and \$5.7 million, respectively. Strollo noted that some of the numbers may have been impacted by COVID-19. Tressel noted that the number of student athletes has strategically increased significantly over the past 15 years, and he said most of them are not

on full scholarships. Those students, he said, come to YSU and pay tuition out-of-pocket. In addition, the university gets state subsidy for those students being enrolled, he noted. He also indicated that during the period of the pandemic there were many restrictions on scheduled competitions that significantly reduced the revenue that would be typically generated by competing in regular season contests.

#### **4. Background Materials**

- a. No material this quarter.**

#### **D. New Business**

No New Business

#### **E. Adjournment**

### **III. INVESTMENT COMMITTEE**

Allen L. Ryan, Jr., Chair

Charles T. George, Vice Chair

All Trustees are Members

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

Draft copies of the minutes of the committee's meeting held June 22, 2022, were provided to Trustees prior to the meeting. Trustees accepted the minutes as provided.

#### **B. Old Business**

No Old Business

#### **C. Committee Items**

##### **1. Investment Discussion Item**

- a. September 20, 2022 Quarterly Portfolio Asset Allocation and Investment Performance Review**

Mike Shebak of Clearstead presented the Quarterly Portfolio Asset Allocation and Investment Performance Review for YSU investments, noting that most areas of equity markets eclipsed bear market territory in the second quarter of the year. He also noted that interest rates are up and the bond market is down for the second consecutive year, the first time for that to happen since the 1980s. The university's long-term investment pool declined by nearly 10 percent during fiscal year 2022, he said. Neal McNally, vice president for Finance and Business Operations, noted that YSU's investment performance is not unique given the volatility of the investment market. He added that the negative effect this has had on the university's financial position will be more apparent when YSU's FY 2022 audited financial report is released in December.

## **2. Investment Action Item**

### **a. Resolution to Approve Clearstead's Recommendation to Rebalance the Non-Endowment Long-Term Investment Pool**

Shebak withdrew the resolution. Shebak told the board that Clearstead was withdrawing its recommendation because equities have declined even more since the rebalancing recommendation was made in August. Trustees discussed the possibility of allowing more discretion in investment actions, so the university can react to market volatility more quickly and mitigate losses. Shebak said Clearstead will present to the committee at its next meeting a framework that could be adopted that would allow more discretion.

## **3. Background Materials**

### **a. No material this quarter.**

## **D. New Business**

No New Business

## **E. Adjournment**

# **IV. AUDIT SUBCOMMITTEE**

Michael A. Peterson, Chair

Molly S. Seals, Vice Chair

Laura A. Lyden

Anita A. Hackstedde

Joseph J. Kerola

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

Draft copies of the minutes of the subcommittee's meeting held June 22, 2022, were provided to Trustees prior to the meeting. Trustees accepted the minutes as provided.

## **B. Old Business**

No Old Business

## **C. Committee Items**

### **1. Audit Action Item**

#### **a. Resolution to Approve the Selection of a Staff Auditor in the Office of Internal Audit.**

Neal McNally, vice president for Finance and Business Operations, said the resolution names Michelle DiLullo as staff auditor. DiLullo holds a bachelor's degree in Accounting from YSU.

**Moved by Trustee Seals, second by Trustee Peterson, unanimously approved.**

**2. Audit Discussion Items**

DiLullo updated the subcommittee on the YSU Anonymous Reporting Hotline and the Audit and Matrix Open Audit Recommendations. Neal McNally, vice president for Finance and Business Operations, updated the subcommittee on Enterprise Risk Management, including the latest meeting of the University Risk Council, and Katrena Davidson, associate vice president of Finance and Controller, updated the subcommittee on the GASB Statement 87.

- a.** Anonymous Reporting Hotline Stats Update
- b.** Audit Matrix Open Audit Recommendations Update
- c.** Update on Enterprise Risk Management
- d.** Update on GASB Statement 87

**3. Background Materials**

- a.** No material this quarter.

**D. New Business**

No New Business

**E. Adjournment**

**V. EXECUTIVE COMMITTEE**

*(Note: The order of meetings was adjusted to hold Executive Committee meeting prior to lunch.)*

John R. Jakubek, Chair

Charles T. George, Vice Chair

Joseph J. Kerola

Anita A. Hackstedde

Molly S. Seals

Michael A. Peterson

Allen L. Ryan, Jr.

**A. Disposition of the Minutes for the Previous Meeting**

Draft copies of the minutes of the committee's meeting held June 22, 2022, were provided to Trustees prior to the meeting. Trustees accepted the minutes as provided.

**B. Old Business**

No Old Business

**C. Committee Item**

**1. Executive Committee Discussion Item**

Trustee Seals moved that the Board enter Executive Session for the purposes of, " consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of one or more public employees or officials (O.R.C. 121.22(G) (1)). "

**Trustee Seals conducted a roll-call vote. The vote was unanimous.**

**Time entered Executive Session: 11:30 a.m.**

**Time exited Executive Session: 1 p.m.**

**a. Presidential Goals**

**D. New Business**

Resolution to Select Interim President and Thereafter Conduct National Search

**Moved by Chair Jakubek, second by Trustee Seals, unanimously approved.**

**E. Adjournment**

**VI. FINANCE AND FACILITIES COMMITTEE**

Michael A. Peterson, Chair

Allen L. Ryan, Jr., Vice Chair

All Trustees are Members

**A. Disposition of the Minutes for the Previous Meeting**

Draft copies of the minutes of the committee's meeting held June 22, 2022, were provided to Trustees prior to the meeting. Trustees accepted the minutes as provided.

**B. Old Business**

No Old Business

**C. Committee Items**

**1. Finance and Facilities Consent Items**

**a. Resolution to Modify University Construction/Renovation Projects Policy, 3356-4-15**

**b. Resolution to Modify Key Control Policy, 3356-4-16**

The policies were reviewed as part of the university's regular five-year review cycle.

**Moved by Trustee George, second by Hackstedde, unanimously approved.**

## 2. Finance and Facilities Action Items

### a. Resolution to Approve Interfund Transfers Related to FY 2022 Year-End Operating Performance.

McNally said the university ended FY 2022 with an operating fund balance of \$6.45 million. The size of the balance is due mostly to an influx of federal COVID-19 relief funds during the pandemic. The resolution allocates the majority of the carry-forward balance, \$5.46 million, to the general fund budget to support current year operations, in accordance with the FY 2023 budget plan adopted by trustees in June. In addition, \$500,000 is allocated to academic plant funds and \$495,000 to plant reserves for the Andrews Student Wellness and Recreation Center, Parking Services and Kilcawley Center.

**Moved by Trustee Kerola, second by Trustee George, unanimously approved.**

### b. Resolution to Approve FY24 Housing and Courtyard Rates

Joy Polkabla Byers, associate vice president for Student Experience, reported that room and board for the FY24 cohort of students staying in university residence halls will increase 2 percent to \$10,384 a year. Monthly rent for the University Courtyard Apartments will be \$880 for 1 bedroom, \$750 for two bedroom and \$655 for four-bedroom, up from \$855, \$725 and \$630, respectively. Joy Polkabla Byers, associate vice president of Student Experience, said the university is planning to take over management of Courtyard.

**Moved by Trustee Kerola, second by Trustee George, unanimously approved.**

## 3. Finance and Facilities Discussion Items

### a. Supplier Diversity Policy

McNally reviewed a draft Supplier Diversity Policy outlining YSU's commitment to strengthening supplier diversity and developing relationships with socially and economically disadvantaged businesses by utilizing diverse vendors. He said a final version of the policy will be included in the board's December meeting agenda. He indicated that Assistant Provost Carol Bennett had been consulted as the proposed policy was developed, and he recognized that suggestions also had been received from Trustee Seals.

**b. Planning and Construction Projects Update**

John Hyden, associate vice president of University Facilities, and Rich White, director of Planning and Construction, updated the board on several capital projects, including elevator safety repairs and replacements, building envelope renovations, utility distribution upgrades/expansion, Watson Team Center, demolition of the Fifth Avenue parking deck, and renovations to Fok and Moser halls, as well as the Wick Avenue parking deck and Lyden House.

**c. Student Union Update**

McNally said there has been much discussion since the board's June meetings about the most feasible funding scenarios for an approximately \$40 million renovation of Kilcawley Center. He suggested an approach that would involve \$15 million in private gifts for the project and also issuing \$25 million in bonds. "Regardless of what happens with interest rates, any scenario that includes significant amounts of private gifts will be a whole lot more viable if we're seriously going to undertake a \$40 million construction project," he said. He also said there have been discussions with the Chancellor's office in Columbus about the possibility of including a student fee to help support the renovated facility. "We'll keep having discussions," Tressel said, adding that the administration will provide an updated funding strategy in December and continue working with the YSU Foundation on the fundraising aspect. The president also discussed a plan to transform parts of Maag Library into a "learning commons" to complement and to help reduce the size of Kilcawley Center, thus saving money on the renovations. In discussions, Tressel said the "best case scenario" would have the renovated Kilcawley completed by Fall 2025.

**d. Information Technology Update**

Jim Yukech, associate vice president and chief information officer, talked with trustees about YSU's continued digital transformation initiatives, including CRM Advise, Banner 9 self-service modules, WiFi and network upgrades, cyber security enhancements, PC refresh program, technology training and Classrooms of the Future. "You need to make these investments to pave the way for future workflow improvements," he said.

**e. Report of Audit Subcommittee**

Trustee Seals made a report.

**4. Background Materials**

**a. Reportable Budget and Interfund Transfers for the Quarter Ending June 30, 2022**

**b. Fourth Quarter Diversity and EDGE Spend Report**



**D. New Business**  
No New Business

**E. Adjournment**

## **VII. GOVERNANCE COMMITTEE**

John R Jakubek, Chair  
Charles T. George, Vice Chair  
All Trustees Are Members

**A. Disposition of the Minutes for the Previous Meeting**  
Draft copies of the minutes of the committee's meeting held June 22, 2022, were provided to Trustees prior to the meeting. Trustees accepted the minutes as provided.

**B. Old Business**

**1. Resolution to Amend the Bylaws of the Board of Trustees of Youngstown State University Proposed Amendment**

The amendment changes the quorum for a committee of the Board from six to five as five is the number required for a quorum for a meeting of the full Board.

**Moved by Trustee George, second by Trustee Kerola, unanimously approved.**

**C. Committee Items**

**1. Governance Action Item**

**a. Resolution to Approve Electronic Attendance of Board of Trustees' Meetings Policy, 3356-1-13**

The new policy permits trustees to attend meetings via means of electronic communication. The policy says that a trustee must attend in person at least half of the regular meetings of the board annually, and that at least one-third of board members must attend each regular meeting in person. Trustees reiterated how beneficial it is to be present at the meetings but acknowledged there may be circumstances that warrant such flexibility.

**Moved by George, second by Hackstedde, unanimously approved.**

**2. Governance Discussion Items**

**a. The Third Way Updated (August 2022) Economic Mobility Index**  
Mike Sherman, vice president for Institutional Effectiveness and Board Professional, presented "a new way of measuring value in higher ed" college ranking system from the Third Way, a national think tank. The ranking is based

on the Economic Mobility Index, which places value on how well institutions serve low-income students. Among 12 Ohio public universities, YSU ranks fifth in the index and has the lowest net price to earn a credential, the second lowest enrollment and the third largest proportion of students receiving federal PELL Grants. Sherman noted that these types of measures are in the viewfinder of national higher education organizations and at state and federal levels for assessing the value of a degree. So, he said it is wise for the administration to keep the board informed as alternative measures emerge.

**b. YSU Future State Conversation(s)**

Sherman also reported on topics covered in recent Future State conversations with deans and department chairs. He noted that YSU is neither a glass half-full nor a glass half-empty institution, but an institution that has several glasses overflowing with opportunities. He discussed that “demographic busting” is necessary so that demographics are not YSU’s destiny. He outlined the current and emerging demographic-busting strategies that are in place and are being developed for implementation, including strategic online graduate programs, admitted student and orientation yield enhancements, international student enrollment and success plans and strategies, advising redesign and new technology platforms that provide opportunity for more timely interactions with students to enhance their success.

**c. AGB 2023 National Conference on Trusteeship - April 2-4, 2023 to be held in San Diego, CA**

**d. 2023 Board Meeting Schedule**

**3. Background materials**

**D. New Business**

No New Business

**F. Adjournment**

**VIII. ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

Molly S. Seals, Chair

Joseph J. Kerola, Vice Chair

All Trustees are Members

**A. Disposition of the Minutes for the Previous Meeting**

Draft copies of the minutes of the committee's meeting held June 22, 2022, were provided to Trustees prior to the meeting. Trustees accepted the minutes as provided.

## **B. Old Business**

No Old Business

## **C. Committee Items**

### **1. Academic Excellence and Student Success Action Items**

#### **a. Resolution to Modify "The Student Code of Conduct" Policy, 3356-8-01.1**

Modifications include requiring that records related to expulsion be retained indefinitely and not be expunged after 15 years. The modifications also terminate interim measures issued prior to a student conduct board hearing when risk to the university community, damage to university property and/or disruption of university operations has been mitigated. Trustee Seals expressed concern on the length of the policy as it discourages those who need to understand it from reading and fully understanding the policy. She suggested that it be approved but asked that another review be done in the future to determine the best way to reduce the length of the policy.

**Moved by Trustee George, second by Trustee Hackstedde, unanimously approved.**

#### **b. Resolution to Authorize Conferral of Honorary Degree**

Brien N. Smith, provost and vice president for Academic Affairs, recommended an honorary degree for David Lee Morgan Jr., at the Fall 2022 commencement ceremony. Morgan is a graduate of YSU and is currently an English and Video Journalism teacher at Stow-Munroe Falls High School in Stow, Ohio.

**Moved by Trustee Seals, second by Trustee Hackstedde, unanimously approved.**

### **2. Academic Excellence and Student Success Discussion Items**

#### **a. Academic Program Transformation: University Wide Learning Outcomes and General Education Transformation**

Jennifer Pintar, associate provost for Academic Administration, reported on four university-wide learning outcomes that have been proposed to Academic Senate. The outcomes say that YSU graduates: are critical, creative and integrative thinkers who incorporate a range of interdisciplinary knowledge; recognize the impacts of different dimensions of health, which include physical health, emotional well-being, social support, economic stability, environmental quality, educational opportunity and health-care accessibility; are global communicators who curate and disseminate discipline-specific knowledge through appropriate channels for audiences in a variety of modalities; and connect scholarly research,

academic inquiry and/or artistic expression to actions that inspire a civically engaged mindset and contribute to society through service to their community.

**b. Office of Academic Affairs Procedures Development and Implementation Update**

**c. Academic Program Effectiveness and Efficiency Update**

Brien Smith, provost and vice president for Academic Affairs, reported on the Academic Program Effectiveness and Efficiency Initiative. The initiative, he said, is chiefly a response to the Higher Learning Commission's mandate that YSU implement a comprehensive academic program review process. APEEI is designed to be, he said, a continuous improvement process that is owned in large part by the faculty. It is not a means, he said, to drop or eliminate programs. Kevin Ball, associate provost for Academic Programs and Planning, agreed. He said the initiative allows faculty, chairs, deans and the provost to reflect on every program on campus in terms of quality, and then set goals and action steps that will lead to improvements. "This is our assurance that we are invested in the quality of our academic program," he said.

**d. Annual Report on Student Complaints**

Pintar and Erin Hungerman, assistant dean of Students, discussed the university's annual report on student complaints. For the 2021-22 academic year, there was one student academic grievance, 29 academic integrity cases (including 16 involving plagiarism) and 75 student complaints (65 of which were academic-related).

**e. Academic Senate Update**

Chet Cooper, chair of the YSU Academic Senate, reported on the YSU Foundation's presentation at the last Academic Senate meeting. He also reported that Senate meetings are now being held in the Rossi Room in Kilcawley Center. The next meeting is 4 p.m. Wednesday, Oct. 5.

**D. Background Materials**

- a. HLC Year 4 (2022) Assurance Review Highlights**
- b. Office of Research Services Quarterly Report**
- c. Current Accreditation Activity**
- d. Academic Programs Update**
- e. Welcome Week Schedule**

**E. New Business**  
No New Business

**F. Adjournment**

## **IX. INSTITUTIONAL ENGAGEMENT COMMITTEE**

Allen L. Ryan, Jr., Chair

Anita A. Hackstedde, Vice Chair

All Trustees are Members

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

Draft copies of the minutes of the committee's meeting held June 22, 2022, were provided to Trustees prior to the meeting. Trustees accepted the minutes as provided.

### **B. Old Business**

No Old Business

### **C. Committee Items**

#### **1. Institutional Engagement Action Items**

##### **a. Resolution to Accept Gift of Real Estate**

Greg Morgione, associate general counsel, reported that the YSU Foundation is giving YSU 166 acres of land along Tippecanoe Road in Boardman. The property, which includes a 5,132-square-foot residence, was recently gifted to the YSU Foundation by Warren P. "Bud" Williamson III with the understanding that it would be transferred to YSU to support innovation and education, with a focus on science-based activities. The land will be named the Williamson Innovation Park. Williamson, via a \$3 million gift to the YSU Foundation, has also established the Williamson Innovation Park Champion Fund for the salary and related costs of the position of a leader of such activities at the park. In addition, Williamson provided \$400,000, plus a pledge of \$500,000 over five years, for maintenance, upkeep and enhancement of the park. "It's a wonderful piece of property; it's very well situated and it's been very well maintained," Hyden said. Tressel said the park will be under the auspices of the YSU Division of Workforce Education and Innovation. Oddo, division executive director, said planning is underway for use of the property, including areas for aviation, Baja trails and a concrete canoe area, as well as an area for drones. "It's incredible, the opportunity," Tressel said.

**Moved by Trustee George, second by Trustee Seals, unanimously approved.**

##### **b. Resolution to Modify Partnerships, Centers, and Related Arrangements Policy, 3356-10-22**

The policy is modified to provide guidelines on external funding of centers or institutes and to assure such entities are created or deactivated in consultation with the board.

**Moved by Trustee George, second by Trustee Kerola, unanimously approved.**

## **2. Institutional Engagement Discussion Items**

### **a. YSU Foundation Quarterly Gift Report**

Heather Chunn, vice president of the YSU Foundation, reported that the Foundation received \$24.1 million in gifts in FY 2022, the highest amount ever. She also reported 679 new gifts and pledges totaling \$2 million for the fourth quarter of fiscal year 2022. She said the Foundation has already started preparing for fundraising to help support proposed renovations of Kilcawley Center.

### **b. Division of Workforce Education and Innovation Update**

Jennifer Oddo, executive director, Strategic Workforce Education and Innovation, updated the committee on various activities of the Division of Workforce Education and Innovation: in collaboration with the Youngstown Warren Regional Chamber, creation of the Mahoning Valley Workforce Partnership; a National Science Foundation grant in partnership with Carnegie Mellon University; YSU Data Mine corporate project, in collaboration with Purdue University; and a Google dashboard control project.

### **c. Yield Update: Admission to Orientation and Orientation to Enrollment**

Claire Berardini, associate provost for Student Success, and Katie Burdette, Social Media coordinator, presented a report showing how the use of the ZeeMee Social Media Platform has increased the number of students attending orientation and enrolling at YSU. Burdette said ZeeMee, which she said is like a giant chat room, grew from 1,160 to 1,924 students between 2021 and 2022. The report showed that orientation attendance, with the help of ZeeMee and other initiatives, has improved from 88.6 percent in 2020 to 94.3 percent in 2022. The report also showed that incoming students receive 15 separate communications post-orientation leading to the first day of the start of classes.

### **d. Actions Associated with Enhancing Fall 2023 Enrollment**

"We're off and running," said Elaine Ruse, associate vice president for Student Enrollment and Business Services, about student recruitment for the Fall 2023 semester. She said her office has set a goal of 8,100 applicants for next Fall, up from 7,300 this Fall.

## **3. Background Materials**

### **a. Updated compilation of Academic Centers**

**b. WYSU Memberships for Fourth Quarter FY 2022**

D. New Business - No New Business

E. Adjournment

**X. UNIVERSITY AFFAIRS COMMITTEE**

Anita A. Hackstedde, Chair

Charles T. George, Vice Chair

All Trustees are Members

**A. Disposition of the Minutes for the Previous Meeting**

Draft copies of the minutes of the committee's meeting held June 22, 2022, were provided to Trustees prior to the meeting. Trustees accepted the minutes as provided.

**B. Old Business**

No Old Business

**C. Committee Items**

**1. University Affairs Consent Items**

**a. Resolution to Modify Outside Consulting/Employment Services – Faculty Policy, 3356-7-18**

**b. Resolution to Modify Outside Consulting Services/Employment by Full-Time University Employees Policy, 3356-7-34**

**c. Resolution to Modify Public Records Policy, 3356-9-07**

**d. Resolution to Modify Records Management Policy, 3356-9-09**

**Moved by Trustee Kerola , second by Trustee Erzurum, unanimously approved all four Consent resolutions.**

**2. University Affairs Action Item**

**a. Resolution to Ratify Personnel Appointments - Faculty and P/A Staff, including Athletics**

The resolution includes 26 separations, eight appointments, 17 reclassifications/position adjustments, nine promotions, 28 salary adjustments and two transfers.

**Moved by Trustee George, second by Trustee Kerola, unanimously approved.**

**3. University Affairs Discussion Items**

**a. Support Area Assessment: Student Enrollment and Business Services**  
Ruse presented a 23-page report on Student Enrollment and Business Services, which includes Undergraduate Admissions and Financial Aid and Scholarships.

Among the Points of Pride in the report: Penguin Preview Day Recruitment Programs, CRM Ellucian "Recruit" System, Experience Y Days, the Second Chance Program and pandemic-related emergency grants to students. She also made the point that the area disburses more than \$120 million of financial aid per year to YSU students. Board members asked some questions regarding the data comparing this information with other similar areas at other institutions. It was noted that not every institution has similar organizational structures and thus it is not possible to draw firm conclusions from that comparison information.

**b. Executive Session**

Trustee Jakubek moved that the Board enter Executive Session for the purposes of, " consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of one or more public employees or officials (O.R.C. 121.22(G) (1)) and/or preparing for, conducting, and/or reviewing negotiations or bargaining sessions with public employees concerning their compensation, or other terms and conditions of their employment (O.R.C. 121.11 (G) (4)) w: and/or consulting with our legal counsel on pending litigation."

**Trustee Seals conducted a roll-call vote. The vote was unanimous.**

**Time entered Executive Session: 5:17 p.m.**

**Time exited Executive Session: 6:09 p.m.**

**4. Background Materials**

- a. Human Resources Update**
- b. Human Resources Update on Position Searches**
- c. Classified Civil Service Personnel Actions**
- d. Report on Search Waivers**
- e. Years of Service Recognition for Faculty and Staff for Calendar Year 2022**

**D. New Business**

No New Business

**E. Adjournment**





# APPENDIX

## *YSU Board of Trustees Committee Meetings*

*Sept. 20, 2022*

*Resolutions, Supporting Documents  
and Background Materials*



# YSU Board of Trustees Meeting Minutes

Committee Meetings, June 22, 2022, 10 a.m. Trustees Meeting Room, Tod Hall

(Resolutions, Supporting Documents and Background Materials in Appendix)

## Attendance

### Members Present:

Julie Centofanti, Charles T. George, John R Jakubek, Joseph J. Kerola, Elsa Khan, Helen Lafferty, Laura Lyden, Anita A. Hackstedde, Michael A. Peterson, James E. "Ted" Roberts, Molly S. Seals, Eric Spiegel

### Members Absent:

Allen L. Ryan, Jr.

### Guests Present:

Kevin Ball, Molly Burdette, Joy Polkabila Byers, Heather Chunn, Ron Cole, John Colla, Chet Cooper, Amy Cossentino, Erin Driscoll, Rebecca Fink, Hillary Fuhrman, Jeanne Hermann, John Hyden, Holly Jacobs, Cindy Kravitz, Carol Lamb, Dana Lantz., Paul McFadden, Neal McNally, Ross Miltner, AJ Minotti, Greg Morgione, Ross Morrone, Jennifer Oddo, Jen Pintar, Elaine Ruse, Sal Sanders, Mike Sherman, Brien Smith, Ron Strollo, Nicole Kent Strollo, Shannon Tirone, President Jim Tressel, Shawn Varso, Rich White, John Young, Jim Yukech, Sharyn Zembower

**NOTE:** Trustee Roberts arrived at the meetings at 11:30 a.m.; Trustee Peterson was absent for all meetings except for participation via WebEx for the discussion of the future of the Kilcawley Center student union during the Finance and Facilities Committee meeting.

## I. Board of Trustees' June Meeting Schedule and Committee Membership

Board of Trustees Meeting Schedule June 22 and 23, 2022

Board of Trustees Committee Membership: June 2022 through March 2023

## II. Intercollegiate Athletics Committee

Joseph J. Kerola, Chair

Michael A. Peterson, Vice Chair

All Trustees are Members

### A. Disposition of Minutes

This being the first meeting of the new Intercollegiate Athletics Committee, there are no minutes to be approved.

B. Old Business

No Old Business

C. Committee Items

1. Intercollegiate Athletics Discussion Items

- a. Overview of Athletics Personnel Actions (Presenters: Ron Strollo, Director of Athletics)

Strollo reviewed personnel actions in Intercollegiate Athletics, including nine separations, nine appointments, one reclassification and seven salary adjustments.

- b. New Staff Introductions and Role Explanations (Presenter: Rebecca Fink, Senior Associate Athletics Director)

Strollo introduced Rebecca Fink, senior associate athletics director, and Ross Miltner, associate general counsel.

- c. Overview of Infractions and Changes Implemented Related to NCAA Compliance: Football and Soccer (Presenter: Rebecca Fink, Senior Associate Athletics Director)

Fink provided an overview of infractions and penalties related to NCAA compliance in football (impermissible contact with transfer, failure to pass annual NCAA Coaches Certification Test and failure to monitor) and soccer (falsification of transcripts for international women's soccer student-athletes and cost-free housing, transportation and payment of application fee for student-athlete). Fink said several changes have been implemented in response to the violations, including the hiring of another compliance officer, a newly drafted compliance manual, a new compliance on-boarding program, proactive rules education and a compliance audit.

- d. Title IX Changes (Presenters: Ross Miltner, Associate General Counsel Changes to Title IX)

- e. NCAA Name, Image, and Likeness Update

Miltner said YSU, since July 2021, recorded 95 NIL deals (women's basketball had the most) totaling \$47,484, an average of \$539 per deal.

### III. INVESTMENT COMMITTEE

Allen L. Ryan, Jr., Chair  
Charles T. George, Vice Chair  
All Trustees are Members

- A. Disposition of Minutes for Meeting Held March 2, 2022  
Draft copies of minutes of the Committee's meeting of March 2, 2022, were provided to trustees prior to the meeting. Trustees accepted the minutes as presented.
  
- B. Old Business  
No Old Business
  
- C. Committee Items
  - 1. Investment Committee Discussion Item
    - a. June 22, 2022 Quarterly Portfolio Asset Allocation and Investment Performance Review  
John Colla of Clearstead presented the Quarterly Portfolio Asset Allocation and Investment Performance Review. The recommendations include the removal of DFA Global Bond fixed income strategy, reallocating most proceeds to two short-term managers, and modestly rebalancing into equities, adding to short-term growth manager Loomis Sayles.
  
  - 2. Investment Committee Action Item
    - a. Resolution to Approve Clearstead's Recommendation to Rebalance the Non-Endowment Long-Term Investment Pool  
  
**Motion:**  
To Approve the Resolution to Approve Clearstead's Recommendation to Rebalance the Non-Endowment Long-Term Investment Pool  
  
Motion moved by Joseph J. Kerola and motion seconded by John R. Jakubek.  
  
Trustees unanimously approved the resolution.
  
  - 3. Background Materials  
No background materials
  
- D. New Business  
No New Business
  
- E. Adjournment

#### IV. **AUDIT SUBCOMMITTEE**

Michael A. Peterson, Chair

Molly S. Seals, Vice Chair

Laura A. Lyden

Anita A. Hackstedde

Joseph J. Kerola

- A. Disposition of Minutes for Meeting Held March 2, 2022  
Draft copies of minutes of the Subcommittee's meeting of March 2, 2022, were provided to trustees prior to the meeting. Trustees accepted the minutes as presented.
  
- B. Old Business  
No Old Business
  
- C. Subcommittee Items
  - 1. Audit Subcommittee Discussion Items
    - a. Ohio Auditor of State's Star Rating System, Monitoring Transparency in Government (Presenter: Neal P. McNally, Vice President for Finance and Business Operations)  
McNally reported that YSU received the top rating – four stars – in the Ohio Auditor of State's Star Rating System for open and transparent government. The assessment tracks YSU's methods to fulfill public records requests. It's the second consecutive year that YSU has received the top rating. McNally noted that the Office of General Counsel oversees public records at YSU.
    - b. Update on FY 2022 Plante Moran External Audit  
McNally reported that the FY 2022 annual external audit with Plante Moran is on track for completion by October.
    - c. Enterprise Risk Management Update  
McNally reported that the Risk Management Council continues to meet, under the new guidance of Julie Gentile, director of the Office of Environmental Health and Occupational Safety. The Council met in April to discuss cyber security on campus.
    - d. Update on Transition Plan in the Office of Internal Audit

- f. NCAA Senior Minority Administrator Requirement  
Miltner reported that the NCAA is now requiring every university to have on staff a Senior Minority Administrator to enhance diversity and provide opportunity for minorities in leadership positions. Miltner said Jasen Spencer, currently director of Athletic Academic Services at YSU, will fulfill those additional duties starting July 2022

## 2. Background Materials

- a. Spring 2022 Academic Summary
- b. 2022 Annual Report to the NCAA on Football Infractions Progress
- c. NCAA Campus Sexual Violence Policy
- d. NCAA Name, Image and Likeness Boosters Policy
- e. NCAA Senior Minority Administrator Requirement Definition

## D. New Business

No New Business

## E. Adjournment

2. Audit Subcommittee Action Item

- a. Resolution to Approve an Agreement with Kent State University for Internal Audit Services

McNally reminded the board that the university's former internal auditor, Kelli Miller, recently moved to another position at the university. The process to find a replacement was difficult, he said, with few qualified applicants, resulting in a failed search. As a result, the university began to explore a professional services agreement with Kent State University's Internal Audit department. The KSU office has a staff of three auditors and is led by Sarah Gampo, also a former YSU internal auditor. Under the agreement, KSU will provide internal audit services for YSU, including annual Internal Audit risk assessment and plan, IT audit services, quarterly reporting and periodic update of documented Internal Audit procedures. McNally said the university will hire a staff auditor to help in the process.

**Motion:**

To Approve the Resolution to Approve an Agreement with Kent State University for Internal Audit Services

- b. Motion moved by Anita A. Hackstedde and motion seconded by Joseph J. Kerola.
- c. Trustees unanimously approved the resolution.

3. Background Materials

No Background Materials

D. New Business

No New Business

E. Adjournment



## V. FINANCE AND FACILITIES COMMITTEE

Michael A. Peterson, Chair  
Allen L. Ryan, Jr., Vice Chair  
All Trustees are Members

- A. Disposition of Minutes for Meeting Held March 2, 2022  
Draft copies of minutes of the Committee's meeting of March 2, 2022, were provided to trustees prior to the meeting. Trustees accepted the minutes as presented.

- B. Old Business  
No Old Business

C. Committee Items

1. Finance and Facilities Consent Item  
a. Resolution to Modify Purchasing Policy, 3356-3-01

**Motion:**

To Approve Resolution to Modify Purchasing Policy

Motion moved by Charles T. George and seconded by Joseph J. Kerola

Trustees unanimously approved the resolution

2. Finance and Facilities Action Items  
a. Resolution to Approve Changes to Selected Graduate Tuition

**Motion:**

To Approve the Resolution to Approve Changes to Selected Graduate Tuition

Motion moved by Charles T. George and motion seconded by Joseph J. Kerola.

Trustees unanimously approved the resolution. Chair Jakubek abstained.

- b. Resolution to Approve the Annual Operating Budget for FY 2023  
McNally presented the \$171.7 million operating budget for Fiscal Year 2023. The budget is down nearly 1 percent from the \$173 million operating budget in FY 2022. The spending plan, he said, is balanced, but heavily relies on one-time funding from carry-forward dollars and leftover COVID-19 relief dollars. He noted that the budget includes a \$1.4 million decrease in tuition revenue due to a projected 4 percent drop in enrollment for Fall Semester 2022. The enrollment decline is not a surprise, he said, given the continually shrinking pool of high school graduates in the region. He noted that enrollment has

fallen 26 percent since 2010, and that projections show the downward trend continuing. “Any way you slice it, it should be clear that YSU is becoming smaller in terms of enrollment,” he said.

McNally also reported that personnel expenditures in the budget are up, driven mainly by increased salaries and fringe benefits. Meanwhile, YSU’s state funding – which is based on course completions, degrees awarded and the success of at-risk students - will increase 4.5 percent in FY 2023, McNally said. The increase is due to significant improvements in student success measures, including a 14 percent jump in graduation rates. In comparison, other Ohio public universities are receiving an average 0.9-percent increase in state funding, with several universities actually getting less than the previous year, i.e. -\$8 million at Akron and -\$6.2 million at Wright State.

The budget also reports that adjustments to YSU’s academic program portfolio over the past two years resulted in the layoff, non-renewal or voluntary separation of 24 faculty, amounting to a savings of \$2.2 million. McNally noted, however, that the university in turn invested nearly \$2.4 million to hire 26 new faculty. So overall, the process netted two additional faculty. Meanwhile, part-time faculty expenses are projected to decrease by 11 percent in the FY 2023 budget as the result of the implementation of additional instructional efficiencies. McNally also noted that the budget includes \$20 million in nonathletic scholarships, with more than half provided by the YSU Foundation.

**Motion:**

To Approve the Resolution to Approve the Annual Operating Budget for FY 2023

Motion moved by Molly S. Seals and motion seconded by Anita A. Hackstedde, M.D.

Trustees unanimously approved the resolution

c. Resolution to Approve Interfund Transfers

**Motion:**

To Approve the Resolution to Approve Interfund Transfers

Motion moved by Charles T. George and seconded by Anita A. Hackstedde

Trustees unanimously approved the resolution

### 3. Finance and Facilities Discussion Items

- a. Quarterly Update on the Operating Budget  
Budget vs. Actual Combined Summary (March 31, 2022)  
McNally presented a budget-to-actual report for the first three quarters of Fiscal Year 2022, indicating that the university is tracking on or above target for most budget areas.
- b. Planning and Construction Projects Update (Presenters: John Hyden, Associate Vice President, University Facilities, and Rich White, Director of Planning and Construction)  
Hyden and White updated the board on construction projects across campus, including elevator safety repairs and replacements, roof of the Excellence Training Center, building envelope renovations, utility distribution expansion and upgrades, renovations to restrooms in Lyden House, construction of the Watson Team Center at the former flower shop on Rayen Avenue and renovations to Moser Hall, Fok Hall and the Wick Avenue parking deck.
- c. Kilcawley Student Union Project Update (Presenters: Amy Maceyko, Associate Principle, WTW Architects, Michael A. Peterson, Joseph J. Kerola, Joy Polkabila Byers, John Hyden)  
Trustees Mike Peterson and Joe Kerola, as well as Joy Polkabila Byers, associate vice president for Student Experience, and Amy Maceyko, associate principle with WTW Architects, presented. WTW was hired to help study the need and feasibility of a new or renovated student union for YSU. Kilcawley Center, the current student union, was built in 1964.

Peterson conceded that, at first, he was somewhat skeptical of the need to invest millions of dollars into a student union. But, after talking with dozens of current and past students, he said he came to understand how important a modern student union is to the viability and growth of the university. He emphasized that he and the board are mindful of the significant financial and other challenges facing YSU and all of higher education, including decreasing enrollment, rising inflation, increasing cost of materials, etc. “This entire process was done with (all of) that in mind,” he said. Kerola said “a lot of work was done

by a lot of people taking in several groups...to understand where we're at and what we can do and can't do with the way things are today." He noted that Kilcawley Center has not changed much from when he was at YSU as a student. "Students are looking for fresh and updated," he said.

Maceyko and Polkabra Byers presented results of a campuswide study exploring options for the university's student union. Kilcawley Center was built in 1964, with renovations/additions in 1971 and 1979. The Andrews Student Recreation and Wellness Center was added in 2005. John Hyden, associate vice president for Facilities, reported that the building has \$25 million in deferred maintenance needs alone. After a thorough study of all options, including building a new student union along Fifth Avenue, the team focused on a full renovation of the current Kilcawley Center, at a cost of around \$40 million. "We're talking about a major gut and rebuild," Hyden said. Renovations would allow for consolidated food service stations, expanded hours of operations, transparent and updated meeting rooms, larger convenience store, late night entertainment areas, improved lounge spaces, better and more visible student leadership space, a maker space, a multicultural lounge and a community kitchen. "There were a lot of wants, but we kind of got down to what we need," Kerola said. Trustee Seals added, "This is so critical to the experience of our students." Trustee Helen Lafferty lauded the extensive process linked to the strategic plan, the inclusion of many stakeholders and the focus on student needs.

Tressel said funding options could include a bond issue, philanthropic support and possibly a student fee. He said the YSU Foundation believes that a \$10 million campaign for student union renovations is feasible. McNally said that if the university issues \$30 million in debt, the cost would be about \$2 million a year. McNally cautioned that the cost of borrowing money is likely to increase as the Federal Reserve tries to contain inflation by raising interest rates.

**Motion:**

To request President Tressel and Neal McNally, vice president for Finance and Business Operations, to explore funding options for large-scale renovations to the Kilcawley Center student union.

Motion moved by Charles T. George and motion seconded by Anita A. Hackstedde, M.D.

Trustees unanimously approved the motion.

d. Report of Audit Subcommittee

Trustees Seals reported that the Audit Subcommittee met on June 22 and approved an agreement with Kent State University to provide Internal Audit Services for YSU. Also at the meeting, it was reported that YSU received the top rating in the Ohio Auditor of State's Star Rating System for open and transparent government, that the FY 2022 annual external audit with Plante Moran is on track for completion in October and that the Risk Management Council continues to meet, most recently to discuss cyber security on campus.

4. Background Materials

- a. Budget and Interfund Transfers for the Quarter Ending March 31, 2022, Reportable under Policy Number 3356-3-11.1, Budget Transfers
- b. Third Quarter Diversity and EDGE Spend Report

D. New Business

No New Business

E. Adjournment

**VI. Lunch Break**

## VII. GOVERNANCE COMMITTEE

John R Jakubek, Chair

Charles T. George, Vice Chair

All Trustees Are Members

- A. Disposition of the Minutes for the Previous Meeting  
Draft copies of minutes of the Committee's meeting of March 2, 2022, were provided to trustees prior to the meeting. Trustees accepted the minutes as presented.
  
- B. Old Business  
No Old Business
  
- C. Committee Items
  1. Governance Committee Discussion Items
    - a. Election of Officers of Youngstown State Board of Trustees for 2022-23  
Chair Jakubek presented, for second reading, the slate of board officers for 2022-2023:
      - Chair Jakubek
      - Vice Chair Charles George
      - Secretary Molly Seals
  
    - b. Technology Related Capabilities and Capacities related to the Plan for Strategic Actions to Take Charge of Our Future (Presenters: Jim Yukech)  
Jim Yukech, YSU Chief Information Officer overviewed the approach that will be taken to implement what will be referred to as Penguin Intelligence. This will permit creation of a datamart that will allow seamless access to a significant amount of data to facilitate reporting, illustrating, data mining and sophisticated analytics. Importantly, the Boards Key Performance Indicators and the associated Academic Metrics will be a high priority for reporting and illustrating.
  
    - c. International Student Enrollment and Success Strategy-Plan for Strategic Actions to Take Charge of Our Future Update  
Nate Myers, associate provost for International and Global Initiatives; Amy Cossentino, associate provost and dean of the YSU Honors College; and Joy Polkabila Byers, associate vice president of Student Experience, reported on international enrollment initiatives. Myers said COVID-19 hurt international enrollments across the country and at YSU, but he suspects that to change moving forward, noting that the number of international students admitted to YSU for Fall Semester 2022 is up significantly. He also presented a slide showing that YSU's 373 international students come from 57 countries, including 94 from Nepal and 49 from Saudi Arabia. Cossentino reported on international enrollment in the Honors College, and Polkabila Byers reported on

efforts to improve housing and campus experiences for international students. Trustee Eric Spiegel asked what YSU's "international brand" is. Myers said YSU is known overseas as a good, affordable public university that has an "elite" Honors College program that provides financial help and good housing. "It's a package that people have a hard time turning down," he said. He also reported on recent collaborations across campus in recruiting international students into YSU's computer science programs. The collaborations involved the Office of Marketing and Communications, the Graduate College, the Department of Computer Science and others who helped accelerate the review of applications.

- d. YSU and the Education for Career Success Continuum.  
 YSU Contributing to Ohio's Postsecondary Degree and Credential Objectives for Sustainable Prosperity  
 Mike Sherman, vice president for institutional effectiveness and board professional, presented this sequence of slides that illustrates how YSU can be involved in the education to career pathway of the residents of the Mahoning Valley and beyond. The illustration represents how degree completion and earning credentials can help meet the workforce needs of the region. The illustrated approach directly connects to the Plan for Strategic Actions to Take Charge of Our Future, particularly Collective Impact with the Community by linking to the areas of education, health and arts/culture (prosperity) to experiential education, service learning, and virtually any community outreach initiative. He indicated that the population of the Mahoning Valley is on a decline and that supporting the workforce needs of the region in such a fashion might help reverse that trend, to the benefit of the region and to YSU.

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6žNew Business

**Motion**

To Approve on First Reading a Resolution to Amend the Board's Bylaws regarding the definition of a Quorum for Meetings of the Board's Standing Committees. The current bylaws stipulate that a quorum for standing committee is at least six members. The revised bylaws stipulate that a quorum for standing committees is a majority of the members of that committee (five). This is aligned with the quorum definition for Regular meetings of the Board.

Motion moved by Charles T. George and motion seconded by James E. "Ted" Roberts.

Trustees unanimously approved the motion.

E. Background Materials

1. Board Committee Assignments (2022-2023)

F. Adjournment



## VIII. ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE

Molly S. Seals, Chair  
Joseph J. Kerola, Vice Chair  
All Trustees are Members

### A. Disposition of the Minutes for the Previous Meeting

Draft copies of minutes of the Committee's meeting of March 2, 2022, were provided to trustees prior to the meeting. Trustees accepted the minutes as presented.

### B. Old Business

No Old Business

### C. Committee Items

#### 1. Academic Excellence and Student Success Consent Agenda Item

##### a. Resolution to Modify Student Complaint Process Policy, 3356-8-06

**Motion:**

To Approve the Resolution to Modify Student Complaint Process Policy

Motion moved by Joseph J. Kerola and motion seconded by Anita Hackstedde

Trustees unanimously approved the resolution

#### 2. Academic Excellence and Student Success Action Items

##### a. Resolution to Authorize Recommendation of Candidates for Honorary Degrees (Presenters: Brien N. Smith, Provost and VP for Academic Affairs, Chester Cooper, Chairperson, Academic Senate)

**Motion:**

To Approve the Resolution to Authorize Recommendation of Candidates for Honorary Degrees

Motion moved by Anita A. Hackstedde, M.D. and motion seconded by Charles T. George.

Trustees unanimously approved the resolution.

- b. HLC Report and Resolution Regarding Submission of YSU's Open Pathway Four Year Assurance Review (Presenters: Brien N. Smith, Provost and VP for Academic Affairs, Amy Cossentino, Associate Provost for Strategy and Engagement and Dean of Sokolov Honors College, Kevin Ball, Associate Provost for Academic Programs and Planning)

Kevin Ball, associate provost, reported on the draft of the updated HLC Assurance Review submission, which he said is due to HLC at the end of June 2022. The draft, he said, focuses on the university's progress in academic program review and strategic planning. In a draft letter of submission, President Jim Tressel says the review demonstrates that YSU continues to meet the HLC's criteria for accreditation. "I am particularly proud of YSU's progress and achievement with program review," he says in the letter. He said he also is proud of the campus' engagement in the review process, including teams of faculty, staff and administrators. In addition, Amy Cossentino, associate provost and dean of the Honors College, reported on the continued activities of the YSU Strategic Planning Optimization Team. She noted it is re-engaged and will interact with the HLC team to assure strong coordination for an optimal assurance argument for the next reaccreditation visit in 2027.

**Motion:**

To Approve a Resolution Regarding Submission of YSU's Open Pathway Four Year Assurance Review

Motion moved by Charles T. George and motion seconded by John R Jakubek.

Trustees unanimously approved the resolution.

- c. Resolution to Approve YSU Retention and Completion Plan as per Ohio Revised Code (Presenters: Brien N. Smith, Provost and VP for Academic Affairs, Claire Berardini, Associate Provost for Student Success)

Associate Provost Claire Berardini reported that the plan includes information on Penguin Pass, CRM Advise, Degree Works, YSTAR Summer Academic Institute and the Mahoning Valley Innovation and Commercialization Consortium. She commented on the significant investment of time and talent of implementing the technology associated with degree auditing and holistic advising. She commented on the redesign of advising at the college level and the implementation of the Student Success Seminar. She also noted that while retention of first-time full-time students is stable, she anticipates an increase for fall 2022

where the effects of implementing these initiatives might begin to emerge. She also observed the significant increase in graduation rates, now nearly 50 percent, and the last two years were each larger graduating classes.

**Motion:**

To Approve the YSU Retention and Completion Plan as per Ohio Revised Code Motion moved by Joseph J. Kerola and motion seconded by John R Jakubek.

Trustees unanimously approved the resolution.

3. Academic Excellence and Student Success Discussion Items

- a. Academic Senate Update (Presenters: Chester Cooper, Chairperson, Academic Senate)

Chet Cooper, chair of the Academic Senate, reported on a variety of Senate activities focused on student success and completion, including a new Change of Major Reassessment policy, and changes to policies regarding GPA, military duty, student transfers and test optional admissions. The Senate, he said, also endorsed a revised textbook selection policy, adopted revised class scheduling guidelines and endorsed “Principles of Good Practice in Teaching at YSU,” which outlines a framework for good practices in teaching that helps students learn, persist and achieve their educational goals. He also noted that the Senate recently approved a resolution honoring the “stellar work” of Joseph Palardy, professor of Economics, as a “stalwart” member of the Senate and a leader in General Education and in Curriculum and Programs.

- b. Academic Program Enhancement and Effectiveness (including ORC 3345.35 Duplicative Program and Low Enrollment Courses)

(Presenters: Brien N. Smith, Provost and VP for Academic Affairs, Sal Sanders, Associate Provost and Dean of Graduate Studies, Kevin Ball, Associate Provost for Academic Programs and Planning) Brien N. Smith, provost and vice president for Academic Affairs, reported that Ohio state law requires public universities to regularly review duplicative academic programs and low enrollment courses. That requirement intersects well with YSU’s ongoing Academic Program Enhancement and Effectiveness Initiative, Smith said. Sal Sanders, assistant provost and dean of Graduate Studies, reported that, under APEEI, the university’s 161 academic programs are regularly reviewed and placed in one of four categories: grow plus, grow, sustain and adjust. He noted that, while there is no “sunset” category in this year’s review, discontinuing a program could be the end result of a program in the “adjust” category. Kevin Ball, associate provost, also noted that YSU’s APEEI program review process is in line with recommendations of the Higher Learning Commission. They also noted that the two initiatives converge for action at the board’s September meeting.

- c. Academic Program Transformation: University-Wide Learning Outcomes (Presenters: Brien N. Smith, Provost and VP for Academic Affairs, Jennifer Pintar, Associate Provost for Academic Administration)  
Actions Associated with University Wide Learning Outcomes and General Education Transformation

#### Curricular Efficiency Progress Illustration Curricular Transformation Report

Pintar updated the board on University-Wide Learning Outcomes and activities of the Academic Program Transformation Team, including an examination of the structural framework of the university's general education program. Pintar also reported on progress made through various Curricular Efficiency and Effectiveness initiatives: 10 percent reduction in small class sizes, 5 percent or 117 fewer class sections, 3 percent increase in undergraduate student credit hours taught by full-time faculty, savings of \$102,000 in part-time instruction costs, and plans to develop up to 10 online undergraduate programs in house. She also noted that the efficiencies will continue as the Office of Academic Affairs begins working more closely with the departments related to course offerings for Fall 2022 and beyond.

#### 4. Background Materials

- a. Office of Research Services Quarterly Report
- b. Current Accreditation Activity
- c. Academic Programs Update
- d. Academic Affairs Awards

#### D. New Business

No New Business

#### E. Adjournment

## IX. INSTITUTIONAL ENGAGEMENT COMMITTEE

Allen L. Ryan, Jr., Chair  
Anita A. Hackstedde, Vice Chair  
All Trustees are Members

- A. Disposition of Minutes for Meeting Held March 2, 2022  
Draft copies of minutes of the Committee's meeting of March 2, 2022, were provided to trustees prior to the meeting. Trustees accepted the minutes as presented.

- B. Old Business  
No Old Business

### C. Committee Items

#### 1. Institutional Engagement Consent Agenda Item

- a. Resolution to Modify Deadly Weapons Restrictions Policy, 3356-7-03 (Presenter: Shannon Tirone, Associate Vice President University Relations)

**Motion:**

To Approve the Resolution to Modify Deadly Weapons Restrictions Policy

Motion moved by Joseph J. Kerola and motion seconded by Charles T. George

Trustees unanimously approved the resolution

#### 2. Institutional Engagement Action Items

- a. Resolution to Accept WYSU Memberships

**Motion:**

To Approve Resolution to Accept WYSU Memberships

Motion moved by John R Jakubek and seconded by Joseph J. Kerola.

Trustees unanimously approved the resolution

- b. Resolution to Accept Gift of Real Estate (Presenter: Greg Morgione, associate general counsel.)

**Motion:**

To Approve the Resolution to Accept Gift of Real Estate

Motion moved by Molly S. Seals and seconded by Charles T. George.

Trustees unanimously approved the resolution

1. Institutional Engagement Discussion Items

- a. YSU Foundation Quarterly Gift Report (Presenter: Paul McFadden, President YSU Foundation)  
January 2022 - March 2022 YSU Foundation Quarterly Summary Gift Processing

McFadden reported \$3.32 million in gifts and pledges for the first three months of 2022, more than double the amount raised in the same period in 2021. He said it was probably the strongest third quarter ever for the Foundation. McFadden also presented a chart showing the Foundation has raised nearly \$24 million so far in Fiscal Year 2022, the most in any of the last 10 fiscal years. He also reported that the Foundation is hiring four additional employees. “We have more prospects than people to pursue,” he said.

- b. Division of Workforce Education and Innovation Update  
(Presenters: Jennifer Oddo, Executive Director, Strategic Workforce Education and Innovation)

- c. Enrollment Strategy (Presenters: Elaine Ruse, Associate Vice President, Student Enrollment and Business Services)  
Financial Aid Dashboard 2022  
Admissions Event Attendance and Yield Measures Weekly Enrollment Report Through June 20, 2022

Elaine Ruse, associate vice president for Student Enrollment and Business Services, reported on continued enrollment strategies, including the success of Penguin Preview Day and Experience Y Day enrollment recruitment programs. She also reported that more than \$121 million in financial aid and scholarships was disbursed in 2021-22, and that average debt of YSU graduates continues to fall and now stands at \$15,555. She said the debt amount is much lower than the national average.

- d. Marketing and Communications Report (Presenter: Ross Morrone, Chief Marketing Officer, Marketing and Communication)

Morrone presented a report reviewing activities in the Office of Marketing and Communications in fiscal year 2022, including more than 83 million impressions on digital and media spends, more than 600,000 engagements on social media, distribution of

2,173 Merit press releases highlighting the achievements of 5,983 students to 846 media outlets across 36 states, and nearly 3,000 campaigns through the Emma campus email system. He also outlined the fiscal year 2023 marketing plan that includes media buying focused on Cleveland, Akron/Canton, Youngstown, Pittsburgh and Erie markets, continued enrollment integrations with EAB, Academic Partnerships and Gray Associates, a major focus on international marketing and enrollment, and a new study to develop a university brand and new marketing and messaging materials.

- e. Degree Completion and Credentialing Strategy (Presenters: Jeanne Herman, University Registrar, Tysa Egleton, Director and Associate Registrar, Molly Burdette, Assistant Director Degree Completion and Credentialing Facilitator)

Jeanne Herman, university registrar; Tysa Egleton, director and associate registrar; and Molly Burdette, assistant director of Degree Completion and Credentialing, updated the committee on the university's degree completion and credentialing strategy. Initiatives include Enrolled Students with 120 or More Credits Completion Pathway, College Credit Plus, YSU College Comeback/Stranded Credit Program, Some Credit and No Degree, Reverse Transfer and expanded credentialing through the Division of Workforce Education and Innovation.

#### 4. Background Materials

- a. Enrollment Optimization Group Update

#### D. New Business

No New Business

#### E. Adjournment

## X. UNIVERSITY AFFAIRS COMMITTEE

Anita A. Hackstedde, Chair  
Charles T. George, Vice Chair  
All Trustees are Members

- A. Disposition of Minutes for Meeting Held March 2, 2022  
Draft copies of minutes of the Committee's meeting of March 2, 2022, were provided to trustees prior to the meeting. Trustees accepted the minutes as presented.

- B. Old Business  
No Old Business

C. Committee Items

1. University Affairs Consent Agenda Items

**Motion:**

To Approve the Three Resolutions on the Committee's Consent Agenda

Motion moved by Charles T. George and motion seconded by Joseph J. Kerola.

Trustees unanimously approved the three resolutions on the committee's consent agenda

- a. Resolution to Modify Family and Medical Leave Act (FMLA) Policy, 3356-7-07
- b. Resolution to Modify Part-Time Faculty Teaching Excellence Award Policy, 3356-7-52
- c. Resolution to Modify Excellence Awards for Department Chairpersons Policy, 3356-7-53

2. University Affairs Action Items

- a. Resolution to Modify Persona Non Grata Status for Campus Visitors Policy, 3356-7-45 (Presenter: Holly Jacobs, Vice President for Legal Affairs and Human Resources)  
Holly Jacobs, vice president and General Counsel, reported that the policy was modified to make University Relations and General Counsel the responsible divisions/offices for the policy. In addition, the process for issuing a notice of persona non grata is streamlined, with university police making the determination based on evidence collected. The policy also sets forth the procedure for appealing the PNG determination to the Office of General Counsel.



**Motion:**

To Approve the Resolution to Modify the Persona Non Grata Status for Campus Visitors Policy

Motion moved by Joseph J. Kerola and motion seconded by Anita A. Hackstedde, M.D.

Trustees unanimously approved the resolution

- b. Resolution to Modify Employment of Students Policy, 3356-9-03  
(Presenter: Claire Berardini, Associate Provost for Student Success)

**Motion:**

To Approve the Resolution to Modify Employment of Students Policy

Motion moved by Charles T. George and seconded by John R Jakubek.

Trustees unanimously approved the resolution

- c. Resolution Regarding Campus Free Speech  
Jacobs said the resolution affirms the principles of campus free speech in Revised Code section 3345.0215(A) (1) through (9) and authorizes the incorporation of those principles into YSU policy. The resolution also amends university policy to create a process by which any student, student group, or faculty member may submit a complaint about an alleged violation of the foregoing principles, or violation of any university policy or state law concerning campus free speech by a university employee, including any allegation that a student's grade was reduced on account of the student's free speech. It also calls for a process for an impartial investigation of complaints and an impartial hearing regarding allegations. The resolution also permits, at the president's or designate direction, adjustments if necessary to conform with any additional guidance provided by the Chancellor of the Ohio Department of Higher Education.

**Motion:**

To Approve a Resolution Regarding Free Speech

Motion moved by Joseph J. Kerola and motion seconded by Anita A. Hackstedde, M.D.

Trustees unanimously approved the resolution

- d. Resolution to Authorize Conferral of Emeritus Status for Faculty and Administrators (Presenters: Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer)

**Motion:**

To Approve a Resolution to Authorize Conferral of Emeritus Status for Faculty and Administrators

Motion moved by Molly S. Seals and motion seconded by John R Jakubek.

Trustees unanimously approved the resolution

- e. Resolution to Ratify Personnel Appointments (Presenter: Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer)

The resolution includes 15 separations, 13 appointments, four promotions, eight reclassifications/position adjustments, two salary adjustments, two transfers and one multi-year contract.

**Motion:**

To Approve Resolution to Ratify Personnel Appointments

Motion moved by Charles T. George and motion seconded by Joseph J. Kerola.

Trustees unanimously approved the resolution

3. University Affairs Discussion Items

- a. Title IX Update

Dana Lantz, director of Equal Opportunity, Policy Development and Title IX, reviewed the “Safeguarding Our Communities from sexual Predators: What College Presidents and Trustees Should Ask” from United Educators. She also presented the 2022 Title IX report, which includes 62 reports received, 18 EEO/ADA\ complaints and three policy violation complaints.

- b. Support Area Assessment: Student Experience (Presenters: Joy Polkabila Byers, Associate Vice President of Student Experience)  
Polkabila Byers reviewed a 35-page assessment of the university’s Office of Student Experience (Student Activities, Veterans Affairs, Housing and Residence Life, Campus Recreation and Kilcawley

Center/Student Union). The office, she said, has 35 full-time equivalent staff, all of which she applauded for their hard work and dedication to their profession and to YSU. The report also highlights the division's mobile app, anti-hazing efforts, Kilcawley Center renovation planning, housing initiatives, off-campus housing partnerships and COVID-19 response. Also included was a 12-page self-assessment developed by the Council for the Advancement of Standards in Higher Education.

c. Support Area Assessment: Facilities

McNally reviewed a 12-page assessment of university Facilities and Support Services, consisting of 75 employees in parking, janitorial, delivery, printing and recycling services; Environmental and Occupational Health and Safety; and maintenance, construction planning, campus grounds and central utility plant. "It's the group that keeps the lights on and the roofs over our heads," he said. McNally said salaries in the division are comparatively lower than other Ohio public universities and that staffing levels are comparable yet lower than peer universities. He also reported on the following measures showing the overall effectiveness of the unit: the university has expanded the size of campus without adding staff; the university completed \$5 million in construction and building renovations in fiscal year 2021 alone (in addition to \$5 million in federally funded air quality improvements over the last 10 months); and \$2.5 million in parking improvements are scheduled for this summer alone.

d. Support Area Assessment Template

e. Executive Session

**Motion:**

That the Committee enter Executive Session for the purposes of, "consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of one or more public employees or officials (O.R.C. 121.22(G) (1)) and/or preparing for, conducting, and/or reviewing negotiations or bargaining sessions with public employees concerning their compensation, or other terms and conditions of their employment (O.R.C. 121.11 (G) (4)) and/or consideration of specialized details of security arrangements where disclosure of the matters discussed

might reveal information that could be used for the purpose of committing or avoiding prosecution for, a violation of the law (O.R.C. 121.11.(G) (6))."

Motion moved by Molly S. Seals and motion seconded by Charles T. George.

Roll call vote:

Yes - George, Hackstedde, Jakubek, Kerola, Lyden, Seals.

No - none.

The Committee entered executive session at 4:57 p.m. and re-entered open session at 6:43 p.m.

#### 4. Background Materials

- a. Human Resources Update
- b. Human Resources Update on Position Searches
- c. Classified Civil Service Personnel Actions
- d. Report on Search Waivers
- e. Report on Staff Development Leave
- f. Service Awards  
Distinguished Service Award recipients list 2022

#### D. New Business

No New Business

#### E. Adjournment

**XI. EXECUTIVE COMMITTEE**

John R. Jakubek, Chair, Board of Trustees

Charles T. George, Vice Chair, Board of Trustees

Allen L. Ryan Jr., Chair, Institutional Engagement and Investment

Molly S. Seals, Chair, Academic Excellence and Student Success

Michael A. Peterson, Chair, Finance and Facilities

Joseph J. Kerola, Chair, Intercollegiate Athletics

Anita A. Hackstedde, Chair, University Affairs

A. Disposition of the Minutes for the Previous Meeting

Draft copies of minutes of the Committee's meeting of March 2, 2022, were provided to trustees prior to the meeting. Trustees accepted the minutes as presented.

B. Old Business

No Old Business

C. Committee Items

No Committee items

D. New Business

No New Business

E. Adjournment



YOUNGSTOWN  
STATE  
UNIVERSITY

# APPENDIX

**YSU Board of Trustees  
Committee Meetings  
June 22, 2022**

**Resolutions, Supporting Documents and  
Background Materials**

## **BOARD OF TRUSTEES Meeting Schedule**

### **Wednesday, June 22, 2022**

8:30 a.m.	Division of Workforce Education & Innovation Presentation	Kohli Hall, Excellence Training Center 360 W. Commerce Street; Youngstown
10:00 a.m.	Intercollegiate Athletics Committee	Board Meeting Room 1st Floor, Tod Hall
10:30 a.m.*	Investment Committee	Board Meeting Room 1st Floor, Tod Hall
11:00 a.m.*	Audit Subcommittee	Board Meeting Room 1st Floor, Tod Hall
11:30 a.m.*	Finance & Facilities Committee	Board Meeting Room 1st Floor, Tod Hall
12:30 p.m.	Lunch	Leaders' Conference Room #236 2nd Floor, Tod Hall
1:00 p.m.*	Governance Committee	Board Meeting Room 1st Floor, Tod Hall
2:00 p.m.*	Academic Excellence and Student Success Committee	Board Meeting Room 1st Floor, Tod Hall
3:00 p.m.*	Institutional Engagement Committee	Board Meeting Room 1st Floor, Tod Hall
4:00 p.m.*	University Affairs Committee	Board Meeting Room 1st Floor, Tod Hall
5:00 p.m.*	Executive Committee	Board Meeting Room 1st Floor, Tod Hall

### **Thursday, June 23, 2022**

10:00 a.m.	Board Meeting	Board Meeting Room 1st Floor, Tod Hall
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\*Approximate time for start of the meeting; the meeting will start immediately following preceding committee meeting.

**BOARD OF TRUSTEES  
COMMITTEES**

**John R. Jakubek, Chair  
Charles T. George, Vice Chair  
Molly S. Seals, Secretary**

**2022-2023 STANDING COMMITTEES**

**ACADEMIC EXCELLENCE AND  
STUDENT SUCCESS**

Molly S. Seals, Chair  
Joseph J. Kerola, Vice Chair  
All Trustees are members

**FINANCE AND FACILITIES**

Michael A. Peterson, Chair  
Allen L. Ryan, Jr., Vice Chair  
All Trustees are members

**AUDIT SUBCOMMITTEE**

Michael A. Peterson, Chair  
Molly S. Seals, Vice Chair  
Laura A. Lyden  
Anita A. Hackstedde  
Joseph J. Kerola

**INVESTMENT COMMITTEE**

Allen L. Ryan, Jr., Chair  
Charles T. George, Vice Chair  
All Trustees are members

**INTERCOLLEGIATE ATHLETICS COMMITTEE**

Joseph J. Kerola, Chair  
Michael A. Peterson, Vice Chair  
All Trustees are members

**INSTITUTIONAL ENGAGEMENT**

Allen L. Ryan, Jr., Chair  
Anita A. Hackstedde, Vice Chair  
All Trustees are members

**UNIVERSITY AFFAIRS**

Anita A. Hackstedde, Chair  
Charles T. George, Vice Chair  
All Trustees are members

**EXECUTIVE COMMITTEE**

John R. Jakubek, Chair  
Charles T. George, Vice Chair  
Joseph J. Kerola  
Anita A. Hackstedde  
Molly S. Seals  
Michael A. Peterson  
Allen L. Ryan, Jr.

**GOVERNANCE COMMITTEE**

John R. Jakubek, Chair  
Charles T. George, Vice Chair  
All Trustees are members





**RESOLUTION TO MODIFY  
SCHEDULING OF INTERCOLLEGIATE ATHLETICS AND UNIVERSITY  
SPONSORED AND RECOGNIZED STUDENT ORGANIZATION  
ACTIVITIES DURING FINAL EXAMINATION PERIOD POLICY, 3356-6-01**

**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 Scheduling of Intercollegiate Athletics and University Sponsored and Recognized Student Organization Activities During Final Examination Period 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 Scheduling of Intercollegiate Athletics and University Sponsored and Recognized Student Organization Activities During Final Examination Period, policy number 3356-6-01, attached hereto.

**3356-6-01 Scheduling of intercollegiate athletics and university sponsored and recognized student organization activities during final examination period.**

Responsible Division/Office: Intercollegiate Athletics, Academic Affairs  
Responsible Officers: Executive Director for Athletics; Provost/  
Vice President for Academic Affairs  
Revision History: June 1998; March 2007; March 2011; June 2017;  
September 2022  
Board Committee: Intercollegiate Athletics  
**Effective Date: September 21, 2022**  
Next Review: 2027

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- (A) Policy statement. Youngstown state university (“university”) is committed to the academic success of its students. The university acknowledges that intercollegiate athletics and activities sponsored by the university and recognized university student organization help students to develop the skills necessary for lasting success and personal development. Therefore, such events and activities shall be scheduled to provide students with the opportunity to excel in the university’s academic environment while also engaging in athletic competition and a variety of learning experiences.
- (B) Procedures.
- (1) The executive director of intercollegiate athletics, or designee, is responsible for scheduling intercollegiate athletic events.
  - (2) When scheduling intercollegiate athletic events, the university schedule of operations will be used as a guide in establishing dates and times.
  - (3) Only NCAA or conference-sponsored tournament events may be scheduled during a final examination period. Student-athletes are to miss no part of an examination week due to travel for a regular athletic event. Exceptions for regular season contests which occur during a final examination period must receive approval from the provost/vice president for academic affairs and the faculty athletic representative.

- (4) After approval, the executive director of intercollegiate athletics, or designee, will prepare a list of all student-athlete participants traveling to an NCAA or conference-sponsored event during a final examination period and will distribute the list to college deans and appropriate faculty members.
- (5) University and/or recognized university student organization activities, regardless of whether travel is/is not involved, will not be scheduled during a final examination period. Exceptions to scheduling such events/activities during a final examination period must receive approval from the provost/vice president for academic affairs.
- (6) After approval, the university unit or student organization will prepare a list of all students participating in an event/activity during a final examination period and will forward the list to the associate provost for academic administration, who will distribute the list to college deans and appropriate faculty members. Failure to provide the list to the associate provost for academic administration in a timely manner may result in withdrawal of approval.
- (7) Students are responsible for making arrangements to complete all assignments and/or examinations that are missed because of NCAA or conference-sponsored events, university sponsored events/activities, or recognized university student organization events/activities in accordance with the academic senate excused absence policy.

**3356-6-01 Scheduling of intercollegiate athletics and university sponsored and recognized student organization activities during final examination period.**

Responsible Division/Office: Intercollegiate Athletics, Academic Affairs  
Responsible Officers: Executive Director for Athletics; Provost/  
Vice President for Academic Affairs  
Revision History: June 1998; March 2007; March 2011; June 2017;  
[September 2022](#)  
Board Committee: ~~Academic and Student Affairs~~ [Intercollegiate  
Athletics](#)  
**Effective Date:** ~~June 14, 2017~~ [September 21, 2022](#)  
Next Review: ~~2022~~ [2027](#)

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- (A) Policy statement. Youngstown state university (“university”) is committed to the academic success of its students. The university acknowledges that intercollegiate athletics and activities sponsored by the university and recognized university student organization help students to develop the skills necessary for lasting success and personal development. Therefore, such events and activities shall be scheduled to provide students with the opportunity to excel in the university’s academic environment while also engaging in athletic competition and a variety of learning experiences.
- (B) Procedures.
- (1) The executive director of intercollegiate athletics, or designee, is responsible for scheduling intercollegiate athletic events.
  - (2) When scheduling intercollegiate athletic events, the university schedule of operations will be used as a guide in establishing dates and times.
  - (3) Only NCAA or conference-sponsored tournament events may be scheduled during a final examination period. Student-athletes are to miss no part of an examination week due to travel for a regular athletic event. Exceptions for regular season contests which occur during a final examination period must receive approval from the

provost/vice president for academic affairs and the faculty athletic representative.

- (4) After approval, the executive director of intercollegiate athletics, or designee, will prepare a list of all student-athlete participants traveling to an NCAA or conference-sponsored event during a final examination period and will distribute the list to college deans and appropriate faculty members.
- (5) University and/or recognized university student organization activities, regardless of whether travel is/is not involved, will not be scheduled during a final examination period. Exceptions to scheduling such events/activities during a final examination period must receive approval from the provost/vice president for academic affairs.
- (6) After approval, the university unit or student organization will prepare a list of all students participating in an event/activity during a final examination period and will forward the list to the associate provost for academic administration, who will distribute the list to college deans and appropriate faculty members. Failure to provide the list to the associate provost for academic administration in a timely manner may result in withdrawal of approval.
- (7) Students are responsible for making arrangements to complete all assignments and/or examinations that are missed because of NCAA or conference-sponsored events, university sponsored events/activities, or recognized university student organization events/activities in accordance with the academic senate excused absence policy.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO RESCIND  
INTERCOLLEGIATE ATHLETICS PROGRAMS – STUDENT-  
ATHLETES POLICY, 3356-6-02**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby rescind the University Policy governing Intercollegiate Athletics Programs – Student-Athletes, policy number 3356-6-02, attached hereto.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**

## To Be Rescinded

### **3356-6-02 Intercollegiate athletics programs – student-athletes.**

Responsible Division/Office: Intercollegiate Athletics  
Responsible Officer: President  
Revision History: September 1999; March 2007; March 2011;  
June 2017  
Board Committee: Academic and Student Affairs  
**Effective Date: June 14, 2017**  
Next Review: 2022

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- (A) Policy statement. In conjunction with the mission and goals of Youngstown state university (“university”), intercollegiate athletics offers broad-based programs that support the educational objectives and academic progress of student-athletes; comply with the regulations of the national collegiate athletic association (“NCAA”) and university affiliated intercollegiate athletic conferences; and accommodates the institution’s intercollegiate athletic competitive interest of students while providing spectator events of interest to students, faculty, staff, and members of the broader community. The university through the intercollegiate athletics department is committed to the welfare of student-athletes, academic integrity, sportsmanship and ethical integrity, fiscal integrity, ethnic diversity of student-athletes and staff, gender equity, and community outreach.
- (B) Parameters.
- (1) The president has overall responsibility for the administration of all aspects of the intercollegiate athletics program of the university.
  - (2) The executive director of intercollegiate athletics has been delegated the overall accountability for the intercollegiate athletics program and its compliance with all conference and NCAA regulations.
  - (3) The associate director intercollegiate athletics is delegated the responsibility for the development, maintenance, management of conference and NCAA compliance programs.

## To Be Rescinded

- (4) Compliance with university, conference and NCAA regulations is a primary responsibility of coaches, departmental staff, student-athletes, parents, boosters, and others associated with the department of intercollegiate athletics, as well as all fiscal matters, including fundraising, must be conducted within such stated regulations.
  - (5) Members of the university community are expected to follow conference and NCAA regulations.
  - (6) The effectiveness of the compliance program will be evaluated on a regular basis.
  - (7) The primary objective of the intercollegiate athletics program is to promote the physical, emotional, and educational welfare of student-athletes, while utilizing prudent management and fiscal practices in providing opportunities for competition as an integral part of their quality educational experience.
  - (8) Both academic and athletic abilities are considered during the student athletic recruitment process and followed up with offering a variety of support services upon enrollment, including academic and personal counseling, tutorial services, and substances abuse education and testing.
  - (9) The department of intercollegiate athletics maintains revenue-producing team in NCAA division I men's and women's basketball and football at the division I football championship subdivision level.
  - (10) A variety of other historically nonrevenue-producing intercollegiate athletic men's and women's teams are also supported.
  - (11) Each of the intercollegiate athletics teams and staff members must exercise ethical conduct and support the principles of amateur athletic competition, fair play, and sportsmanship, and follow the NCAA goals regarding gender equity and minority opportunity.
- (C) Procedures.



## To Be Rescinded

- (1) The executive director of intercollegiate athletics reports quarterly to the board of trustees on matters related to athletic accomplishments and developments and budget and finances.
- (2) The associate director athletics has a direct reporting line to the president in matters of NCAA rule and Title IX compliance.
- (3) The faculty athletic representative, serving as a liaison between the university's academic enterprise and its intercollegiate athletics department, helps ensure the academic integrity of the athletics program as well as being an advocate for student-athlete welfare. The faculty athletics representative reports directly to the president and provides a yearly update to the academic senate.
- (4) The intercollegiate athletics council reviews, on a regular basis, intercollegiate athletics policies and procedures.
- (5) The intercollegiate athletics department is responsible for developing, updating, and distributing the "Student-Athlete Handbook."
- (6) The executive director of intercollegiate athletics, or designee, will meet regularly with the student-athletes advisory committee to discuss areas of interest and concern.
- (7) All fundraising activities are conducted in accordance with rules 3356-5-07, 3356-5-09, and 3356-5-12 of the Administrative Code. (See also corresponding university policies 3356-5-07, 3356-5-09, and 3356-5-12 on the ["University Policies" webpage](#).)



YOUNGSTOWN  
STATE  
UNIVERSITY

**Explanation to Modify and Retitle *University Policy*:**

**3356-6-03 Governance and operation of intercollegiate athletics programs – student athletes.**

This policy is being modified and retitled to include provisions for both the governance and operation of the intercollegiate athletics programs.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**



**RESOLUTION TO MODIFY AND RETITLE  
GOVERNANCE OF INTERCOLLEGIATE ATHLETICS POLICY,  
3356-6-03**

**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 Governance of Intercollegiate Athletics 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 governing Governance of Intercollegiate Athletics, policy number 3356-6-03, to be retitled as Governance and Operation of Intercollegiate Athletics Programs – Student Athletes, attached hereto.

**3356-6-03 Governance and operation of intercollegiate athletics programs – student athletes.**

Responsible Division/Office: Intercollegiate Athletics  
Responsible Officers: President and Executive Director of Athletics  
Revision History: February 2012; June 2012; December 2018;  
September 2022  
Board Committee: Intercollegiate Athletics  
**Effective Date: September 21, 2022**  
Next Review: 2027

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- (A) Policy statement. In conjunction with the mission and goals of Youngstown state university (“university”), intercollegiate athletics offers broad-based programs that support the educational objectives and academic progress of student-athletes; comply with the regulations of the national collegiate athletic association (“NCAA”) and university affiliated intercollegiate athletic conferences; and accommodates the institution’s intercollegiate athletic competitive interest of students while providing spectator events of interest to students, faculty, staff, and members of the broader community. The university through the intercollegiate athletics department is committed to the wellbeing of student-athletes, academic integrity, sportsmanship and ethical integrity, fiscal integrity, diversity of student-athletes and staff, gender equity, and community outreach. The intercollegiate athletics programs will be managed to reflect the educational values and mission of the university, to achieve the academic success of student-athletes, and to develop pride and support among students, faculty, staff, alumni, and the community at large. The board of trustees will properly oversee athletics at Youngstown state university.
- (B) Purpose. To delineate the roles of the university’s board of trustees, president and university administrators in the governance of intercollegiate athletics consistent with leadership and oversight responsibilities. To establish procedures for operation of intercollegiate athletics programs.
- (C) Scope. This policy applies to sports played at the collegiate level with eligibility requirements established by the NCAA.
- (D) Oversight by the board of trustees. The board of trustees provides broad oversight of the intercollegiate athletics program’s fiscal integrity,

administrative structure, operational activities and the overall development and success of student-athletes to ensure consistency with the mission of the university, the mission of the athletics department, and in compliance with applicable laws, regulations, and university policy. The board of trustees carries out this oversight by:

- (1) Delegating administrative responsibility for intercollegiate athletics and its management to the office of the president and lending its full and public support to the president in the execution of these duties.
- (2) Approving, with the president, standards of accountability, and benchmarks against which to measure the success of the intercollegiate athletics program; in particular, those related to the academic performance and progress of the student-athletes and reviewing the same at least annually.
- (3) Holding the president responsible for the appropriate execution of those responsibilities, assessing presidential performance during periodic reviews.
- (4) Reviewing and approving the intercollegiate athletics budget as part of the regular institutional budget process, including revenue, expenditures, compensation procedures for athletic director and coaches, debt capacity, and gift policies, in keeping with the board of trustees' overall responsibility as financial stewards of the institution.
- (5) Reviewing and approving the intercollegiate athletics' mission statement that reflects the university's mission and academic values.
- (6) Including in new board member orientation an overview of the intercollegiate athletics department and review of all policies.
- (7) Ensuring the full integration of the intercollegiate athletics department into the administrative structure of the university.
- (8) Periodically conducting a review of governance policies related to intercollegiate athletics.

- (9) Ensuring the proper independent oversight of all funds raised and expended by booster clubs and affiliated organizations.
  - (10) Monitoring the compensation packages and contract terms of the athletic director and head coaches of major sports, and ensuring compensation policies are consistent with the university's overall standards.
- (E) Responsibilities of the president of the university. The responsibilities of the president include, but are not limited to:
- (1) Exercising ultimate administrative responsibility for all aspects of the intercollegiate athletics program.
  - (2) Overseeing the university's executive director of athletics.
  - (3) In conjunction with the executive director of athletics and appropriate athletics department staff:
    - (a) Establishing appropriate measures and benchmarks necessary to assess the success of the intercollegiate athletics program.
    - (b) Establishing and upholding academic and eligibility standards for student-athletes that reflect the university's mission and values.
  - (4) Appointing and establishing the term of the NCAA faculty representative(s).
- (F) Responsibilities of the executive director of athletics. The responsibilities of the executive director of athletics include, but are not limited to:
- (1) Developing the athletic department's mission statement and ensuring that it reflects the university's mission and academic values.
  - (2) Exercising day-to-day control over the activities of the athletic department, including but not limited to student-athlete educational programs and objectives, personnel decisions, corporate sponsorships/partnerships, broadcasting contracts, affiliated

organizations and fund raising efforts.

- (3) Providing information regarding accountability and benchmarks to the university president and board of trustees and reporting quarterly to the board of trustees on matters related to athletic accomplishments, developments, budget and finances.
  - (4) Administering financial and managerial affairs with transparency and adherence to university business practices.
  - (5) Communicating clearly with the board of trustees, coaches, administrators, students, faculty, boosters, and alumni concerning compliance with institutional, conference, and NCAA rules and regulations; the mission, values and goals of the athletics department; appropriate contact with donors and students.
  - (6) Establishing expectations for on- and off-field ethical and respectful standards of behavior for coaches and student-athletes appropriate to their positions and as representatives of the university.
  - (7) Monitoring and promoting compliance with all federal, state, institutional, conference, and NCAA rules and regulations to which the university is subject, including provisions concerning gender equity.
  - (8) Reporting and responding to known and alleged NCAA violations according to procedures established by the NCAA and informing the president of such violations.
- (G) Responsibilities of the NCAA faculty representative(s). The NCAA faculty representative(s) report directly to the president. Their responsibilities include but are not limited to:
- (1) Ensuring and promoting the academic, health, and social wellbeing of student-athletes and the academic integrity of the intercollegiate athletics program.

- (2) Serving as the liaison between the faculty and the athletic department.
  - (3) Representing the university with the NCAA and with its conferences.
  - (4) Providing a yearly update to the academic senate.
- (H) Parameters.
- (1) Compliance with university, conference and NCAA regulations is a primary responsibility of coaches, departmental staff, student-athletes, parents, boosters, and others associated with the department of intercollegiate athletics, as well as all fiscal matters, including fundraising, must be conducted within such stated regulations.
  - (2) Members of the university community are expected to follow conference and NCAA regulations.
  - (3) The effectiveness of the compliance program will be evaluated on a regular basis.
  - (4) The primary objective of the intercollegiate athletics program is to promote the physical, emotional, and educational wellbeing of student-athletes, while utilizing prudent management and fiscal practices in providing opportunities for competition as an integral part of their quality educational experience.
  - (5) Both academic and athletic abilities are considered during the student athletic recruitment process and followed up with offering a variety of support services upon enrollment, including academic and personal counseling, tutorial services, and substances abuse education and testing.
  - (6) The department of intercollegiate athletics maintains revenue-producing teams in NCAA division I men's and women's basketball, and in NCAA division I football championship subdivision level football.



- (7) A variety of other historically nonrevenue-producing intercollegiate athletic men's and women's teams are also supported.
  - (8) Each of the intercollegiate athletics teams and staff members must exercise ethical conduct and support the principles of amateur athletic competition, fair play, and sportsmanship, and follow the NCAA goals regarding gender equity and diversity.
- (I) Procedures.
- (1) The intercollegiate athletics council reviews, on a regular basis, intercollegiate athletics policies and procedures.
  - (2) The intercollegiate athletics department is responsible for developing, updating, and distributing the "Student-Athlete Handbook."
  - (3) The executive director of intercollegiate athletics, or designee, will meet regularly with the student-athletes advisory committee to discuss areas of interest and concern.
  - (4) All fundraising activities are conducted in accordance with rules 3356-5-07, 3356-5-09, and 3356-5-12 of the Administrative Code (university policies 3356-5-07, "Gifts for the Benefit of the University", 3356-5-09, "Endowment Funds", and 3356-5-12, "Licensing of University Names and Marks").

**3356-6-03      Governance of and operation of intercollegiate athletics programs – student athletes.**

Responsible Division/Office: Intercollegiate Athletics  
Responsible ~~Officer~~Officers: President and Executive Director of Athletics  
Revision History: February 2012; June 2012; December 2018;  
September 2022  
Board Committee: ~~University Affairs~~Intercollegiate Athletics  
**Effective Date:** ~~December 6, 2018~~September 21, 2022  
Next Review: ~~2023~~2027

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- (A) Policy statement. In conjunction with the mission and goals of Youngstown state university (“university”), intercollegiate athletics offers broad-based programs that support the educational objectives and academic progress of student-athletes; comply with the regulations of the national collegiate athletic association (“NCAA”) and university affiliated intercollegiate athletic conferences; and accommodates the institution’s intercollegiate athletic competitive interest of students while providing spectator events of interest to students, faculty, staff, and members of the broader community. The university through the intercollegiate athletics department is committed to the wellbeing of student-athletes, academic integrity, sportsmanship and ethical integrity, fiscal integrity, diversity of student-athletes and staff, gender equity, and community outreach. The intercollegiate athletics programs ~~at Youngstown state university (“university”)~~ will be managed to reflect the educational values and mission of the university, to achieve the academic success of student-athletes, and to develop pride and support among students, faculty, staff, alumni, and the community at large. The board of trustees will properly oversee athletics at Youngstown state university.
- (B) Purpose. To delineate the roles of the university’s board of trustees, president -and university administrators in the governance of intercollegiate athletics consistent with leadership and oversight responsibilities. To establish procedures for operation of intercollegiate athletics programs.
- (C) Scope. This policy applies to sports played at the collegiate level with eligibility requirements established by the NCAA.

- (D) Oversight by the board of trustees. The board of trustees provides broad oversight of the intercollegiate athletics program's fiscal integrity, administrative structure, operational activities and the overall development and success of student-athletes to ensure consistency with the mission of the university, the mission of the athletics department, and in compliance with applicable laws, regulations, and university policy. The board of trustees carries out this oversight by:
- (1) Delegating administrative responsibility for intercollegiate athletics and its management to the office of the president and lending its full and public support to the president in the execution of these duties.
  - (2) Approving, with the president, standards of accountability, and benchmarks against which to measure the success of the intercollegiate athletics program; in particular, those related to the academic performance and progress of the student-athletes and reviewing the same at least annually.
  - (3) Holding the president responsible for the appropriate execution of those responsibilities, assessing presidential performance during periodic reviews.
  - (4) Reviewing and approving the intercollegiate athletics budget as part of the regular institutional budget process, including revenue, expenditures, compensation procedures for athletic director and coaches, debt capacity, and gift policies, in keeping with the board of trustees' overall responsibility as financial stewards of the institution.
  - (5) Reviewing and approving the intercollegiate athletics' mission statement that reflects the university's mission and academic values.
  - (6) Including in new board member orientation an overview of the intercollegiate athletics department and review of all policies.
  - (7) Ensuring the full integration of the intercollegiate athletics department into the administrative structure of the university.
  - (8) Periodically conducting a review of governance policies related to

intercollegiate athletics.

- (9) Ensuring the proper independent oversight of all funds raised and expended by booster clubs and affiliated organizations.
  - (10) Monitoring the compensation packages and contract terms of the athletic director and head coaches of major sports, and ensuring compensation policies are consistent with the university's overall standards.
- (E) Responsibilities of the president of the university. The responsibilities of the president include, but are not limited to:
- (1) Exercising ultimate administrative responsibility for ~~the conduct and control of~~ all aspects of the intercollegiate athletics program.
  - (2) Overseeing the university's executive director of athletics.
  - (3) In conjunction with the executive director of athletics and appropriate athletics department staff:
    - (a) Establishing appropriate measures and benchmarks necessary to assess the success of the intercollegiate athletics program.
    - (b) Establishing and upholding academic and eligibility standards for student-athletes that reflect the university's mission and values.
  - (4) Appointing and establishing the term of the NCAA faculty representative(s).
- (F) Responsibilities of the executive director of athletics. The responsibilities of the executive director of athletics include, but are not limited to:
- (1) Developing the athletic department's mission statement and ensuring that it reflects the university's mission and academic values.
  - (2) Exercising day-to-day control over the activities of the athletic department, including but not limited to student-athlete educational

programs and objectives, personnel decisions, corporate sponsorships/partnerships, broadcasting contracts, affiliated organizations and fund raising efforts.

- (3) Providing information regarding accountability and benchmarks to the university president and board of trustees [and reporting quarterly to the board of trustees on matters related to athletic accomplishments, developments, budget and finances.](#)
  - (4) Administering financial and managerial affairs with transparency and adherence to university business practices.
  - (5) Communicating clearly with the board of trustees, coaches, administrators, students, faculty, boosters, and alumni concerning compliance with institutional, conference, and NCAA rules and regulations; the mission, values and goals of the athletics department; appropriate contact with donors and students.
  - (6) Establishing expectations for on- and off-field ethical and respectful standards of behavior for coaches and student-athletes appropriate to their positions and as representatives of the university.
  - (7) Monitoring and promoting compliance with all federal, state, institutional, conference, and NCAA rules and regulations to which the university is subject, including provisions concerning gender equity.
  - (8) Reporting and responding to known and alleged NCAA violations according to procedures established by the NCAA and informing the president of such violations.
- (G) Responsibilities of the NCAA faculty representative(s). [The NCAA faculty representative\(s\) report directly to the president.](#) ~~The~~[Their](#) responsibilities ~~of the NCAA faculty representative~~ include but are not limited to:
- (1) Ensuring and promoting the academic, health, and social ~~welfare~~[wellbeing](#) of student-athletes [and the academic integrity of the intercollegiate athletics program.](#)

- (2) Serving as the liaison between the faculty and the athletic department.
- (3) Representing the university with the NCAA and with its conferences.
- (4) Providing a yearly update to the academic senate.

(H) Parameters.

- (1) Compliance with university, conference and NCAA regulations is a primary responsibility of coaches, departmental staff, student-athletes, parents, boosters, and others associated with the department of intercollegiate athletics, as well as all fiscal matters, including fundraising, must be conducted within such stated regulations.
- (2) Members of the university community are expected to follow conference and NCAA regulations.
- (3) The effectiveness of the compliance program will be evaluated on a regular basis.
- (4) The primary objective of the intercollegiate athletics program is to promote the physical, emotional, and educational wellbeing of student-athletes, while utilizing prudent management and fiscal practices in providing opportunities for competition as an integral part of their quality educational experience.
- (5) Both academic and athletic abilities are considered during the student athletic recruitment process and followed up with offering a variety of support services upon enrollment, including academic and personal counseling, tutorial services, and substances abuse education and testing.
- (6) The department of intercollegiate athletics maintains revenue-producing teams in NCAA division I men's and women's basketball, and in NCAA division I football championship subdivision level football.

- (7) A variety of other historically nonrevenue-producing intercollegiate athletic men's and women's teams are also supported.
- (8) Each of the intercollegiate athletics teams and staff members must exercise ethical conduct and support the principles of amateur athletic competition, fair play, and sportsmanship, and follow the NCAA goals regarding gender equity and diversity.

(I) Procedures.

- (1) The intercollegiate athletics council reviews, on a regular basis, intercollegiate athletics policies and procedures.
- (2) The intercollegiate athletics department is responsible for developing, updating, and distributing the "Student-Athlete Handbook."
- (3) The executive director of intercollegiate athletics, or designee, will meet regularly with the student-athletes advisory committee to discuss areas of interest and concern.
- (4) All fundraising activities are conducted in accordance with rules 3356-5-07, 3356-5-09, and 3356-5-12 of the Administrative Code (university policies 3356-5-07, "Gifts for the Benefit of the University", 3356-5-09, "Endowment Funds", and 3356-5-12, "Licensing of University Names and Marks").



**RESOLUTION TO MODIFY AND RETITLE  
GOVERNANCE OF INTERCOLLEGIATE ATHLETICS POLICY,  
3356-6-03**

**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 Governance of Intercollegiate Athletics 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 governing Governance of Intercollegiate Athletics, policy number 3356-6-03, to be retitled as Governance and Operation of Intercollegiate Athletics Programs – Student Athletes, attached hereto.



**3356-6-03 Governance and operation of intercollegiate athletics programs  
– student athletes.**

Responsible Division/Office: Intercollegiate Athletics  
Responsible Officers: President and Executive Director of Athletics  
Revision History: February 2012; June 2012; December 2018;  
September 2022  
Board Committee: Intercollegiate Athletics  
**Effective Date: September 21, 2022**  
Next Review: 2027

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- (A) Policy statement. In conjunction with the mission and goals of Youngstown state university (“university”), intercollegiate athletics offers broad-based programs that support the educational objectives and academic progress of student-athletes; comply with the regulations of the national collegiate athletic association (“NCAA”) and university affiliated intercollegiate athletic conferences; and accommodates the institution’s intercollegiate athletic competitive interest of students while providing spectator events of interest to students, faculty, staff, and members of the broader community. The university through the intercollegiate athletics department is committed to the wellbeing of student-athletes, academic integrity, sportsmanship and ethical integrity, fiscal integrity, diversity of student-athletes and staff, gender equity, and community outreach. The intercollegiate athletics programs will be managed to reflect the educational values and mission of the university, to achieve the academic success of student-athletes, and to develop pride and support among students, faculty, staff, alumni, and the community at large. The board of trustees will properly oversee athletics at Youngstown state university.
- (B) Purpose. To delineate the roles of the university’s board of trustees, president and university administrators in the governance of intercollegiate athletics consistent with leadership and oversight responsibilities. To establish procedures for operation of intercollegiate athletics programs.
- (C) Scope. This policy applies to sports played at the collegiate level with eligibility requirements established by the NCAA.
- (D) Oversight by the board of trustees. The board of trustees provides broad oversight of the intercollegiate athletics program’s fiscal integrity,

administrative structure, operational activities and the overall development and success of student-athletes to ensure consistency with the mission of the university, the mission of the athletics department, and in compliance with applicable laws, regulations, and university policy. The board of trustees carries out this oversight by:

- (1) Delegating administrative responsibility for intercollegiate athletics and its management to the office of the president and lending its full and public support to the president in the execution of these duties.
- (2) Approving, with the president, standards of accountability, and benchmarks against which to measure the success of the intercollegiate athletics program; in particular, those related to the academic performance and progress of the student-athletes and reviewing the same at least annually.
- (3) Holding the president responsible for the appropriate execution of those responsibilities, assessing presidential performance during periodic reviews.
- (4) Reviewing and approving the intercollegiate athletics budget as part of the regular institutional budget process, including revenue, expenditures, compensation procedures for athletic director and coaches, debt capacity, and gift policies, in keeping with the board of trustees' overall responsibility as financial stewards of the institution.
- (5) Reviewing and approving the intercollegiate athletics' mission statement that reflects the university's mission and academic values.
- (6) Including in new board member orientation an overview of the intercollegiate athletics department and review of all policies.
- (7) Ensuring the full integration of the intercollegiate athletics department into the administrative structure of the university.
- (8) Periodically conducting a review of governance policies related to intercollegiate athletics.

- (9) Ensuring the proper independent oversight of all funds raised and expended by booster clubs and affiliated organizations.
  - (10) Monitoring the compensation packages and contract terms of the athletic director and head coaches of major sports, and ensuring compensation policies are consistent with the university's overall standards.
- (E) Responsibilities of the president of the university. The responsibilities of the president include, but are not limited to:
- (1) Exercising ultimate administrative responsibility for all aspects of the intercollegiate athletics program.
  - (2) Overseeing the university's executive director of athletics.
  - (3) In conjunction with the executive director of athletics and appropriate athletics department staff:
    - (a) Establishing appropriate measures and benchmarks necessary to assess the success of the intercollegiate athletics program.
    - (b) Establishing and upholding academic and eligibility standards for student-athletes that reflect the university's mission and values.
  - (4) Appointing and establishing the term of the NCAA faculty representative(s).
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  - (2) Exercising day-to-day control over the activities of the athletic department, including but not limited to student-athlete educational programs and objectives, personnel decisions, corporate sponsorships/partnerships, broadcasting contracts, affiliated

organizations and fund raising efforts.

- (3) Providing information regarding accountability and benchmarks to the university president and board of trustees and reporting quarterly to the board of trustees on matters related to athletic accomplishments, developments, budget and finances.
  - (4) Administering financial and managerial affairs with transparency and adherence to university business practices.
  - (5) Communicating clearly with the board of trustees, coaches, administrators, students, faculty, boosters, and alumni concerning compliance with institutional, conference, and NCAA rules and regulations; the mission, values and goals of the athletics department; appropriate contact with donors and students.
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  - (7) Monitoring and promoting compliance with all federal, state, institutional, conference, and NCAA rules and regulations to which the university is subject, including provisions concerning gender equity.
  - (8) Reporting and responding to known and alleged NCAA violations according to procedures established by the NCAA and informing the president of such violations.
- (G) Responsibilities of the NCAA faculty representative(s). The NCAA faculty representative(s) report directly to the president. Their responsibilities include but are not limited to:
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- (2) Serving as the liaison between the faculty and the athletic department.
  - (3) Representing the university with the NCAA and with its conferences.
  - (4) Providing a yearly update to the academic senate.
- (H) Parameters.
- (1) Compliance with university, conference and NCAA regulations is a primary responsibility of coaches, departmental staff, student-athletes, parents, boosters, and others associated with the department of intercollegiate athletics, as well as all fiscal matters, including fundraising, must be conducted within such stated regulations.
  - (2) Members of the university community are expected to follow conference and NCAA regulations.
  - (3) The effectiveness of the compliance program will be evaluated on a regular basis.
  - (4) The primary objective of the intercollegiate athletics program is to promote the physical, emotional, and educational wellbeing of student-athletes, while utilizing prudent management and fiscal practices in providing opportunities for competition as an integral part of their quality educational experience.
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- (7) A variety of other historically nonrevenue-producing intercollegiate athletic men's and women's teams are also supported.
  - (8) Each of the intercollegiate athletics teams and staff members must exercise ethical conduct and support the principles of amateur athletic competition, fair play, and sportsmanship, and follow the NCAA goals regarding gender equity and diversity.
- (I) Procedures.
- (1) The intercollegiate athletics council reviews, on a regular basis, intercollegiate athletics policies and procedures.
  - (2) The intercollegiate athletics department is responsible for developing, updating, and distributing the "Student-Athlete Handbook."
  - (3) The executive director of intercollegiate athletics, or designee, will meet regularly with the student-athletes advisory committee to discuss areas of interest and concern.
  - (4) All fundraising activities are conducted in accordance with rules 3356-5-07, 3356-5-09, and 3356-5-12 of the Administrative Code (university policies 3356-5-07, "Gifts for the Benefit of the University", 3356-5-09, "Endowment Funds", and 3356-5-12, "Licensing of University Names and Marks").

**3356-6-03      Governance of and operation of intercollegiate athletics programs – student athletes.**

Responsible Division/Office: Intercollegiate Athletics  
Responsible ~~Officer~~Officers: President and Executive Director of Athletics  
Revision History: February 2012; June 2012; December 2018;  
September 2022  
Board Committee: ~~University Affairs~~Intercollegiate Athletics  
**Effective Date:** ~~December 6, 2018~~September 21, 2022  
Next Review: ~~2023~~2027

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- (A) Policy statement. In conjunction with the mission and goals of Youngstown state university (“university”), intercollegiate athletics offers broad-based programs that support the educational objectives and academic progress of student-athletes; comply with the regulations of the national collegiate athletic association (“NCAA”) and university affiliated intercollegiate athletic conferences; and accommodates the institution’s intercollegiate athletic competitive interest of students while providing spectator events of interest to students, faculty, staff, and members of the broader community. The university through the intercollegiate athletics department is committed to the wellbeing of student-athletes, academic integrity, sportsmanship and ethical integrity, fiscal integrity, diversity of student-athletes and staff, gender equity, and community outreach. The intercollegiate athletics programs ~~at Youngstown state university (“university”)~~ will be managed to reflect the educational values and mission of the university, to achieve the academic success of student-athletes, and to develop pride and support among students, faculty, staff, alumni, and the community at large. The board of trustees will properly oversee athletics at Youngstown state university.
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**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>	<b>TYPE OF SEPARATION</b>
Bailey, Rashaun	APAS	Assistant Athletic Trainer	Training Room	6/17/2022	1	\$ 57,117.26	Resignation
Collins, Ryan	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	6/3/2022	1.00	\$ 35,000.00	Nonrenewal
Gervelis, Alyssa	Excluded	Assistant Coach	Soccer - Women's	5/15/2022	1.00	\$ 30,450.00	Resignation
Marshall, Taylor	Excluded	Asst Coach Women's	Lacrosse - Women's	6/10/2022	1.00	\$ 32,500.00	Resignation
Nwachukwu, Chinedu	Excluded	Assistant Coach	Basketball - Men's	7/15/2022	1.00	\$ 77,647.50	Resignation
Peterson, Cole	Excluded	Assistant Football Coach	Football	7/8/2022	1.00	\$ 45,900.00	Resignation
Ritter, Lynnne	Excluded	Assistant Coach	Volleyball	6/24/2022	1.00	\$ 30,000.00	Resignation

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22  
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>
Phillips, Thomas	Excluded	Assistant Coach	Football	4/18/2022	1.00	\$ 55,000.00
Romanyk-O'Brien, Ashley	Excluded	Assistant Coach	Lacrosse - Women's	7/5/2022	1.00	\$ 32,500.00
Bergner, Miles	Excluded	Manager, Athletic Facilities and Prog	Athletic Facilities Rental	5/16/2022	1.00	\$ 50,000.00

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Eddy, Connie	APAS	Coordinator	Ticket Office	6/1/2022	1.00	\$ 45,441.96	1.00	\$ 43,278.06
Butler, Chelsie	Excluded	Assistant Coach	Basketball - Women's	7/1/2022	1.00	\$ 51,510.00	1.00	\$ 47,500.00
Campbell, Brian	Excluded	Head Coach	Softball	7/1/2022	1.00	\$ 62,738.16	1.00	\$ 60,898.84
Clarkson, Kendyl	Excluded	Assistant Coach	Lacrosse - Women's	7/1/2022	1.00	\$ 41,335.50	1.00	\$ 35,525.00
Glover, Malika	Excluded	Assistant Coach	Basketball - Women's	7/1/2022	1.00	\$ 53,805.00	1.00	\$ 50,750.00
Gorby, Brian	Excluded	Head Coach Track and CC	Track - Men's	7/1/2022	1.00	\$ 71,359.20	1.00	\$ 68,588.63
Hernandez, Ulises	Excluded	Head Coach	Tennis - Men's	7/1/2022	1.00	\$ 41,256.96	1.00	\$ 35,447.64
Joy, Tony	Excluded	Head Coach	Golf - Men's	7/1/2022	0.75	\$ 29,483.10	0.75	\$ 28,618.48
Kuberski, Douglas	Excluded	Head Coach	Women's Bowling	7/1/2022	1.00	\$ 46,597.68	1.00	\$ 40,683.83
Morales, Arnaldo	Excluded	Assistant Coach Track and Field	Track - Men's	7/1/2022	1.00	\$ 42,179.04	1.00	\$ 40,541.00
Nicolais, John	Excluded	Associate Head Coach	Basketball - Women's	7/1/2022	1.00	\$ 60,001.50	1.00	\$ 55,825.00
Pacanowski, Jason	Excluded	Assistant Coach Director of Operations Wms Bktb	Basketball - Women's	7/1/2022	1.00	\$ 41,414.04	1.00	\$ 38,602.00
Reagan, Kelsey	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	7/1/2022	1.00	\$ 41,335.50	1.00	\$ 35,525.00
Sopel, Mickael	Excluded	Head Coach	Tennis - Women's	7/1/2022	1.00	\$ 55,894.98	1.00	\$ 53,724.29
Tomei, Megan	Excluded	Assistant Coach Track Field Throws	Track - Women's	7/1/2022	1.00	\$ 45,257.40	1.00	\$ 43,500.00
Walton, Theresa	Excluded	Head Coach	Lacrosse - Women's	7/1/2022	1.00	\$ 63,360.36	1.00	\$ 60,900.00
Zilles, Sara	Excluded	Assistant Coach	Softball	7/1/2022	1.00	\$ 41,976.06	1.00	\$ 40,745.34

**YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
2020-21 FINANCIAL ANALYSIS  
EXPENDITURES**

***MISSOURI VALLEY CONFERENCE / MVFC***

	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
Average	2,062,164	1,194,588	4,604,178	16,953,812
YSU	1,359,250	1,065,275	3,792,946	15,012,819
<i>Difference</i>	<i>(702,914)</i>	<i>(129,313)</i>	<i>(811,232)</i>	<i>(1,940,993)</i>

***MID AMERICAN CONFERENCE***

	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
Average	1,749,189	1,315,065	6,290,819	23,430,431
YSU	1,359,250	1,065,275	3,792,946	15,012,819
<i>Difference</i>	<i>(389,939)</i>	<i>(249,790)</i>	<i>(2,497,873)</i>	<i>(8,417,612)</i>

***HORIZON LEAGUE***

	Men's Basketball Expenses	Women's Basketball Expenses	Total Expenses	League Sponsored Sports
Average	1,970,313	1,291,151	13,477,002	7,921,116
YSU	1,359,250	1,065,275	15,012,819	7,363,773
<i>Difference</i>	<i>(611,063)</i>	<i>(225,876)</i>	<i>1,535,817</i>	<i>(557,343)</i>



**YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
2020-21 FINANCIAL ANALYSIS  
REVENUES**

***MISSOURI VALLEY CONFERENCE / MVFC***

	Total Football Expenses	Total Earned Football Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
Average	4,604,178	444,357	10%	4,159,821
YSU	3,792,946	763,918	20%	3,029,028
<i>Difference</i>	<i>(811,232)</i>	<i>319,561</i>	<i>10%</i>	<i>(1,130,793)</i>

***HORIZON LEAGUE – MEN’S BASKETBALL***

	Total Men’s Basketball Expenses	Total Earned Men’s Basketball Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
Average	1,970,313	189,429	10%	1,780,884
YSU	1,359,250	103,834	8%	1,255,416
<i>Difference</i>	<i>(611,063)</i>	<i>(85,595)</i>	<i>-2%</i>	<i>(525,468)</i>

***HORIZON LEAGUE - TOTAL***

	Total Athletically Generated Revenue	Total Expenses	% of Income vs. Total Expenses	Total Institutional Investment
Average	1,856,465	13,477,002	14%	11,620,537
YSU	2,236,158	15,012,819	15%	12,776,661
<i>Difference</i>	<i>379,693</i>	<i>1,535,817</i>	<i>1%</i>	<i>1,156,124</i>

**YOUNGSTOWN STATE UNIVERSITY**  
**INTERCOLLEGIATE ATHLETICS**  
**2020-21 FINANCIAL ANALYSIS**

*MVFC / MID AMERICAN / HORIZON LEAGUE*

	2020-21 Unallocated Expenses	2020-21 Total Expenses
Average	5,055,173	17,761,485
YSU	3,354,779	15,012,819
<i>Difference</i>	<i>(1,700,394)</i>	<i>(2,748,666)</i>

	Spending Per Student- Athlete	Spending Per Student-Athlete (Less Scholarships)	Institutional Funding Per Student-Athlete
MVFC Average	38,863	26,961	29,035
YSU	27,099	17,491	21,098
<i>Difference</i>	<i>(11,764)</i>	<i>(9,470)</i>	<i>(7,937)</i>
MAC Average	54,546	37,299	56,849
YSU	27,099	17,491	21,098
<i>Difference</i>	<i>(27,447)</i>	<i>(19,808)</i>	<i>(35,751)</i>

**YOUNGSTOWN STATE UNIVERSITY**  
**INTERCOLLEGIATE ATHLETICS**  
**2020-21 FINANCIAL ANALYSIS**

*MVC / MID AMERICAN / HORIZON LEAGUE*

<b>Men's Sports</b>	YSU Rank	Total Sponsored		Peer Average Expenses	YSU Expenses	Difference
Baseball	20	21		904,302	627,364	(276,938)
Basketball	25	27		1,885,920	1,359,250	(526,670)
Track & Field	10	16		555,248	529,780	(25,468)
Football	15	18		5,551,473	3,792,946	(1,758,527)
Golf	17	20		250,920	182,106	(68,814)
Swimming	9	11		349,110	270,062	(79,048)
Tennis	10	11		304,055	191,087	(112,968)
<b>Total Men</b>				<b>9,801,028</b>	<b>6,952,595</b>	<b>(2,848,433)</b>

<b>Women's Sports</b>	YSU Rank	Total Sponsored		Peer Average Expenses	YSU Expenses	Difference
Basketball	22	27		1,283,619	1,065,275	(218,344)
Bowling	1	1		-	207,997	207,997
Track & Field	15	26		700,093	693,434	(6,659)
Golf	16	23		285,729	229,963	(55,766)
Lacrosse	4	5		442,353	293,324	(149,029)
Soccer	22	27		653,933	516,408	(137,525)
Softball	22	24		668,593	475,000	(193,593)
Swimming	17	20		588,021	378,286	(209,735)
Tennis	12	18		391,628	321,487	(70,141)
Volleyball	23	26		680,702	524,271	(156,431)
<b>Total Women</b>				<b>5,694,671</b>	<b>4,705,445</b>	<b>(989,226)</b>

**YOUNGSTOWN STATE UNIVERSITY**  
**INTERCOLLEGIATE ATHLETICS**  
**2020-21 FINANCIAL ANALYSIS**

***FOOTBALL***

	MVFC RANK TOTAL EXPENSES	MVFC RANK TOTAL SALARIES	TOTAL # OF MVFC INSTITUTIONS IN SURVEY	% OF TOTAL ATHLETIC DEPARTMENT BUDGET
2020-21	6	7	11	29%
2019-20	6	7	11	27%
2018-19	6	6	11	26%
2017-18	6	6	11	26%
2016-17	5	4	10	27%
2015-16	5	4	10	27%
2014-15	2	4	10	27%
2013-14	3	3	10	28%
2012-13	3	1	10	30%
2011-12	2	1	10	30%
2010-11	3	1	10	29%
2009-10	3	1	9	27%
2008-09	4	4	9	26%
2007-08	4	4	9	24%
2006-07	4		9	26%
2005-06	3		7	26%
2004-05	1		7	26%
2003-04	1		7	26%
2002-03	1		7	26%
2001-02	2		7	24%
2000-01	1		7	24%

Note: The Total # of MVFC Institutions in Survey figure represents the number MVFC that we received their NCAA Financial Report and not necessarily when each institution entered the conference. The original 7 institutions include Illinois State, Indiana State, Missouri State, Northern Iowa, Western Illinois, and Youngstown State. North Dakota State and South Dakota State began competing in 2008. South Dakota entered the conference in 2012 and North Dakota followed in 2020.

Note: The rankings above are based upon the NCAA Financial Report. For an unknown reason, some institutions report different figures on this report than they report on the EADA Survey. This difference can change our ranking from one table to the next in this presentation.

**YOUNGSTOWN STATE UNIVERSITY**  
**INTERCOLLEGIATE ATHLETICS**  
**2020-21 FINANCIAL ANALYSIS**

	YSU HORIZON LEAGUE MCCAFFERTY FINISH	TOTAL # OF HORIZON LEAGUE INSTITUTIONS	TOTAL MCCAFERTY POINTS SCORED BY YSU
2021-22	2	12	52
2020-21	1	12	45
2019-20	COVID	COVID	COVID
2018-19	4	10	37
2017-18	5	10	30
2016-17	2	10	44
2015-16	4	10	34
2014-15	3	9	45
2013-14	2	9	43
2012-13	7	9	31
2011-12	10	10	23
2010-11	8	10	17
2009-10	8	10	17
2008-09	8	10	22
2007-08	6	10	26
2006-07	9	9	14
2005-06	5	9	30
2004-05	8	9	26
2003-04	9	9	20
2002-03	7	9	22
2001-02	8	9	15



*September 20, 2022*

# **YOUNGSTOWN STATE UNIVERSITY**



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# CURRENT INSIGHTS & NEWS

PUBLICATIONS	PODCAST	BLOG & AWARDS
<p><b>CLEARPOINT</b> <a href="#">Stealing From the Future</a> <a href="#">Playbook of Tax Planning Strategies</a> <a href="#">Why Investors Should Consider Emerging Managers in Private Market Allocations</a></p> <p><b>RESEARCH CORNER</b> <a href="#">Weekly Updates from our Investment Office</a></p> <p><b>MARKET MINUTE</b> <a href="#">Review of December 2021</a> <a href="#">Review of January 2022</a> <a href="#">Review of February 2022</a> <a href="#">Review of March 2022</a></p>	 <p>Episode 5: <a href="#">Crypto &amp; Blockchain</a></p> <p>Episode 6: <a href="#">Driving Factors of Oil &amp; Gas Trends</a></p>	<p><b>BLOG</b> <a href="#">Clearstead EmpowHER 2021 Woman of the Year</a></p> <p><b>AWARD</b> <a href="#">2021 NAPA Top DC Advisor Teams</a></p> 

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2. Capital Markets Update
3. Non-Endowment Assets: Performance & Asset Allocation Review
  - ORC Review
  - Portfolio Recommendations **(ACTION)**
  - Fee Review

## **APPENDIX**

Endowment Assets: Performance & Asset Allocation Review  
Supporting Information





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## **INITIATIVES**

# 2022 OVERSIGHT DASHBOARD

		1Q	2Q	3Q	4Q	COMMENTS:
STRATEGIC / ADMINISTRATIVE	Investment Policy Review	✓				Asset Allocation Guidelines Edit
	Strategic Asset Allocation Review				<input type="checkbox"/>	
	Peer Review				<input type="checkbox"/>	
	2023 Oversight Dashboard				<input type="checkbox"/>	
	STAR Ohio/Plus Annual Review			✓		Conducted in August
PORTFOLIO	Fixed Income Review		✓			
	Alternative Investments Review	✓				Private Credit Asset Class
	Global Equity Review					
	Invnt Manager Recommendation	✓				H.I.G. WhiteHorse Principal Lending Fund
PERFORMANCE	Capital Markets Review	✓	✓	✓	<input type="checkbox"/>	
	Quarterly Performance Review	✓	✓	✓	<input type="checkbox"/>	
	Endowed Account Review / Oversight	✓	✓	✓	<input type="checkbox"/>	
OTHER	Fee Review			✓		
	ORC Compliance Review			✓		
	Clearstead Firm Update	✓				

LAST REVIEWED	
Investment Policy:	03/02/2022
Strategic Asset Allocation:	09/01/2021
Fee Review:	09/01/2021

MEETING SCHEDULE	
1Q:	March 2, 2022
2Q:	June 22, 2022
3Q:	September 20, 2022
4Q:	December 7, 2022



## **CAPITAL MARKETS UPDATE**

# QUARTERLY THEMES

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## WHAT HAPPENED LAST QUARTER?

- Equity markets continued sell-off amid higher discount rates, slower growth, and profit margin pressures
- Most areas of equity markets eclipsed bear market territory (>20% decline)
  - Quarter: S&P 500 -16.1%, MSCI EAFE -14.5%, MSCI Emerging Markets -11.5%
  - YTD: S&P 500 -20.0%, MSCI EAFE -19.6%, MSCI Emerging Markets -17.6%
- Global economic slow down persisted into the second quarter
- Recession likelihood increased as inflation continues at levels not seen in decades
- U.S. Federal Reserve maintained hawkish stance raising rates at their May and June meetings by 0.50% and 0.75%

## LOOKING FORWARD:

- Markets have trended lower from negative sentiment, multiple contraction, and a weakening economy, while corporate fundamentals have remained solid
  - Corporate profits may encounter pressure in the coming quarters based on higher input costs and shortages
  - The expectation is volatility will persist into the second half of the calendar year and markets to be range bound
- Federal Reserve is poised to remain aggressive as it weighs inflation vs. recession
  - FOMC members forecasted a mid 3% Fed funds rate by year-end at their June meeting
- Proactively review strategy, confirm time-horizon and evaluate attractive opportunities to allocate to for the long-run, as well as ensure near-term cash needs are secure

Source: Clearstead, Federal Reserve, Bloomberg LP. As of 6/30/2022. Past performance is not an indicator of future results.

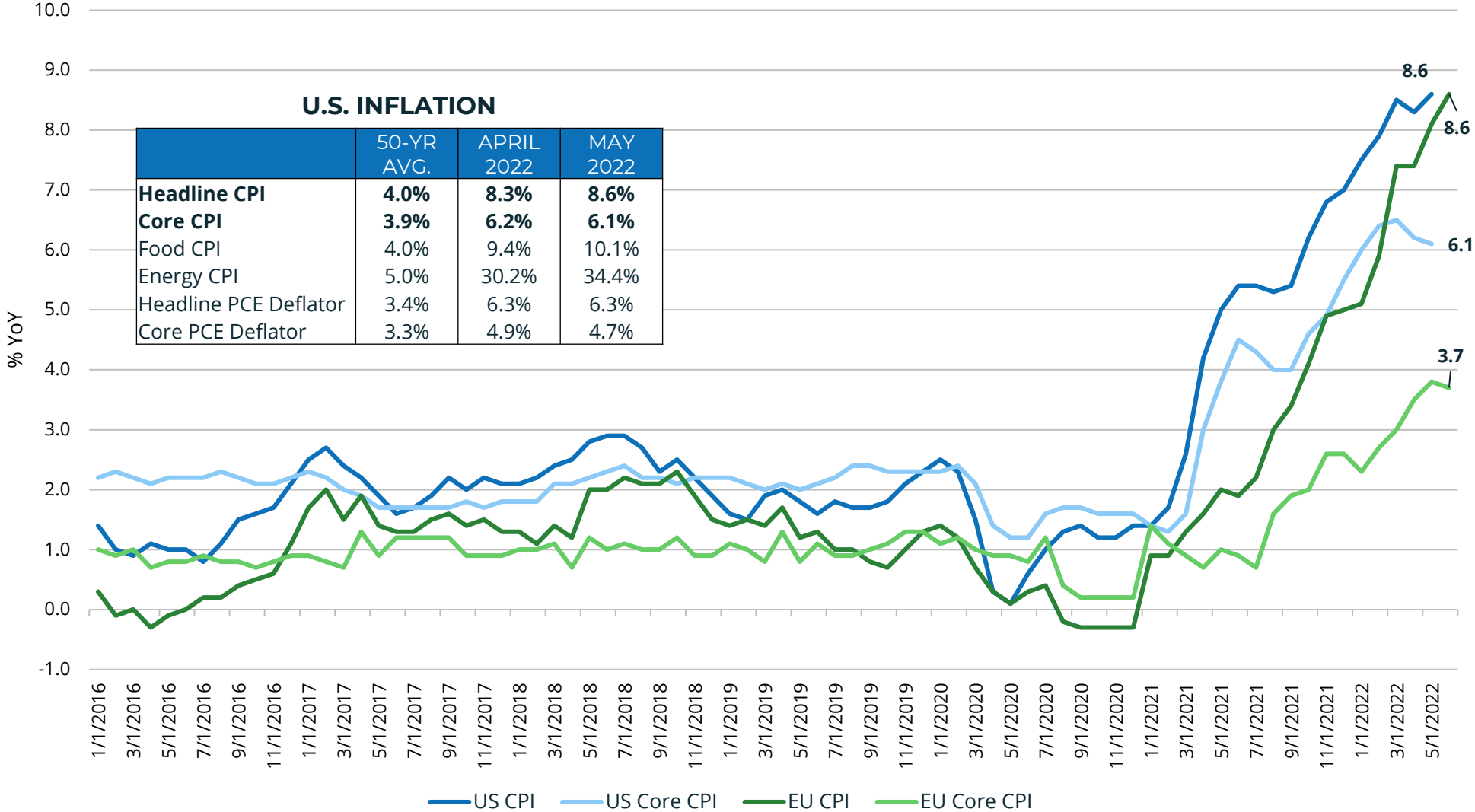
# HISTORICAL ASSET CLASS RETURNS

2013	2014	2015	2016	2017	2018	2019	2020	2021	Q1 2022	Q2 2022	2022
Sm/Mid 36.8%	Large Cap 13.7%	Large Cap 1.4%	Sm/Mid 17.6%	Em Mkt 37.3%	Cash 1.9%	Large Cap 31.5%	Sm/Mid 20.0%	Large Cap 28.7%	Cash 0.0%	Cash 0.1%	Cash 0.2%
Large Cap 32.4%	Sm/Mid 7.1%	US Bonds 0.6%	Hi Yld 17.5%	Dev Intl 25.0%	US Bonds 0.0%	Sm/Mid 27.8%	Large Cap 18.4%	Sm/Mid 18.2%	Hdg Fnds -2.7%	Hdg Fnds -3.6%	Hdg Fnds -6.3%
Dev Intl 22.8%	US Bonds 6.0%	Cash 0.1%	Large Cap 12.0%	Large Cap 21.8%	Glb Bond -0.9%	Dev Intl 22.0%	Em Mkt 18.3%	Dev Intl 11.3%	Hi Yld -4.5%	US Bonds -4.7%	US Bonds -10.4%
Hdg Fnds 9.0%	Hdg Fnds 3.4%	Hdg Fnds -0.3%	Em Mkt 11.2%	Sm/Mid 16.8%	Hi Yld -2.3%	Em Mkt 18.4%	Hdg Fnds 10.9%	Hdg Fnds 6.5%	Large Cap -4.6%	Hi Yld -10.0%	Hi Yld -14.0%
Hi Yld 7.4%	Hi Yld 2.5%	Dev Intl -0.8%	US Bonds 2.7%	Glb Bond 9.3%	Hdg Fnds -4.0%	Hi Yld 14.4%	Glb Bond 9.5%	Hi Yld 5.4%	Sm/Mid -5.8%	Glb Bond -11.4%	Glb Bond -17.2%
Cash 0.1%	Cash 0.0%	Sm/Mid -2.9%	Glb Bond 1.9%	Hdg Fnds 7.8%	Large Cap -4.4%	US Bonds 8.8%	Dev Intl 7.8%	Cash 0.1%	Dev Intl -5.9%	Em Mkt -11.5%	Em Mkt -17.6%
US Bonds -2.0%	Em Mkt -2.2%	Hi Yld -4.6%	Dev Intl 1.0%	Hi Yld 7.5%	Sm/Mid -10.0%	Hdg Fnds 8.4%	US Bonds 7.5%	US Bonds -1.5%	US Bonds -5.9%	Dev Intl -14.5%	Dev Intl -19.6%
Em Mkt -2.6%	Glb Bond -2.8%	Glb Bond -4.8%	Hdg Fnds 0.5%	US Bonds 3.5%	Dev Intl -13.8%	Glb Bond 5.0%	Hi Yld 6.2%	Em Mkt -2.5%	Glb Bond -6.5%	Large Cap -16.1%	Large Cap -20.0%
Glb Bond -4.9%	Dev Intl -4.5%	Em Mkt -14.9%	Cash 0.3%	Cash 0.9%	Em Mkt -14.6%	Cash 2.3%	Cash 0.5%	Glb Bond -8.2%	Em Mkt -7.0%	Sm/Mid -17.0%	Sm/Mid -21.8%

Past performance is not an indicator of future results. Asset classes represented by: Large Cap – S&P 500 Index; Sm/Mid – Russell 2500 Index; Dev Intl – MSCI EAFE Index; Em Mkt – MSCI Emerging Markets Index; Hi Yld – Bank of America Merrill Lynch U.S. High Yield Master II; U.S. Bonds – Barclays Capital U.S. Aggregate; Glb Bond – Barclays Capital Global Treasury ex U.S.; REITs – NAREIT ALL REITs; Hdg Fnds – HFRI FOF: Diversified Index; Cash – Merrill Lynch 91-day Tbill. Data as of 6/30/2022. Source: Morningstar Direct.

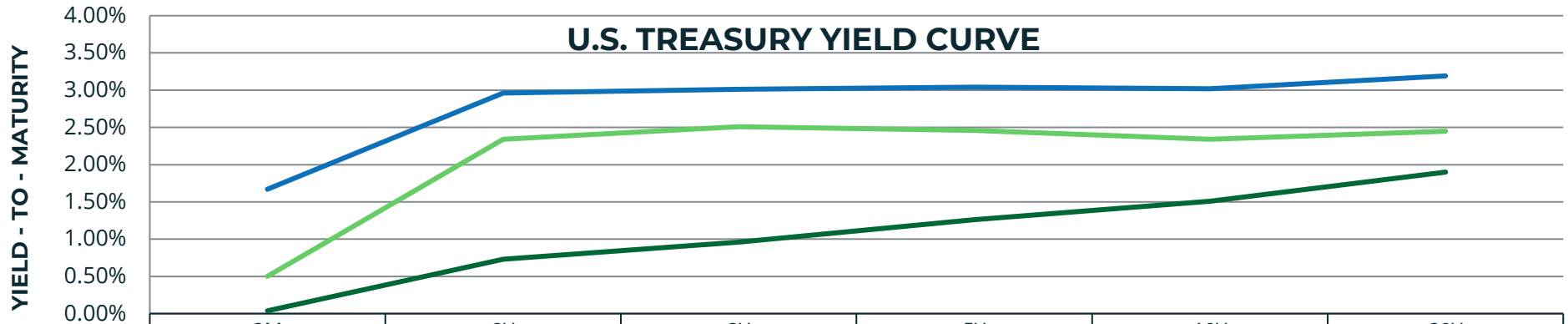
# GLOBAL INFLATION: THE GREAT DECOUPLING

## HEADLINE & CORE CPI'S DIVERGE – U.S. & EUROPE



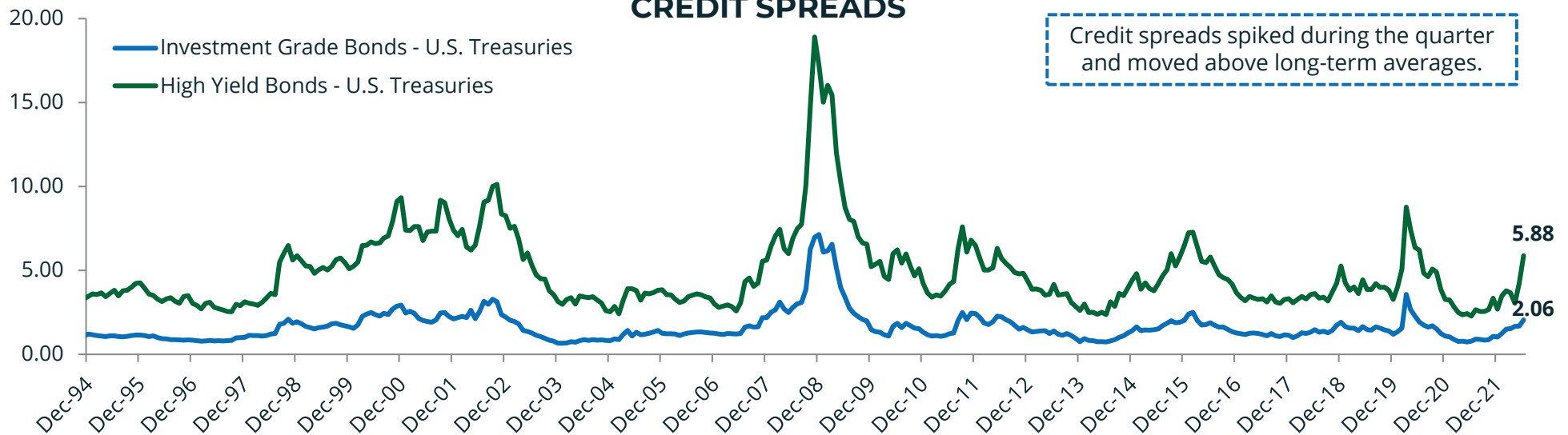
Source: Bloomberg LP, Clearstead, daily data as of June 30, 2022.

# FIXED INCOME: HIGHER RATES AND FLATTENING CURVE



	3M	2Y	3Y	5Y	10Y	30Y
12/31/2021	0.04%	0.73%	0.96%	1.26%	1.51%	1.90%
3/31/2022	0.50%	2.34%	2.51%	2.46%	2.34%	2.45%
6/30/2022	1.67%	2.96%	3.01%	3.04%	3.02%	3.19%
YTD Change	1.63%	2.23%	2.05%	1.78%	1.51%	1.29%

## CREDIT SPREADS



Source: Bloomberg. Data as of 6/30/2022. US Treasuries - BarCap US Gov't 10-Yr Treasury; Investment Grade Bonds - BarCap BAA Corp; High Yield Bonds - BarCap US High Yield. Past performance is not an indicator of future results.



**NON-ENDOWMENT ASSETS:  
PERFORMANCE & ASSET ALLOCATION  
REVIEW**



# NON-ENDOWMENT PERFORMANCE REVIEW (AS OF 6/30/2022)

NON-ENDOWMENT ASSETS	MARKET VALUE (\$MM)	TRAILING PERIODS								CALENDAR YEARS			SINCE INCEPTION <sup>4</sup>
		QTD	YTD	1 YR	2 YR	3 YR	5 YR	7 YR	10 YR	2021	2020	2019	
<b>Total Non-Endowment Assets</b>	\$77.020	-5.5%	-8.7%	-6.6%	<b>4.2%</b>	<b>3.9%</b>	<b>4.2%</b>	<b>4.0%</b>	<b>3.9%</b>	<b>7.8%</b>	<b>9.5%</b>	<b>11.5%</b>	<b>3.9%</b>
	<i>Benchmark<sup>1</sup></i>	-3.8%	-5.9%	-4.5%	1.9%	2.3%	2.9%	2.8%	2.7%	4.3%	5.9%	8.7%	3.0%
<b>Operating &amp; Short-Term Pool</b>	\$18.259	<b>0.1%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.1%</b>	0.8%	<b>1.2%</b>	0.9%	<b>0.7%</b>	0.0%	<b>1.1%</b>	<b>2.4%</b>	0.6%
	<i>Benchmark<sup>2</sup></i>	-0.1%	-0.1%	-0.1%	0.0%	0.8%	1.1%	0.9%	0.6%	0.0%	0.8%	2.3%	0.6%
<b>Long-Term Pool</b>	\$58.761	-8.3%	-12.4%	-9.9%	<b>3.4%</b>	3.0%	4.0%	4.1%	<b>4.6%</b>	<b>9.5%</b>	8.8%	<b>15.3%</b>	<b>4.6%</b>
	<i>Benchmark<sup>3</sup></i>	-7.1%	-10.7%	-8.4%	3.2%	3.5%	4.3%	4.2%	4.5%	8.0%	10.0%	14.2%	4.4%

Value equity managers and alternatives provided downside protection as the risk off market environment persisted into the second quarter of the calendar year.

The fixed Income portfolio is positioned to have lower duration (interest rate sensitivity) than the core fixed income market which helped protect against rising interest rates and falling bond prices. The fixed income portfolio returned -2.7% while core fixed income (Bloomberg Aggregate Index) was down -4.7%.

The H.I.G. Principal Lending strategy made its first capital call in late June and will continue to be funded in the coming months.

1) 45% BofA Merrill Lynch 91-Day T-Bill / 17% BofA Merrill Lynch US Corp & Gov 1-3 Yrs / 11% BBgBarc US Govt/Credit Int TR / 8% Total Alternatives Benchmark / 15% Russell 3000 / 4% MSCI EAFE.

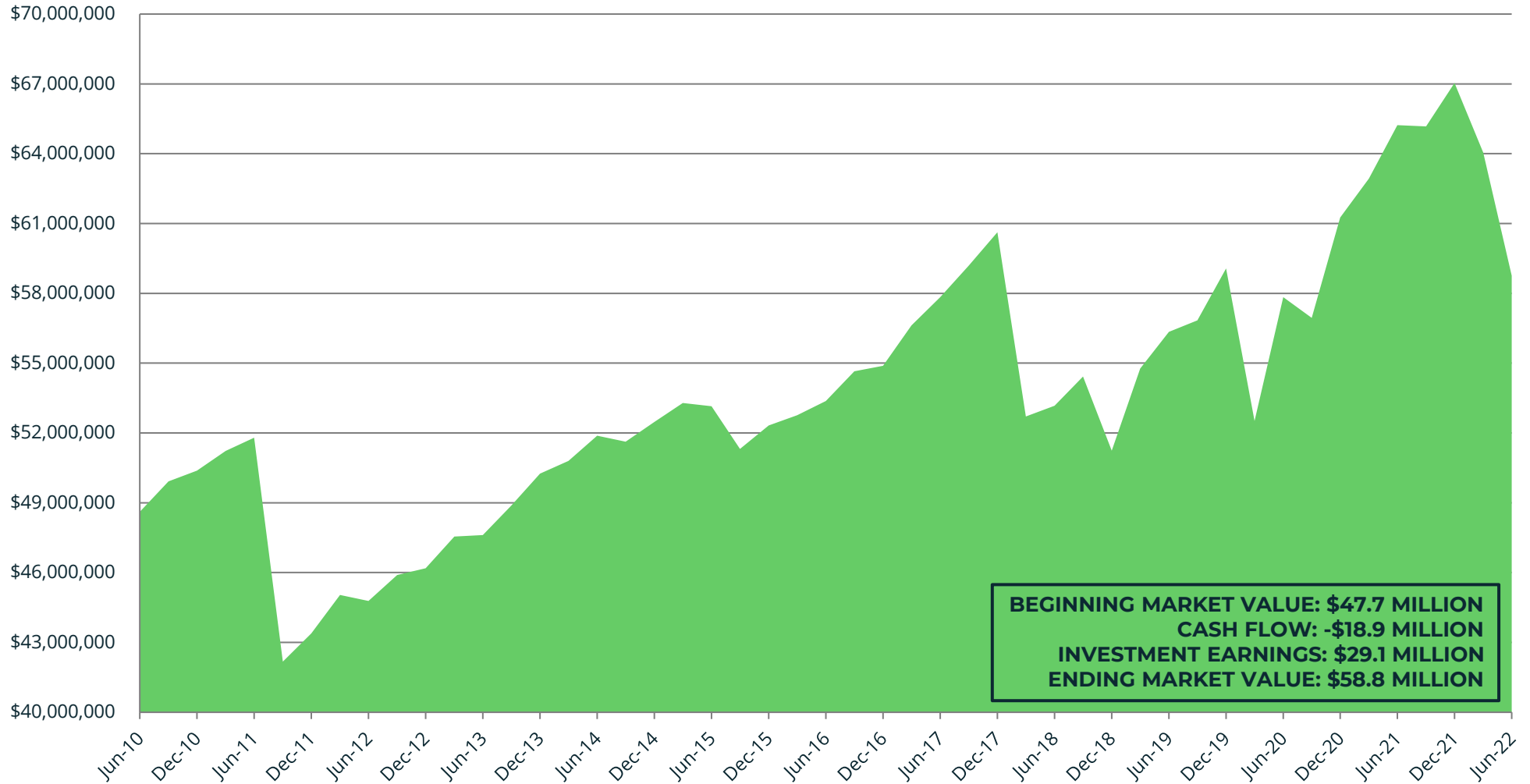
2) 95% BofA Merrill Lynch 91-Day T-Bill / 5% Barclays 1-3 Yr. Govt.

3) 27% Russell 3000 / 8% MSCI EAFE / 15% Total Alternatives Benchmark / 30% BofA Merrill Lynch US Corp & Gov 1-3 Yrs /20% BBgBarc US Govt/Credit Int TR.

4) Inception date for Long-Term and Short-Term Pools: June 2010, Inception Date for Total Non-Endowment Assets: March 2004.

# ATTRIBUTION OF MARKET VALUE CHANGE: LONG-TERM POOL

**LONG-TERM POOL MARKET VALUE CHANGE  
(07/01/2010 - 6/30/2022)**



# ORC COMPLIANCE REVIEW (AS OF 6/30/2022)

	TOTAL NON-ENDOWMENT ORC 3345.05 DEFINED ASSETS*	% FROM SHORT-TERM POOL	% FROM LONG-TERM POOL
9/30/21	25%	14%	12%
12/31/21	33%	23%	10%
3/31/22	46%	37%	9%
6/30/22	37%	24%	13%
<b>Average</b>	<b>35%</b>	<b>24%</b>	<b>11%</b>

**YSU is in-line with the Ohio Revised Code 3345.05 Compliance requirements.**

OHIO REVISED CODE 3345.05 COMPLIANCE	
	COMPLIANT
Over 25% of Total Portfolio in Cash Equivalents/Govt Securities (average amount over previous FY)	Yes
Investment policy adopted in public session	Yes
Quarterly Investment Committee meetings	Yes
Recommend changes to the Board's Investment Policy that assist in meeting the Committee's fiduciary duties	Yes
Retain an investment advisor who meets the qualifications	Yes

\*A minimum of 25% of the average amount of the University's investment portfolio over the course of the previous fiscal year must be invested according to ORC guidelines (i.e., US government bonds, cash equivalents). Analysis does not include cash equivalent or government security exposure in Long-Term Pool fixed income managers invested in through mutual funds. With this exposure, YSU's allocation and average would be higher.

# PORTFOLIO RECOMMENDATIONS (ACTION)

## YOUNGSTOWN STATE UNIVERSITY

AS OF AUGUST 17, 2022

	TICKER	MARKET VALUE (CURRENT)	% OF PORTFOLIO	CHANGES	MARKET VALUE (POST CHANGES)	% OF PORTFOLIO	POLICY TARGET	POLICY RANGE	TACTICAL +/-
<b>Total Operating &amp; Short Term</b>		<b>\$18,177,517</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$18,177,517</b>	<b>100.0%</b>	<b>100.0%</b>		
<b>Operating Assets</b>		<b>\$18,176,620</b>	<b>100.0%</b>		<b>\$18,176,620</b>	<b>100.0%</b>		<b>60-100%</b>	
JPMorgan MM / Fed Hermes Gov Ob	JTSXX	\$18,085,214	99.5%		\$18,085,214	99.5%			
Star Plus*	-	\$0	0.0%		\$0	0.0%			
Star Ohio*	-	\$91,406	0.5%		\$91,406	0.5%			
<b>Short-Term Assets</b>		<b>\$897</b>	<b>0.0%</b>		<b>\$897</b>	<b>0.0%</b>		<b>0-40%</b>	
Vanguard Short-Term Federal Adm	VSGDX	\$897	0.0%		\$897	0.0%			
<b>Total Long Term Reserves Pool</b>		<b>\$61,119,220</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$61,119,220</b>	<b>100.0%</b>	<b>100.0%</b>		
<b>Domestic Equity</b>		<b>\$19,874,977</b>	<b>32.5%</b>		<b>\$18,899,977</b>	<b>30.9%</b>	<b>27.0%</b>	<b>20-35%</b>	<b>3.9%</b>
<b>Large Cap</b>		<b>\$13,021,321</b>	<b>21.3%</b>		<b>\$12,521,321</b>	<b>20.5%</b>			
Vanguard Instl Index	VINIX	\$13,021,321	21.3%	-\$500,000	\$12,521,321	20.5%			
<b>Small/Mid Cap</b>		<b>\$6,853,657</b>	<b>11.2%</b>		<b>\$6,378,657</b>	<b>10.4%</b>			
Vanguard Mid Cap Index Adm	VIMAX	\$3,305,910	5.4%	-\$475,000	\$2,830,910	4.6%			
Loomis Sayles Small Growth N2	LSSNX	\$1,770,972	2.9%		\$1,770,972	2.9%			
Victory Integrity Small Cap Value Y	VSVIX	\$1,776,775	2.9%		\$1,776,775	2.9%			
<b>International Equity</b>		<b>\$4,996,536</b>	<b>8.2%</b>		<b>\$4,996,536</b>	<b>8.2%</b>	<b>8.0%</b>	<b>0-15%</b>	<b>0.2%</b>
William Blair International Growth I	BIGIX	\$2,282,525	3.7%		\$2,282,525	3.7%			
Dodge & Cox International Stock	DODFX	\$2,714,011	4.4%		\$2,714,011	4.4%			
<b>Total Equity</b>		<b>\$24,871,514</b>	<b>40.7%</b>		<b>\$23,896,514</b>	<b>39.1%</b>	<b>35.0%</b>	<b>25-45%</b>	<b>4.1%</b>
<b>Alternatives</b>		<b>\$6,408,358</b>	<b>10.5%</b>		<b>\$6,408,358</b>	<b>10.5%</b>	<b>15.0%</b>	<b>0-20%</b>	<b>-4.5%</b>
JPMorgan Strategic Income Opps Fd	JSOSX	\$713,158	1.2%		\$713,158	1.2%			
Allspring Adv Absolute Return	WABIX	\$988,978	1.6%		\$988,978	1.6%			
H.I.G. Principal Lending Fund	-	\$325,037	0.5%		\$325,037	0.5%			
Weatherlow Fund*	-	\$4,381,185	7.2%		\$4,381,185	7.2%			
<b>Fixed Income</b>		<b>\$29,837,936</b>	<b>48.8%</b>		<b>\$30,812,936</b>	<b>50.4%</b>	<b>50.0%</b>	<b>35-75%</b>	<b>0.4%</b>
<b>Short Term Fixed Income</b>		<b>\$17,302,589</b>	<b>28.3%</b>		<b>\$18,277,589</b>	<b>29.9%</b>	<b>30.0%</b>	<b>25-45%</b>	<b>-0.1%</b>
YSU Short Term Bond	-	\$11,919,149	19.5%	\$275,000	\$12,194,149	20.0%			
Lord Abbett Short Duration	LLDYX	\$5,383,440	8.8%	\$700,000	\$6,083,440	10.0%			
<b>Intermediate Fixed Income</b>		<b>\$12,535,347</b>	<b>20.5%</b>		<b>\$12,535,347</b>	<b>20.5%</b>	<b>20.0%</b>	<b>10-30%</b>	<b>0.5%</b>
JPMorgan Core Bond Fund R6**	JCBUX	\$5,161,384	8.4%		\$5,161,384	8.4%			
YSU Intermediate Term Fixed	-	\$4,320,231	7.1%		\$4,320,231	7.1%			
Prudential High Yield Bond R6	PHYQX	\$3,053,732	5.0%		\$3,053,732	5.0%			
<b>Cash &amp; Cash Equivalents</b>		<b>\$1,413</b>	<b>0.0%</b>		<b>\$1,413</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0-5%</b>	<b>0.0%</b>
Equity Account Cash	-	\$1,413	0.0%		\$1,413	0.0%			
<b>Total University Assets</b>		<b>\$79,296,737</b>			<b>\$79,296,737</b>				

### SUMMARY OF RECOMMENDATIONS

- Take recent gains from rebound in U.S. equity markets and reallocate to short-term fixed income managers

\*As of 6/30/2022



**FEE REVIEW**

# FEE REVIEW

## YOUNGSTOWN STATE UNIVERSITY INVESTMENTS

AS OF JUNE 30, 2022

### NON-ENDOWMENT ASSETS FEE REVIEW

	Market Value (\$)	Estimated Annual Fee (\$)	Expense Ratio (%)	Morningstar Institutional Average Fee (%)
<b>Total Operating &amp; Short Term</b>				
JPMorgan 100% U.S. Tr Sec MM Inst	\$81,903	\$172	0.21%	-
Federated Hermes Government Obligations Fund	\$18,085,214	\$36,170	0.20%	-
Vanguard Short-Term Federal Adm	\$897	\$1	0.10%	0.43%
STAR Ohio	\$91,406	\$73	0.08%	-
<b>Total Operating &amp; ST Investment Management Fee</b>	<b>\$18,259,420</b>	<b>\$36,416</b>	<b>0.20%</b>	
<b>Total Domestic Equity</b>				
Vanguard Institutional Index	\$11,509,927	\$4,604	0.04%	0.06%
Vanguard Mid Cap Index Adm	\$2,896,962	\$1,448	0.05%	0.84%
Loomis Sayles Sm Growth N	\$1,535,417	\$12,590	0.82%	0.94%
Victory Integrity Small Value Y	\$1,558,059	\$16,827	1.08%	0.94%
<b>Total International Equity</b>	<b>\$4,723,736</b>	<b>\$36,965</b>		
William Blair International Growth I	\$2,075,085	\$20,543	0.99%	0.85%
Dodge & Cox Internat'l Stock	\$2,648,651	\$16,422	0.62%	0.85%
<b>Total Alternatives</b>	<b>\$6,396,279</b>	<b>\$61,187</b>		
JPMorgan Strategic Income Opps Sel	\$710,969	\$5,332	0.75%	0.79%
Allspring Adv Absolute Return Instl	\$979,088	\$12,043	1.23%	0.85%
Weatherlow Offshore Fund I Ltd. CI IA	\$4,381,185	\$43,812	1.00%	N/A
H.I.G. Principal Lending Fund	\$325,037	\$3,250	1.00%	N/A
<b>Total Fixed Income</b>	<b>\$30,140,588</b>	<b>\$82,057</b>		
JPMorgan Core Bond	\$5,113,793	\$25,569	0.50%	0.46%
YSU Intermediate Term Bond	\$4,274,608	\$6,412	0.15%	0.46%
PGIM High Yield R6	\$2,882,866	\$10,955	0.38%	0.68%
YSU Short Term Bond	\$12,514,014	\$18,771	0.15%	0.43%
Lord Abbett Short Duration Income I	\$5,355,307	\$20,350	0.38%	0.43%
<b>Total Cash &amp; Cash Equivalents</b>	<b>\$155</b>	<b>\$0</b>		
Federated Government Obligations	\$155	\$0	0.18%	-
<b>Total LT/Reserves Pool Investment Management Fee</b>	<b>\$58,761,123</b>	<b>\$215,679</b>	<b>0.37%</b>	
<b>Total Assets</b>	<b>\$77,020,543</b>	<b>\$252,095</b>	<b>0.33%</b>	
Clearstead Consulting Fees		\$49,500	0.06%	
Trustee & Custody Fee (PNC)		\$23,106	0.03%	
<b>Total Non-Endowment Assets Fees</b>		<b>\$324,702</b>	<b>0.42%</b>	

Star Ohio fees estimates from the annual report. Alternatives expenses depicted are management and administration expenses, and do not include dividend and interest payments on short sales. Weatherlow and H.I.G. fee is management expense only, and does not include underlying investment management expenses or performance based fees.



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## **APPENDIX**



**ENDOWMENT ASSETS:  
PERFORMANCE & ASSET ALLOCATION  
REVIEW**



# ENDOWMENT HOLDINGS

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## YSU ENDOWMENT (HUNTINGTON)

- **Equity Mutual Funds** – 12% (4 Mutual Funds & ETFs)
- **Stocks** – 57% (40-60 U.S. Large/Mid-Cap Stocks)
- **Alternatives** – 3% (Real Estate Mutual Fund)
- **Fixed Income Mutual Funds** – 5% (Federated Total High Yield, Vanguard Inflation Pro Sec)
- **Individual Bonds** – 18% (8-12 Individual Bonds: U.S. Corporate / Gov't / Asset Backed Debt)
- **Cash** – 5%

# ENDOWMENT ASSETS: PERFORMANCE & ASSET ALLOCATION (AS OF 6/30/2022)

ENDOWMENT ASSETS	MARKET VALUE (\$MM)	ASSET ALLOCATION	COMPOSITION	TRAILING PERIODS							CALENDAR YEARS			SINCE INCEPTION <sup>3</sup>
				QTD	YTD	1 YR	2 YR	3 YR	5 YR	7 YR	2021	2020	2019	
YSU Endowment Fund	\$12.989	69% Equity / 3% Alts / 28% Fixed Income & Cash	Stocks, Bonds, Mutual Funds	-13.9%	-18.0%	-10.6%	8.0%	7.7%	8.0%	7.9%	20.9%	16.3%	23.8%	8.0%
			Benchmark <sup>1</sup>	-13.3%	-17.6%	-10.3%	7.7%	7.9%	8.9%	8.9%	20.6%	16.2%	25.6%	9.7%
			Benchmark <sup>2</sup>	-11.6%	-16.1%	-10.2%	5.1%	6.2%	7.4%	7.5%	15.9%	14.7%	22.2%	8.1%

## COMPLIANCE

- Asset Allocation Guidelines: 70% Equities (60-80%) / 30% Cash & Fixed Income (20-40%)
  - YSU Endowment (**In Compliance at Quarter End**)

1) Benchmark: 75% S&P 500 / 25% Bbg US Aggregate.

2) Benchmark: 60% S&P 500 / 40% Bbg US Aggregate.

3) Inception date: 06/2013,

# ENDOWMENT ASSETS: FEE REVIEW

ENDOWMENT ASSETS FEE REVIEW				
	Market Value	Estimated Annual	Annual	Morningstar
	(\$)	Fee (\$)	Manager Fee	Institutional
			(%)	Average Fee (%)
<b>YSU Endowment Fund</b>				
<b>YSU Endowment Fund Fees</b>	<b>\$12,989,348</b>	<b>\$58,452</b>	<b>0.45%</b>	<b>n/a</b>

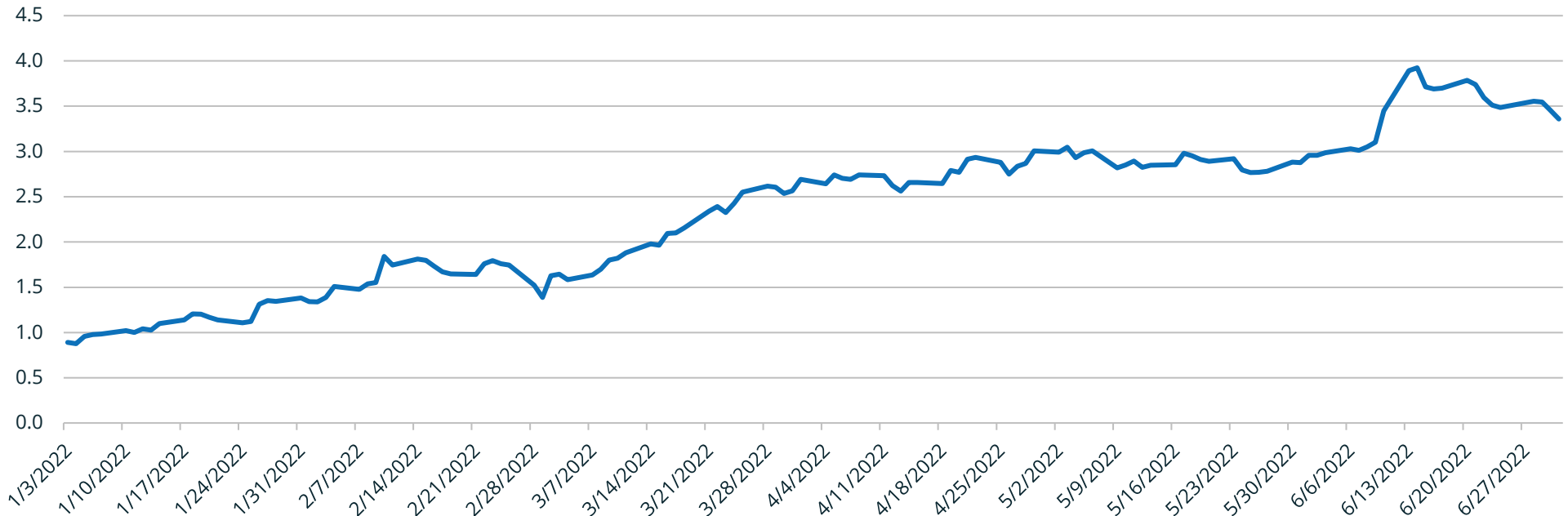
YSU Endowment Fund does not include any investment management expenses that may be used by Huntington.



**SUPPORTING INFORMATION**

# MARKETS PRICING IN AGGRESSIVE FEDERAL RESERVE

## IMPLIED FED FUNDS TERMINAL RATE



FED MEETING	IMPLIED RATE HIKES	PREDICTED FED FUNDS RATE
<b>Jun-2022</b>	<b>+75 bps (actual)</b>	<b>1.50% - 1.75% (actual)</b>
Jul-2022	+75 bps (3)	2.25% - 2.50%
Sep-2022	+50 bps (2)	2.75% - 3.00%
Nov-2022	+0 bps to +50 bps (0-2)	3.00% - 3.50%
Dec-2022	+0 bps to +50 bps (0-2)	3.00% - 3.50%
Feb-2023	+0 bps to +50 bps (0-2)	3.00% - 3.50%

**Markets are anticipating a significant number of interest rate hikes for the remainder of this year.**

Source: Bloomberg LP, Clearstead, daily data as of June 30, 2022.

# U.S. ECONOMIC PROJECTIONS

## FEDERAL RESERVE BOARD MEMBERS & BANK PRESIDENTS

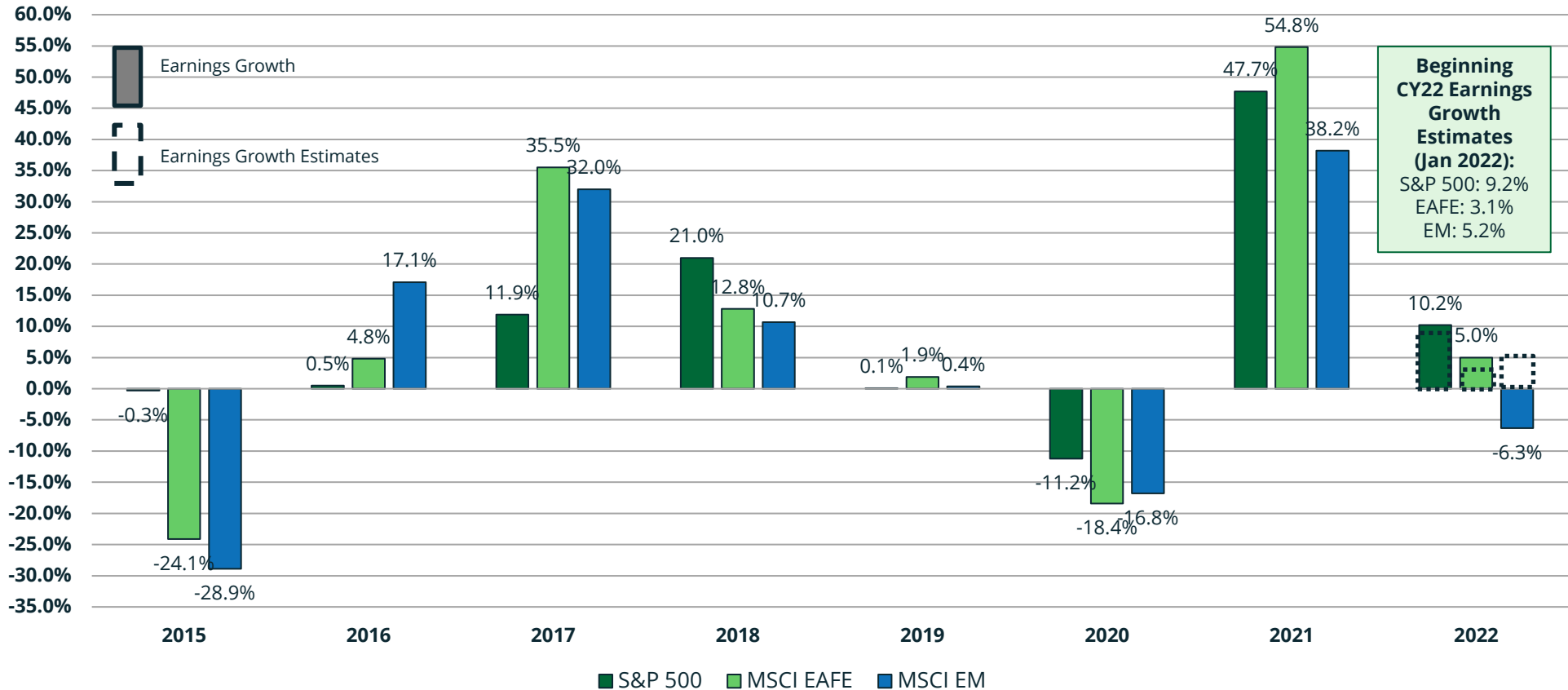
		2022	2023	2024	LONGER RUN*
<b>GDP</b>	June 2022	1.7%	1.7%	1.9%	1.8%
	March 2022	2.8%	2.2%	2.0%	1.8%
	December 2021	4.0%	2.2%	2.0%	1.8%
<b>Unemployment Rate</b>	June 2022	3.7%	3.9%	4.1%	4.0%
	March 2022	3.5%	3.5%	3.6%	4.0%
	December 2021	3.5%	3.5%	3.5%	4.0%
<b>Core PCE Inflation</b>	June 2022	4.3%	2.7%	2.3%	
	March 2022	4.1%	2.6%	2.3%	
	December 2021	2.7%	2.3%	2.1%	
<b>Federal Funds Rate</b>	June 2022	3.4%	3.8%	3.4%	2.5%
	March 2022	1.9%	2.8%	2.8%	2.4%
	December 2021	0.9%	1.6%	2.1%	2.5%
<b># of implied 25 bps rate changes year</b>	June 2022	13	2	-2	
	March 2022	7	3	0	
	December 2021	3	3	3	

\*Longer-run projections: The rates to which a policymaker expects the economy to converge over time – maybe in five or six years – in the absence of further shocks and under appropriate monetary policy.

Source: Clearstead, Federal Reserve.  
Data as of 6/15/2022. Past performance is not an indicator of future results.

# GLOBAL EARNINGS OUTLOOK

## EARNINGS OUTLOOK BY YEAR

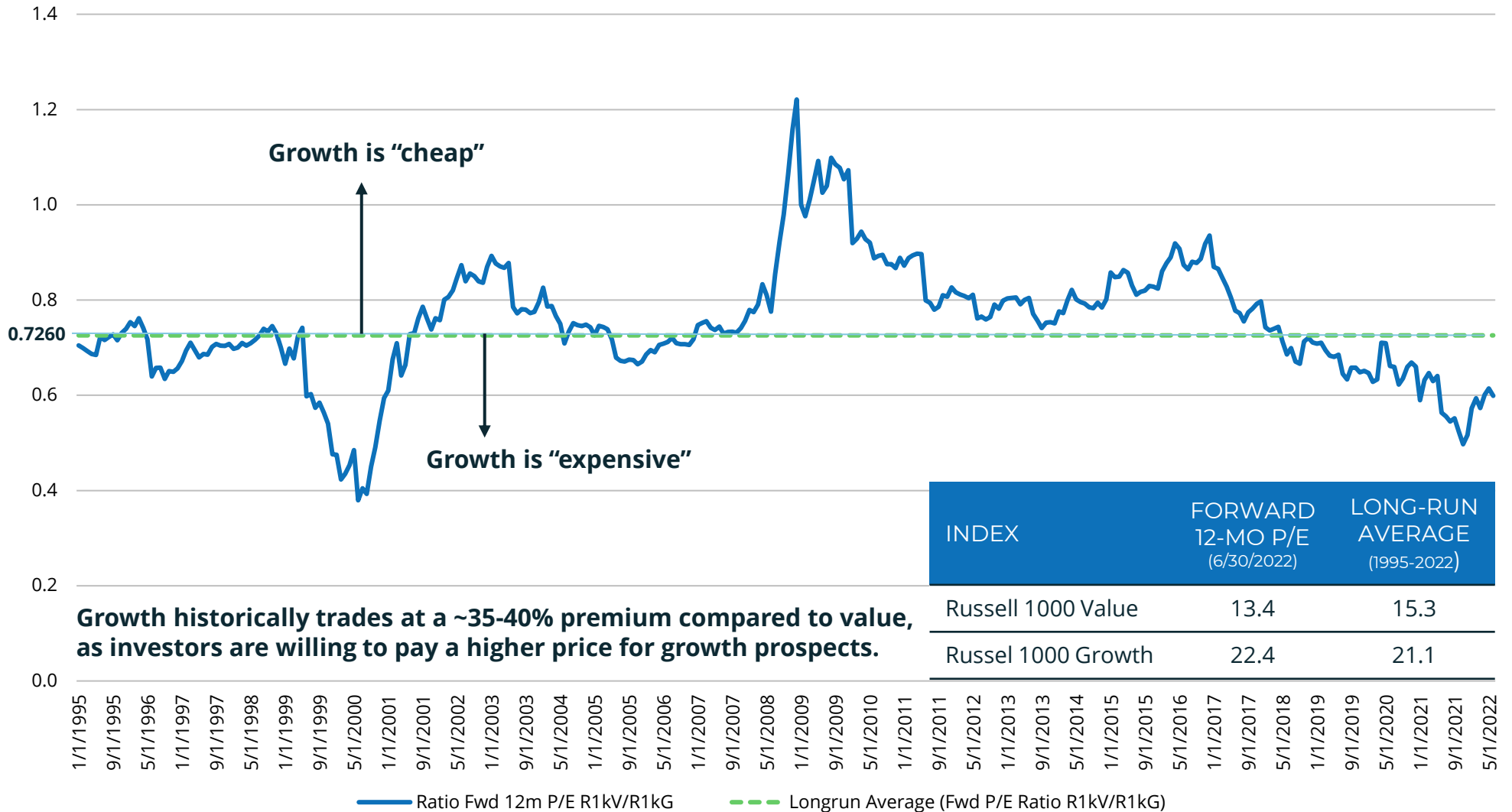


- Earnings expectations are beginning to ebb for Q2-2022 as analysts downgrade expectations
  - CY-2022 EPS growth estimates are mainly unchanged for developed markets
- Expectations for EM markets have eroded in the face of heightened energy costs, global monetary tightening, and slowing Chinese growth

Source: Bloomberg, FactSet, Goldman Sachs.  
 Data as of 6/30/2022.

# PRICE MULTIPLES: GROWTH VS VALUE

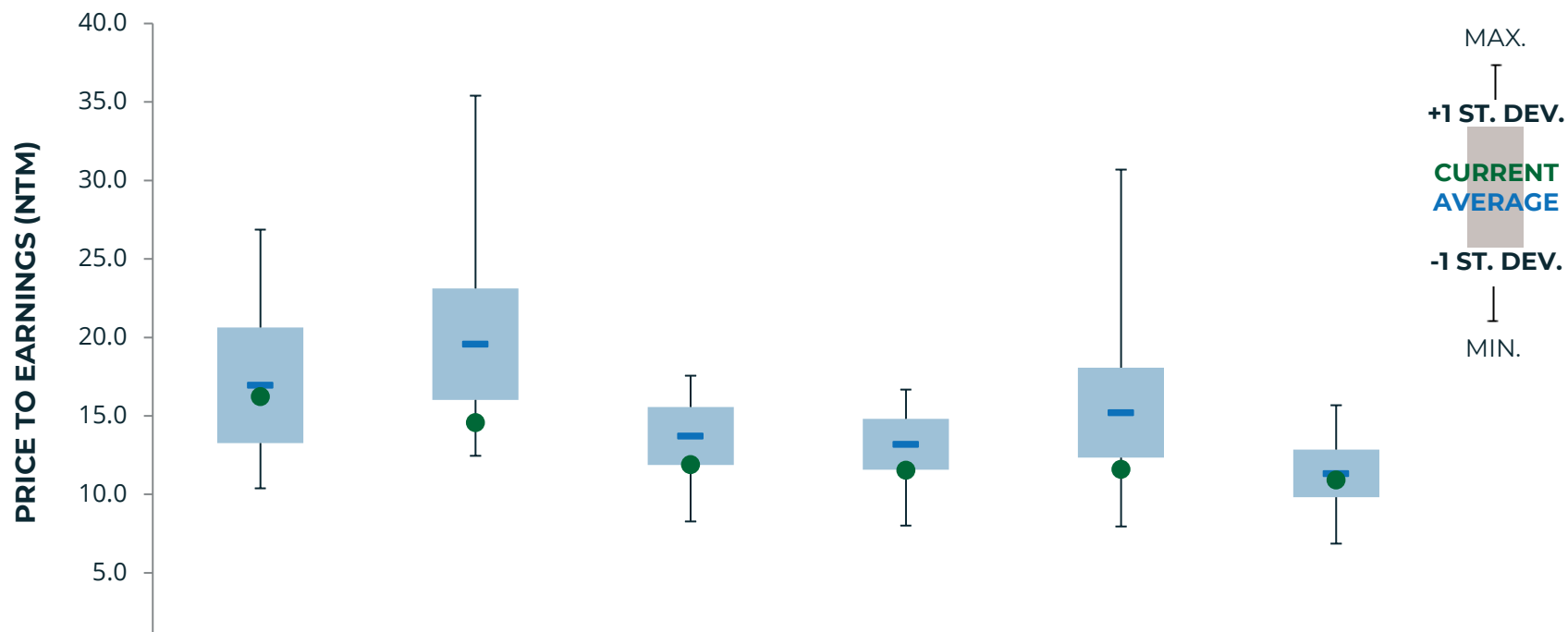
## U.S. GROWTH VS VALUE - RELATIVE FORWARD 12 MONTH (NTM) P/E



Source: Bloomberg 6/30/2022. Past performance is not a guarantee of future results.



# GLOBAL EQUITY VALUATIONS



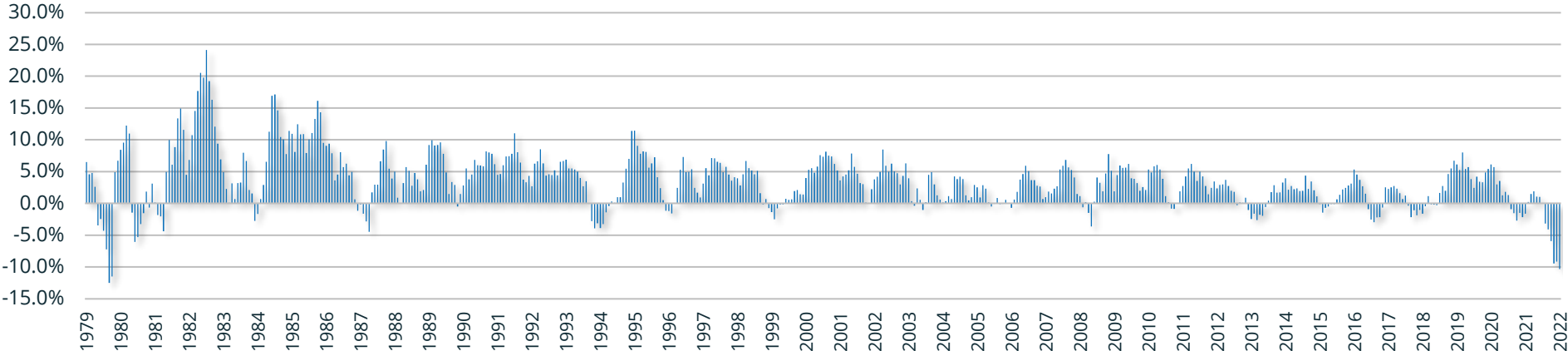
	MSCI USA	MSCI USA SMALL	MSCI EAFE	MSCI ACWI EX USA	MSCI ACWI EX USA SMALL	MSCI EM
<b>Current P/E (NTM)</b>	<b>16.2</b>	<b>14.6</b>	<b>11.9</b>	<b>11.5</b>	<b>11.6</b>	<b>10.9</b>
<b>Average P/E (NTM)</b>	<b>17.0</b>	<b>19.6</b>	<b>13.7</b>	<b>13.2</b>	<b>15.2</b>	<b>11.3</b>

Source: Bloomberg as of 6/30/2022.

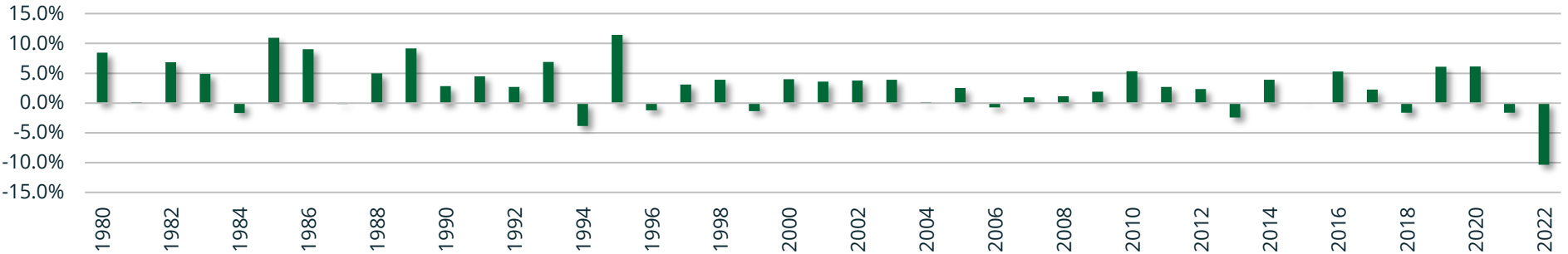
Average taken over full index history. MSCI USA- 1994 - Current; MSCI USA Small- 1994 - Current; MSCI EAFE- 2003 - Current; MSCI ACWI ex USA- 2003 - Current; MSCI ACWI ex USA Small- 1994 - Current; MSCI EM- 2003 - Current.

# HISTORIC CHALLENGING YEAR FOR FIXED INCOME

**BLOOMBERG U.S. AGGREGATE (ROLLING SIX-MONTH PERIODS)**



**BLOOMBERG U.S. AGGREGATE (FIRST SIX-MONTHS OF CALENDAR YEAR)**



**On both a calendar year and rolling six-month basis, bond markets have experienced considerable volatility and losses.**

Source: Clearstead, Bloomberg LP, as of 6/30/2022. Past performance is not an indicator of future results.

# EXECUTIVE SUMMARY

	Market Value 04/01/2022	Market Value 06/30/2022	% of Portfolio	2nd Quarter 2022 (%)	YTD (%)
<b>Total University Assets</b>	<b>\$102,269,338</b>	<b>\$77,020,544</b>	<b>100.0</b>	<b>-5.5</b>	<b>-8.7</b>
<i>Total Policy Benchmark<sup>1</sup></i>				-3.8	-5.9
<b>Total Operating &amp; Short Term</b>	<b>\$38,216,395</b>	<b>\$18,259,421</b>	<b>23.7</b>	<b>0.1</b>	<b>0.2</b>
<i>Total Operating &amp; Short Term Benchmark<sup>2</sup></i>				0.1	0.0
<b>Total Long Term/ Reserves Pool</b>	<b>\$64,052,942</b>	<b>\$58,761,123</b>	<b>76.3</b>	<b>-8.3</b>	<b>-12.4</b>
<i>Total Long Term/ Reserves Fund Benchmark<sup>3</sup></i>				-7.1	-10.7
<b>Total Domestic Equity</b>	<b>\$20,582,352</b>	<b>\$17,500,366</b>	<b>22.7</b>	<b>-16.4</b>	<b>-20.7</b>
<i>Russell 3000 Index</i>				-16.7	-21.1
<b>Total International Equity</b>	<b>\$5,446,519</b>	<b>\$4,723,735</b>	<b>6.1</b>	<b>-13.3</b>	<b>-20.4</b>
<i>MSCI EAFE (Net)</i>				-14.5	-19.6
<b>Total Alternatives</b>	<b>\$6,767,543</b>	<b>\$6,396,279</b>	<b>8.3</b>	<b>-5.5</b>	<b>-8.5</b>
<i>Total Alternatives Benchmark</i>				-4.1	-6.7
<b>Total Fixed Income</b>	<b>\$31,238,082</b>	<b>\$30,140,588</b>	<b>39.1</b>	<b>-2.7</b>	<b>-6.1</b>
<i>Total Fixed Income Benchmark<sup>4</sup></i>				-1.3	-4.5
<b>Total Cash &amp; Cash Equivalents</b>	<b>\$18,447</b>	<b>\$155</b>	<b>0.0</b>	<b>0.2</b>	<b>0.2</b>
<i>90 Day U.S. Treasury Bill</i>				0.1	0.1

1) Total Policy Benchmark: 45% ICE BofA 91 Days T-Bills / 17% ICE BofA 1-3 Yr US Corp & Govt / 11% BBgBarc US Govt/Credit Int / 8% Total Alternatives Benchmark / 15% Russell 3000 / 4% MSCI EAFE.

2) Total Operating & Short-Term Benchmark: 95% ICE BofA 91 Days T-Bills / 5% BBgBarc US Govt 1-3 Yr.

3) Total Long-Term / Reserves Fund Benchmark: 27% Russell 3000 / 8% MSCI EAFE / 15% Total Alternatives Benchmark / 30% ICE BofA 1-3 Yr US Corp & Govt / 20% BBgBarc US Govt/Credit Int,

4) Total Alternatives Benchmark: 100% HFRI Fund of Funds Composite.

5) Total Fixed Income Benchmark: 64% ICE BofA 1-3 Yr US Corp & Govt / 36% BBgBarc US Govt/Credit Int.

# ASSET ALLOCATION GUIDELINES COMPLIANCE

Total Plan Asset Allocation Policy	Range	Current
Operating & Short-Term Pool	0% - 50%	24%
Long Term/ Reserves Pool	50% - 100%	76%

Operating & Short-Term Pool		Range	Current
Operating Assets		60% - 100%	100%
Short-Term Assets		0% - 40%	0%

Long Term/ Reserves Pool	Target	Range	Current
Domestic Equity	27%	20% - 35%	30%
International Equity	8%	0% - 15%	8%
Total Equity	35%	25% - 45%	38%
Alternatives	15%	0%-20%	11%
Short-Term Fixed Income	30%	25% - 45%	30%
Intermediate Fixed Income	20%	10% - 30%	21%
Cash & Cash Equivalents	0%	0% - 5%	0%

In Line    Within Tolerance    Review

# SCHEDULE OF ASSETS

	Ticker	Account Type	Begin Market Value \$	Market Value 06/30/2022	% of Portfolio
<b>Total University Assets</b>			<b>\$102,269,338</b>	<b>\$77,020,544</b>	<b>100.0</b>
<b>Total Operating &amp; Short Term</b>			<b>\$38,216,395</b>	<b>\$18,259,421</b>	<b>23.7</b>
Federated Hermes Government Obligations Fund		Cash	\$38,042,459	\$18,085,214	23.5
JPMorgan 100% U.S. Tr Sec MM Inst	JTSXX	Cash	\$81,803	\$81,903	0.1
Vanguard Short-Term Federal Adm	VSGDX	US Fixed Income Short Term	\$905	\$897	0.0
STAR Ohio		Cash	\$91,228	\$91,406	0.1
<b>Total Long Term/ Reserves Pool</b>			<b>\$64,052,942</b>	<b>\$58,761,123</b>	<b>76.3</b>
<b>Total Domestic Equity</b>			<b>\$20,582,352</b>	<b>\$17,500,366</b>	<b>22.7</b>
Vanguard Institutional Index	VINIX	US Stock Large Cap Core	\$13,720,303	\$11,509,927	14.9
Vanguard Mid Cap Index Adm	VIMAX	US Stock Mid Cap Core	\$3,488,562	\$2,896,962	3.8
Loomis Sayles Sm Growth N	LSSNX	US Stock Small Cap Growth	\$1,523,349	\$1,535,417	2.0
Victory Integrity Small Value Y	VSVIX	US Stock Small Cap Value	\$1,850,138	\$1,558,059	2.0
<b>Total International Equity</b>			<b>\$5,446,519</b>	<b>\$4,723,735</b>	<b>6.1</b>
William Blair International Growth I	BIGIX	International	\$2,520,242	\$2,075,085	2.7
Dodge & Cox Internat'l Stock	DODFX	International	\$2,926,277	\$2,648,651	3.4
<b>Total Alternatives</b>			<b>\$6,767,543</b>	<b>\$6,396,279</b>	<b>8.3</b>
JPMorgan Strategic Income Opps Sel	JSOSX	Absolute Return	\$1,039,270	\$710,969	0.9
Allspring Adv Absolute Return Instl	WABIX	All Assets	\$1,016,669	\$979,088	1.3
Weatherlow Offshore Fund I Ltd. CI IA		Hedge Fund	\$4,711,604	\$4,381,185	5.7
H.I.G. Whitehorse Principal Lending Offshore Feeder Fund, L.P.		Private Equity	-	\$325,037	0.4
<b>Total Fixed Income</b>			<b>\$31,238,082</b>	<b>\$30,140,588</b>	<b>39.1</b>
JPMorgan Core Bond	WOBDX	US Fixed Income Core	\$5,344,155	\$5,113,793	6.6
YSU Intermediate Term Bond		US Fixed Income Core	\$4,380,909	\$4,274,608	5.5
PGIM High Yield R6	PHYQX	US Fixed Income High Yield	\$3,176,445	\$2,882,866	3.7
YSU Short Term Bond		US Fixed Income Short Term	\$11,930,080	\$12,514,014	16.2
Lord Abbett Short Duration Income I	LLDYX	US Fixed Income Short Term	\$4,549,867	\$5,355,307	7.0
<b>Total Cash &amp; Cash Equivalents</b>			<b>\$18,447</b>	<b>\$155</b>	<b>0.0</b>
PNC Govt MMkt	PKIXX	Cash	\$18,447	\$155	0.0

# ATTRIBUTION OF MARKET VALUE

## TOTAL UNIVERSITY ASSETS

	Q3-2021	Q4-2021	Q1-2022	Q2-2022	One Year
Total University Assets					
Beginning Market Value	\$75,443,318	\$75,380,975	\$87,254,985	\$102,269,338	\$75,443,318
Contributions	-	\$30,000,000	\$24,000,000	-	\$54,000,000
Distributions	-	-\$20,000,000	-\$6,000,000	-\$20,000,000	-\$46,000,000
Net Cash Flows	-	\$10,000,000	\$18,000,000	-\$20,000,000	\$8,000,000
Net Investment Change	-\$62,342	\$1,874,010	-\$2,985,648	-\$5,248,794	-\$6,422,774
Ending Market Value	\$75,380,975	\$87,254,985	\$102,269,338	\$77,020,544	\$77,020,544
Change \$	-\$62,342	\$11,874,010	\$15,014,352	-\$25,248,794	\$1,577,226

## LONG-TERM POOL

	Q3-2021	Q4-2021	Q1-2022	Q2-2022	One Year
Total Long Term/ Reserves Pool					
Beginning Market Value	\$65,233,293	\$65,170,297	\$67,042,588	\$64,052,942	\$65,233,293
Contributions	-	-	-	-	-
Distributions	-	-	-	-	-
Net Cash Flows	-	-	-	-	-
Net Investment Change	-\$62,996	\$1,872,290	-\$2,989,645	-\$5,291,819	-\$6,472,170
Ending Market Value	\$65,170,297	\$67,042,588	\$64,052,942	\$58,761,123	\$58,761,123
Change \$	-\$62,996	\$1,872,290	-\$2,989,645	-\$5,291,819	-\$6,472,170

# PERFORMANCE SUMMARY

	QTD (%)	YTD (%)	1 Yr (%)	2 Yr (%)	3 Yr (%)	5 Yr (%)	7 Yr (%)	10 Yr (%)	2021 (%)	2020 (%)	2019 (%)	Inception (%)	Inception Date
<b>Total University Assets</b>	<b>-5.5</b>	<b>-8.7</b>	<b>-6.6</b>	<b>4.2</b>	<b>3.9</b>	<b>4.2</b>	<b>4.0</b>	<b>3.9</b>	<b>7.8</b>	<b>9.5</b>	<b>11.5</b>	<b>3.9</b>	<b>Apr-04</b>
<i>Total Policy Benchmark<sup>1</sup></i>	-3.8	-5.9	-4.5	1.9	2.3	2.9	2.8	2.7	4.3	5.9	8.7	3.0	
<b>Total Operating &amp; Short Term</b>	<b>0.1</b>	<b>0.2</b>	<b>0.2</b>	<b>0.1</b>	<b>0.8</b>	<b>1.2</b>	<b>0.9</b>	<b>0.7</b>	<b>0.0</b>	<b>1.1</b>	<b>2.4</b>	<b>0.6</b>	<b>Jul-10</b>
<i>Total Operating &amp; Short Term Benchmark<sup>2</sup></i>	0.1	0.0	0.0	0.0	0.6	1.1	0.9	0.6	0.0	0.8	2.3	0.6	
<b>Total Long Term/ Reserves Pool</b>	<b>-8.3</b>	<b>-12.4</b>	<b>-9.9</b>	<b>3.4</b>	<b>3.0</b>	<b>4.0</b>	<b>4.1</b>	<b>4.6</b>	<b>9.5</b>	<b>8.8</b>	<b>15.3</b>	<b>4.6</b>	<b>Jul-10</b>
<i>Total Long Term/ Reserves Fund Benchmark<sup>3</sup></i>	-7.1	-10.7	-8.4	3.2	3.5	4.3	4.2	4.5	8.0	10.0	14.2	4.4	
<b>Total Domestic Equity</b>	<b>-16.4</b>	<b>-20.7</b>	<b>-13.0</b>	<b>12.4</b>	<b>9.3</b>	<b>10.3</b>	<b>10.1</b>	<b>12.4</b>	<b>26.9</b>	<b>18.5</b>	<b>30.4</b>	<b>13.1</b>	<b>Jul-10</b>
<i>Russell 3000 Index</i>	-16.7	-21.1	-13.9	11.4	9.8	10.6	10.4	12.6	25.7	20.9	31.0	13.3	
<b>Total International Equity</b>	<b>-13.3</b>	<b>-20.4</b>	<b>-20.6</b>	<b>6.1</b>	<b>3.7</b>	<b>3.3</b>	<b>3.1</b>	<b>6.3</b>	<b>10.0</b>	<b>16.7</b>	<b>26.7</b>	<b>4.4</b>	<b>Oct-10</b>
<i>MSCI EAFE (Net)</i>	-14.5	-19.6	-17.8	4.3	1.1	2.2	2.7	5.4	11.3	7.8	22.0	4.2	
<b>Total Alternatives</b>	<b>-5.5</b>	<b>-8.5</b>	<b>-9.8</b>	<b>2.0</b>	<b>-1.3</b>	<b>0.6</b>	<b>1.2</b>	<b>-</b>	<b>5.3</b>	<b>-3.7</b>	<b>14.3</b>	<b>0.7</b>	<b>Mar-15</b>
<i>Total Alternatives Benchmark<sup>4</sup></i>	-4.1	-6.7	-5.7	5.7	2.5	3.1	2.5	-	6.2	5.4	11.7	2.4	
<b>Total Fixed Income</b>	<b>-2.7</b>	<b>-6.1</b>	<b>-6.3</b>	<b>-2.0</b>	<b>0.2</b>	<b>1.4</b>	<b>1.5</b>	<b>1.4</b>	<b>0.1</b>	<b>5.2</b>	<b>6.6</b>	<b>1.8</b>	<b>Jul-10</b>
<i>Total Fixed Income Benchmark<sup>5</sup></i>	-1.3	-4.5	-5.0	-2.3	0.1	1.1	1.2	1.2	-0.8	4.5	5.0	1.5	
<b>Total Cash &amp; Cash Equivalents</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.1</b>	<b>0.5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>	<b>0.4</b>	<b>1.5</b>	<b>0.7</b>	<b>Apr-18</b>
<i>90 Day U.S. Treasury Bill</i>	0.1	0.1	0.2	0.1	0.6	1.1	0.9	0.6	0.0	0.7	2.3	1.1	

1) Total Policy Benchmark: 45% ICE BofA 91 Days T-Bills / 17% ICE BofA 1-3 Yr US Corp & Govt / 11% BBgBarc US Govt/Credit Int / 8% Total Alternatives Benchmark / 15% Russell 3000 / 4% MSCI EAFE.

2) Total Operating & Short-Term Benchmark: 95% ICE BofA 91 Days T-Bills / 5% BBgBarc US Govt 1-3 Yr.

3) Total Long-Term / Reserves Fund Benchmark: 27% Russell 3000 / 8% MSCI EAFE / 15% Total Alternatives Benchmark / 30% ICE BofA 1-3 Yr US Corp & Govt / 20% BBgBarc US Govt/Credit Int.

4) Total Alternatives Benchmark: 100% HFRI Fund of Funds Composite.

5) Total Fixed Income Benchmark: 64% ICE BofA 1-3 Yr US Corp & Govt / 36% BBgBarc US Govt/Credit Int.

# PERFORMANCE REPORT CARD

	% of Portfolio	QTD (%)	YTD (%)	1 Yr (%)	2 Yr (%)	3 Yr (%)	5 Yr (%)	7 Yr (%)	10 Yr (%)	2021 (%)	2020 (%)	2019 (%)	Inception (%)	Inception Date
<b>Total University Assets</b>	<b>100.0</b>	<b>-5.5</b>	<b>-8.7</b>	<b>-6.6</b>	<b>4.2</b>	<b>3.9</b>	<b>4.2</b>	<b>4.0</b>	<b>3.9</b>	<b>7.8</b>	<b>9.5</b>	<b>11.5</b>	<b>3.9</b>	<b>Apr-04</b>
<i>Total Policy Benchmark</i>		-3.8	-5.9	-4.5	1.9	2.3	2.9	2.8	2.7	4.3	5.9	8.7	3.0	
<b>Total Operating &amp; Short Term</b>	<b>23.7</b>	<b>0.1</b>	<b>0.2</b>	<b>0.2</b>	<b>0.1</b>	<b>0.8</b>	<b>1.2</b>	<b>0.9</b>	<b>0.7</b>	<b>0.0</b>	<b>1.1</b>	<b>2.4</b>	<b>0.6</b>	<b>Jul-10</b>
<i>Total Operating &amp; Short Term Benchmark</i>		0.1	0.0	0.0	0.0	0.6	1.1	0.9	0.6	0.0	0.8	2.3	0.6	
Federated Hermes Government Obligations Fund	23.5	0.1	0.1	0.1	0.1	0.4	0.8	0.6	0.4	0.0	0.3	1.8	0.1	Nov-21
<i>90 Day U.S. Treasury Bill</i>		0.1	0.1	0.2	0.1	0.6	1.1	0.9	0.6	0.0	0.7	2.3	0.2	
JPMorgan 100% U.S. Tr Sec MM Inst	0.1	0.1	0.1	0.1	0.1	0.5	0.9	0.7	0.5	0.0	0.3	2.0	0.5	Oct-11
<i>90 Day U.S. Treasury Bill</i>		0.1	0.1	0.2	0.1	0.6	1.1	0.9	0.6	0.0	0.7	2.3	0.6	
Vanguard Short-Term Federal Adm	0.0	-0.9	-3.7	-4.3	-1.7	0.4	1.1	1.1	1.0	-0.5	4.5	4.2	1.1	Oct-10
<i>Blmbg. 1-5 Year Government</i>		-0.9	-4.2	-4.9	-2.6	0.0	0.9	0.9	0.9	-1.2	4.3	4.2	1.0	
STAR Ohio	0.1	0.2	0.2	0.3	0.2	0.7	-	-	-	0.1	0.7	2.3	1.1	Jul-18
<i>90 Day U.S. Treasury Bill</i>		0.1	0.1	0.2	0.1	0.6	1.1	0.9	0.6	0.0	0.7	2.3	1.0	
<b>Total Long Term/ Reserves Pool</b>	<b>76.3</b>	<b>-8.3</b>	<b>-12.4</b>	<b>-9.9</b>	<b>3.4</b>	<b>3.0</b>	<b>4.0</b>	<b>4.1</b>	<b>4.6</b>	<b>9.5</b>	<b>8.8</b>	<b>15.3</b>	<b>4.6</b>	<b>Jul-10</b>
<i>Total Long Term/ Reserves Fund Benchmark</i>		-7.1	-10.7	-8.4	3.2	3.5	4.3	4.2	4.5	8.0	10.0	14.2	4.4	
<b>Total Domestic Equity</b>	<b>22.7</b>	<b>-16.4</b>	<b>-20.7</b>	<b>-13.0</b>	<b>12.4</b>	<b>9.3</b>	<b>10.3</b>	<b>10.1</b>	<b>12.4</b>	<b>26.9</b>	<b>18.5</b>	<b>30.4</b>	<b>13.1</b>	<b>Jul-10</b>
<i>Russell 3000 Index</i>		-16.7	-21.1	-13.9	11.4	9.8	10.6	10.4	12.6	25.7	20.9	31.0	13.3	
Vanguard Institutional Index	14.9	-16.1	-20.0	-10.6	12.2	10.6	11.3	11.1	12.9	28.7	18.4	31.5	13.7	Jul-10
<i>S&amp;P 500 Index</i>		-16.1	-20.0	-10.6	12.2	10.6	11.3	11.1	13.0	28.7	18.4	31.5	13.7	
Vanguard Mid Cap Index Adm	3.8	-17.0	-22.2	-16.0	11.1	7.2	8.3	8.1	11.5	24.5	18.2	31.0	11.4	Oct-10
<i>Vanguard Mid Cap Index Benchmark</i>		-17.0	-22.2	-16.0	11.1	7.2	8.3	8.2	11.5	24.5	18.2	31.1	11.4	
Loomis Sayles Sm Growth N	2.0	-17.9	-28.8	-26.8	3.2	3.1	8.3	7.4	10.9	10.2	34.3	26.7	3.9	Sep-19
<i>Russell 2000 Growth Index</i>		-19.3	-29.5	-33.4	0.4	1.4	4.8	5.0	9.3	2.8	34.6	28.5	2.7	
Victory Integrity Small Value Y	2.0	-15.8	-15.6	-11.7	26.5	6.7	5.0	5.7	9.4	33.6	1.2	23.1	9.6	Oct-10
<i>Russell 2000 Value Index</i>		-15.3	-17.3	-16.3	20.4	6.2	4.9	6.4	9.1	28.3	4.6	22.4	9.2	
<b>Total International Equity</b>	<b>6.1</b>	<b>-13.3</b>	<b>-20.4</b>	<b>-20.6</b>	<b>6.1</b>	<b>3.7</b>	<b>3.3</b>	<b>3.1</b>	<b>6.3</b>	<b>10.0</b>	<b>16.7</b>	<b>26.7</b>	<b>4.4</b>	<b>Oct-10</b>
<i>MSCI EAFE (Net)</i>		-14.5	-19.6	-17.8	4.3	1.1	2.2	2.7	5.4	11.3	7.8	22.0	4.2	
<i>MSCI AC World ex USA (Net)</i>		-13.7	-18.4	-19.4	4.6	1.4	2.5	2.9	4.8	7.8	10.7	21.5	3.6	
William Blair International Growth I	2.7	-17.7	-30.6	-30.2	-0.3	3.0	4.0	3.5	6.1	9.0	32.0	30.7	6.1	Jul-12
<i>MSCI AC World ex USA (Net)</i>		-13.7	-18.4	-19.4	4.6	1.4	2.5	2.9	4.8	7.8	10.7	21.5	4.8	
Dodge & Cox Internat'l Stock	3.4	-9.5	-10.0	-10.9	11.8	3.5	2.1	2.3	6.1	11.0	2.1	22.8	4.6	Oct-10
<i>MSCI EAFE (Net)</i>		-14.5	-19.6	-17.8	4.3	1.1	2.2	2.7	5.4	11.3	7.8	22.0	4.2	



# PERFORMANCE REPORT CARD

	% of Portfolio	QTD (%)	YTD (%)	1 Yr (%)	2 Yr (%)	3 Yr (%)	5 Yr (%)	7 Yr (%)	10 Yr (%)	2021 (%)	2020 (%)	2019 (%)	Inception (%)	Inception Date
<b>Total Alternatives</b>	<b>8.3</b>	<b>-5.5</b>	<b>-8.5</b>	<b>-9.8</b>	<b>2.0</b>	<b>-1.3</b>	<b>0.6</b>	<b>1.2</b>	<b>-</b>	<b>5.3</b>	<b>-3.7</b>	<b>14.3</b>	<b>0.7</b>	<b>Mar-15</b>
<i>Total Alternatives Benchmark</i>		-4.0	-6.6	-5.5	5.8	2.5	3.2	2.6	-	6.2	5.4	11.7	2.4	
JPMorgan Strategic Income Opps Sel	0.9	-0.3	-0.7	-0.6	0.9	0.8	1.4	2.2	2.3	0.6	1.6	4.0	1.1	Oct-18
<i>Blmbg. U.S. Universal Index</i>		-5.1	-10.9	-10.9	-5.1	-0.9	0.9	1.6	1.8	-1.1	7.6	9.3	1.2	
Allspring Adv Absolute Return Instl	1.3	-3.7	-5.6	-8.0	2.0	-0.7	0.7	1.1	2.5	2.6	-2.9	11.2	0.7	Mar-15
<i>HFRI Fund of Funds Composite Index</i>		-4.0	-6.6	-5.5	5.7	3.9	3.6	2.7	3.7	6.2	10.9	8.4	2.7	
Weatherlow Offshore Fund I Ltd. CI IA	5.7	-7.0	-10.8	-12.4	5.3	6.8	6.2	4.2	5.8	5.6	24.7	13.6	-12.4	Jul-21
<i>HFRI Fund of Funds Composite Index</i>		-4.0	-6.6	-5.5	5.7	3.9	3.6	2.7	3.7	6.2	10.9	8.4	-5.5	
H.I.G. Whitehorse Principal Lending Offshore Feeder Fund, L.P.	0.4	-	-	-	-	-	-	-	-	-	-	-	-	Jul-22
<i>Credit Suisse Leveraged Loan Index</i>		-4.4	-4.4	-2.7	4.2	2.0	3.0	3.3	3.9	5.4	2.8	8.2	-	
<b>Total Fixed Income</b>	<b>39.1</b>	<b>-2.7</b>	<b>-6.1</b>	<b>-6.3</b>	<b>-2.0</b>	<b>0.2</b>	<b>1.4</b>	<b>1.5</b>	<b>1.4</b>	<b>0.1</b>	<b>5.2</b>	<b>6.6</b>	<b>1.8</b>	<b>Jul-10</b>
<i>Total Fixed Income Benchmark</i>		-1.3	-4.5	-5.0	-2.3	0.1	1.1	1.2	1.2	-0.8	4.5	5.0	1.5	
JPMorgan Core Bond	6.6	-4.4	-9.4	-9.5	-4.4	-0.4	1.2	1.6	1.7	-1.1	8.1	8.3	1.0	Sep-17
<i>Blmbg. U.S. Aggregate Index</i>		-4.7	-10.3	-10.3	-5.4	-0.9	0.9	1.4	1.5	-1.5	7.5	8.7	0.6	
YSU Intermediate Term Bond	5.5	-2.4	-6.8	-7.4	-3.5	0.2	1.4	1.5	1.6	-1.3	7.5	7.2	3.1	Apr-04
<i>Blmbg. Intermed. U.S. Government/Credit</i>		-2.4	-6.8	-7.3	-3.6	-0.2	1.1	1.4	1.5	-1.4	6.4	6.8	2.8	
PGIM High Yield R6	3.7	-9.2	-13.5	-11.8	1.3	0.7	2.8	4.0	4.8	6.5	5.7	16.3	3.4	Jan-17
<i>Blmbg. U.S. Corp. High Yield Index</i>		-9.8	-14.2	-12.8	0.3	0.2	2.1	3.5	4.5	5.3	7.1	14.3	2.8	
YSU Short Term Bond	16.2	-0.7	-3.0	-3.5	-1.4	0.5	1.3	1.2	1.1	-0.4	3.7	4.3	2.2	Apr-04
<i>ICE BofA 1-3 Yr. Gov/Corp</i>		-0.6	-3.2	-3.6	-1.6	0.3	1.1	1.0	1.0	-0.4	3.3	4.1	2.0	
Lord Abbett Short Duration Income I	7.0	-1.7	-4.2	-4.2	0.0	0.6	1.6	1.8	2.1	1.1	3.2	5.6	1.7	Apr-18
<i>ICE BofA 1-3 Yr. Gov/Corp</i>		-0.6	-3.2	-3.6	-1.6	0.3	1.1	1.0	1.0	-0.4	3.3	4.1	1.3	
<b>Total Cash &amp; Cash Equivalents</b>	<b>0.0</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.1</b>	<b>0.5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>	<b>0.4</b>	<b>1.5</b>	<b>0.7</b>	<b>Apr-18</b>
<i>90 Day U.S. Treasury Bill</i>		0.1	0.1	0.2	0.1	0.6	1.1	0.9	0.6	0.0	0.7	2.3	1.1	
PNC Govt MMkt	0.0	0.2	0.2	0.2	0.1	0.5	-	-	-	0.0	0.4	2.0	-	Apr-18
<i>90 Day U.S. Treasury Bill</i>		0.1	0.1	0.2	0.1	0.6	1.1	0.9	0.6	0.0	0.7	2.3	1.1	

1) Total Policy Benchmark: 45% ICE BofA 91 Days T-Bills / 17% ICE BofA 1-3 Yr US Corp & Govt / 11% BBgBarc US Govt/Credit Int / 8% Total Alternatives Benchmark / 15% Russell 3000 / 4% MSCI EAFE.

2) Total Operating & Short-Term Benchmark: 95% ICE BofA 91 Days T-Bills / 5% BBgBarc US Govt 1-3 Yr.

3) Total Long-Term / Reserves Fund Benchmark: 27% Russell 3000 / 8% MSCI EAFE / 15% Total Alternatives Benchmark / 30% ICE BofA 1-3 Yr US Corp & Govt / 20% BBgBarc US Govt/Credit Int.

4) Total Alternatives Benchmark: 100% HFRI Fund of Funds Composite.

5) Total Fixed Income Benchmark: 64% ICE BofA 1-3 Yr US Corp & Govt / 36% BBgBarc US Govt/Credit Int.



## **DEFINITIONS & DISCLOSURES**

# DEFINITIONS & DISCLOSURES

Information provided is general in nature, is provided for informational purposes only, and should not be construed as investment advice. Any views expressed are based upon the data available at the time the information was produced and are subject to change at any time based on market or other conditions. Clearstead disclaims any liability for any direct or incidental loss incurred by applying any of the information in this presentation. All investment decisions must be evaluated as to whether it is consistent with their investment objectives, risk tolerance, and financial situation.

Past performance is no guarantee of future results. Investing involves risk, including risk of loss. Diversification does not ensure a profit or guarantee against loss.

All indices are unmanaged and performance of the indices includes reinvestment of dividends and interest income, unless otherwise noted. An investment cannot be made in any index.

Stock markets, especially foreign markets, are volatile and can decline significantly in response to adverse issuer, political, regulatory, market, or economic developments. Foreign securities are subject to interest-rate, currency-exchange-rate, economic, and political risks, all of which are magnified in emerging markets. The securities of smaller, less well-known companies can be more volatile than those of larger companies. Growth stocks can perform differently from the market as a whole and other types of stocks and can be more volatile than other types of stocks. Value stocks can perform differently than other types of stocks and can continue to be undervalued by the market for long periods of time.

Lower-quality debt securities generally offer higher yields, but also involve greater risk of default or price changes due to potential changes in the credit quality of the issuer. Any fixed income security sold or redeemed prior to maturity may be subject to loss.

The municipal market is volatile and can be significantly affected by adverse tax, legislative, or political changes and by the financial condition of the issuers of municipal securities. Interest rate increases can cause the price of a debt security to decrease. A portion of the dividends you receive may be subject to federal, state, or local income tax or may be subject to the federal alternative minimum tax. Generally, tax-exempt municipal securities are not appropriate holdings for tax advantaged accounts such as IRAs and 401(k)s.

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The commodities industry can be significantly affected by commodity prices, world events, import controls, worldwide competition, government regulations, and economic conditions.

Changes in real estate values or economic conditions can have a positive or negative effect on issuers in the real estate industry, which may affect your investment.

## Index Definitions:

The **S&P 500 Index** is a broad-based market index, comprised of 500 large-cap companies, generally considered representative of the stock market as a whole. The **S&P 400 Index** is an unmanaged index considered representative of mid-sized U.S. companies. The **S&P 600 Index** is a market-value weighted index that consists of 600 small-cap U.S. stocks chosen for market size, liquidity and industry group representation.

The **Russell 1000 Value Index**, **Russell 1000 Index** and **Russell 1000 Growth Index** are indices that measure the performance of large-capitalization value stocks, large-capitalization stocks and large-capitalization growth stocks, respectively. The **Russell 2000 Value Index**, **Russell 2000 Index** and **Russell 2000 Growth Index** are indices that measure the performance of small-capitalization value stocks, small-capitalization stocks and small-capitalization growth stocks, respectively. The **Russell Midcap Value Index**, **Russell Midcap Index** and **Russell Midcap Growth Index** are indices that measure the performance of mid-capitalization value stocks, mid-capitalization stocks and mid-capitalization growth stocks, respectively. The **Russell 2500 Value Index**, **Russell 2500 Index** and **Russell 2500 Growth Index** measure the performance of small to mid-cap value stocks, small to mid-cap stocks and small to mid-cap growth stocks, respectively, commonly referred to as "smid" cap. The **Russell 3000 Value Index**, **Russell 3000 Index** and **Russell 3000 Growth Index** measure the performance of the 3,000 largest U.S. value stocks, 3,000 largest U.S. stocks and 3,000 largest U.S. growth stocks, respectively, based on total market capitalization.

The **Wilshire 5000 Index** represents the broadest index of the U.S. equity market, measuring the performance of all U.S. equity securities with readily available price data. The **Wilshire Micro Cap Index** is a market capitalization-weighted index comprised of all stocks in the Wilshire 5000 Index below the 2,501<sup>st</sup> rank.

The **MSCI EAFE (Europe, Australasia, Far East) Index** is designed to measure developed market equity performance, excluding the U.S. and Canada. The **MSCI Emerging Markets (EM) Index** is designed to measure global emerging market equity performance. The **MSCI World Index** is designed to measure global developed market equity performance. The **MSCI World Index Ex-US**

**Index** is designed to measure the equity market performance of developed markets and excludes the U.S. The **MSCI Europe Index** is an unmanaged index considered representative of developed European countries. The **MSCI Japan Index** is an unmanaged index considered representative of stocks of Japan. The **MSCI Pacific ex Japan Index** is an unmanaged index considered representative of stocks of Asia Pacific countries excluding Japan.

The **U.S. 10-Year Treasury Yield** is generally considered to be a barometer for long-term interest rates.

**Merrill Lynch 91-day T-bill Index** includes U.S. Treasury bills with a remaining maturity from 1 up to 3 months.

The **Barclays Capital (BC) U.S. Treasury Index** is designed to cover public obligations of the U.S. Treasury with a remaining maturity of one year or more. The **BC Aggregate Bond Index** is an unmanaged, market value-weighted performance benchmark for investment-grade fixed-rate debt issues, including government, corporate, asset-backed, and mortgage-backed securities with maturities of at least one year. The **BC U.S. Credit Bond Index** is designed to cover publicly issued U.S. corporate and specified foreign debentures and secured notes that meet the specified maturity, liquidity, and quality requirements; bonds must be SEC-registered to qualify. The **BC U.S. Agency Index** is designed to cover publicly issued debt of U.S. Government agencies, quasi-federal corporations, and corporate or foreign debt guaranteed by the U.S. Government. The **BC CMBS Index** is designed to mirror commercial mortgage-backed securities of investment-grade quality (Baa3/BBB-/BBB- or above) using Moody's, S&P, and Fitch respectively, with maturity of at least one year. The **BC MBS Index** covers agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARM) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC). The **BC U.S. Municipal Bond Index** covers the U.S. dollar-denominated, long-term tax-exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds, and pre-refunded bonds. The **BC TIPS Index** is an unmanaged market index made up of U.S. Treasury Inflation Linked Index securities. The **BC U.S. Government Bond Index** is a market value-weighted index of U.S. Government fixed-rate debt issues with maturities of one year or more. The **BC ABS Index** is a market value-weighted index that covers fixed-rate asset-backed securities with average lives greater than or equal to one year and that are part of a public deal; the index covers the following collateral types: credit cards, autos, home equity loans, stranded-cost utility (rate-reduction bonds), and manufactured housing. The **BC Global Aggregate Index** is composed of three sub-indices: the U.S. Aggregate Index, Pan-European Aggregate Index, and the Asian-Pacific Aggregate Index. In aggregate the index is created to be a broad-based measure of the performance of investment grade fixed rate debt on a global scale. The **BC U.S. Corporate Long Aa Index** is an unmanaged index representing public obligations of U.S. corporate and specified foreign debentures and secured notes with a remaining maturity of 10 years or more. The **BC U.S. Corporate High-Yield Index** measures the market of USD-denominated, non-investment grade, fixed-rate, taxable corporate bonds. The **BC Intermediate Corporate Index** includes dollar-denominated debt from U.S. and non-U.S. industrial, utility, and financial institutions issuers with a duration of 1-10 years. The **BC U.S. Treasury Long Index** is an unmanaged index representing public obligations of the U.S. Treasury with a remaining maturity of one year or more. The **BC U.S. Government 10 Year Treasury Index** measures the performance of U.S. Treasury securities that have a remaining maturity of less than 10 years. The **BC BAA Corporate Index** measures the performance of the taxable Baa rated fixed-rate U.S. dollar-denominated corporate bond market. The **BC Global Treasury ex US Index** includes government bonds issued by investment-grade countries outside the United States, in local currencies, that have a remaining maturity of one year or more and are rated investment grade or higher. The **BC Emerging Market Bond Index** is an unmanaged index that total returns for external-currency-denominated debt instruments of the emerging markets. The **BC U.S. Securitized Bond Index** is a composite of asset-backed securities, collateralized mortgage-backed securities (RMBS-eligible) and fixed rate mortgage-backed securities. The **BC Quality Distribution AAA, B, and CC-D indices** measure the respective credit qualities of U.S. corporate and specified foreign debentures and secured notes. The **BC Universal Index** represents the union of the U.S. Aggregate Index, the U.S. High Yield Corporate Index, the 144A Index, the Eurozone Index, the Emerging Markets Index, and the non-ERISA portion of the CMBS Index. The **BC 1-3 Year Government Credit Index** is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government securities with maturities from one to three years. The **BC Long-term Government Index** is an unmanaged index reflecting performance of the long-term government bond market. The **BC Intermediate Aggregate Index** measures the performance of intermediate-term investment grade bonds. The **BC Intermediate 1-3 Year Government/Credit Index** measures the performance of U.S. Dollar denominated U.S. Treasuries, government-related and investment grade U.S. corporate securities that have a remaining maturity of greater than one year and less than ten years.

The **Bank of America ML U.S. High Yield Index** tracks the performance of below investment grade US Dollar Denominated corporate bonds publicly issued in the US market. Qualifying bonds have at least one year remaining term to maturity, are fixed coupon schedule and minimum outstanding of \$100 million.

The **HFRF Funds of Funds Index (HFRF FOF)** is an equal weighted index designed to measure the performance of hedge fund of fund managers. The more than 800 multi-strategy constituents are required to have at least \$50 million in assets under management and a trading track record spanning at least 12 months. The index includes both on and offshore funds and all returns are reported in USD.

The **NCREIF Property Index (NPI)** represents quarterly time series composite total rate of return measure of a very large pool of individual commercial real estate properties acquired in the private market. The index represents apartments, hotels, industrial properties, office buildings and retail properties which are at least 60% occupied and owned or controlled, at least in part by tax-exempt institutional investors or its designated agent. In addition these properties that are included must be investment grade, non-agricultural and income producing and all development projects are excluded. Constituents included in the NPI be valued at least quarterly, either internally or externally, using standard commercial real estate appraisal methodology. Each property must be independently appraised a minimum of once every three years.

The **FTSE NAREIT All REITS Index** is a market capitalization-weighted index that is designed to measure the performance of all tax-qualified Real Estate Investment Trusts (REITs) that are listed on the New York Stock Exchange, the American Stock Exchange, or the NASDAQ National Market List.

The **Dow Jones U.S. Select Real Estate Securities Index** is a float-adjusted market capitalization-weighted index of publicly traded real estate securities such as real estate investment trusts (REITs) and real estate operating companies (REOCs).

The **Cambridge PE Index** is a representation of returns for over 70% of the total dollars raised by U.S. leveraged buyout, subordinated debt and special situation managers from 1986 to December 2007. Returns are calculated based on the pooled time weighted return and are net of all fees. These pooled means represent the end to end rate of return calculated on the aggregate of all cash flows and market values reported by the general partners of the underlying constituents in the quarterly and annual reports.

The **University of Michigan Consumer Sentiment Index** is a consumer confidence index published monthly by the University of Michigan and Thomson Reuters. The index is normalized to have a value of 100 in December 1964.

**VIX** - The CBOE Volatility Index (VIX) is based on the prices of eight S&P 500 index put and call options.

**Gold** - represented by the dollar price of one troy ounce.

**WTI Crude** - West Texas Intermediate is a grade of crude oil used as a benchmark in oil pricing.

The **Affordability Index** measures of a population's ability to afford to purchase a particular item, such as a house, indexed to the population's income

The **Homeownership %** is computed by dividing the number of owner-occupied housing units by the number of occupied housing units or households.

The **HFRF Emerging Markets: Asia ex-Japan, Global Index, Latin America Index, Russia/Eastern Europe Index**. The constituents of the HFRF Emerging Markets indices are selected according to their Regional Investment Focus only. There is no investment Strategy criteria for inclusion in these indices. Funds classified as Emerging Markets have a regional investment focus in one of the following geographic areas: Asia ex-Japan, Russia/Eastern Europe, Latin America, Africa or the Middle East. **HFRF EH: Energy/Basic Materials** strategies which employ investment processes designed to identify opportunities in securities in specific niche areas of the market in which the Manager maintains a level of expertise which exceeds that of a market generalist. **HFRF EH: Equity Market Neutral** strategies employ sophisticated quantitative techniques of analyzing price data to ascertain information about future price movement and relationships between securities, select securities for purchase and sale. **HFRF EH: Short-Biased** strategies employ analytical techniques in which the investment thesis is predicated on assessment of the valuation characteristics on the underlying companies with the goal of identifying overvalued companies. **HFRF EH: Technology/Healthcare** strategies employ investment processes designed to identify opportunities in securities in specific niche areas of the market in which the Manager maintain a level of expertise which exceeds that of a market generalist in identifying opportunities in companies engaged in all development, production and application of technology, biotechnology and as related to production of pharmaceuticals and healthcare industry.

**HFRF ED: Distressed Restructuring** strategies which employ an investment process focused on corporate fixed income instruments, primarily on corporate credit instruments of companies trading at significant discounts to their value at issuance or obliged (par value) at maturity as a result of either formal bankruptcy proceeding or financial market perception of near term proceedings. **HFRF ED: Private Issue/Regulation D** strategies which employ an investment process primarily focused on opportunities in equity and equity related instruments of companies which are primarily private and illiquid in nature. **HFRF Macro: Systematic Diversified** strategies have investment processes typically as function of mathematical, algorithmic and technical models, with little or no influence of individuals over the portfolio positioning. **HFRF RV: Fixed Income - Asset Backed** includes strategies in which the investment thesis is predicated on realization of a spread between related instruments in which one or multiple components of the spread is a fixed income instrument backed physical collateral or other financial obligations (loans, credit cards) other than those of a specific corporation. **HFRF RV: Fixed Income - Convertible Arbitrage** includes strategies in which the investment thesis is predicated on realization of a spread between related instruments in which one or multiple components of the spread is a convertible fixed income instrument. **HFRF RV: Fixed Income - Corporate** includes strategies in which the investment thesis is predicated on realization of a spread between related instruments in which one or multiple components of the spread is a corporate fixed income instrument. **HFRF RV: Multi-Strategies** employ an investment thesis is predicated on realization of a spread between related fixed income instruments in which one or multiple components of the spread contains a fixed income, derivative, equity, real estate, MLP or combination of these or other instruments. **HFRF RV: Yield Alternatives** index strategies employ an investment thesis is predicated on realization of a spread between related instruments in which one or multiple components of the spread contains a derivative, equity, real estate, MLP or combination of these or other instruments. Strategies are typically quantitatively driven to measure the existing relationship between instruments and, in some cases, identify attractive positions in which the risk adjusted spread between these instruments represents an attractive opportunity for the investment manager.

The **Consumer Price Index (CPI)** is an inflationary indicator that measures the change in the cost of a fixed basket of products and services, including housing, electricity, food, and transportation. The CPI is published monthly. Unless otherwise noted, the CPI figure is as of the date this report is created.

The **Credit Suisse Leveraged Loan Index** is a market value-weighted index designed to represent the investable universe of the U.S. dollar-denominated leveraged loan market.

The **Dow Jones-UBS Commodity Index** measures the performance of the commodities market. It consists of exchange-traded futures contracts on physical commodities that are weighted to account for the economic significance and market liquidity of each commodity.

The **S&P 500 Value Index**, **Index S&P 500** and **S&P 500 Growth Index** are a broad-based market indices that measure the performance of large-capitalization value companies, large-capitalization companies and large-capitalization growth companies, respectively. The **S&P 400 MidCap Value**, **Index S&P MidCap 400 Index** and **S&P 400 MidCap Growth Index** are indices that measure the performance of mid-sized value companies, mid-sized companies and mid-sized growth companies, respectively. The **S&P 600 SmallCap Index** is a market-value weighted index that consists of 600 small-cap U.S. stocks chosen for market size, liquidity and industry group representation. The **S&P 900 Index** combines the large-cap S&P 500 and the S&P MidCap 400. **S&P Completion Index TR** is a sub-index of the S&P Total Market Index (TMI), including all stocks eligible for the S&P TMI and excluding all current constituents of the S&P 500. **S&P Global Ex US Property Index** defines and measures the investable universe of publicly traded property companies domiciled in developed and emerging markets excluding the U.S.

The **Russell 1000 Value Index**, **Russell 1000 Index** and **Russell 1000 Growth Index** are indices that measure the performance of large-capitalization value stocks, large-capitalization stocks and large capitalization growth stocks, respectively. The **Russell 2000 Value Index**, **Russell 2000 Index** and **Russell 2000 Growth Index** are indices that measure the performance of small-capitalization value stocks, small-capitalization stocks and small-capitalization growth stocks, respectively. The **Russell Midcap Value Index**, **Russell Midcap Index** and **Russell Midcap Growth Index** are indices that measure the performance of mid-capitalization value stocks, mid-capitalization stocks and mid-capitalization growth stocks, respectively. The **Russell 2500 Value Index**, **Russell 2500 Index** and **Russell 2500 Growth Index** measure the performance of small to mid-cap value stocks, small to mid-cap stocks and small to mid-cap growth stocks, respectively, commonly referred to as "SMID" cap. The **Russell 3000 Value Index**, **Russell 3000 Index** and **Russell 3000 Growth Index** measure the performance of the 3,000 largest U.S. value stocks, 3,000 largest U.S. stocks and 3,000 largest U.S. growth stocks, respectively, based on total market capitalization. The **Russell Microcap Index** measures the performance of the microcap segment of the U.S. equity market. The **Russell Top 200 Value Index** measures the performance of the especially large cap segment of the U.S. equity universe represented by stocks in the largest 200 by market cap that exhibit value characteristics. The **Russell Developed ex-US Large Cap Index** measures the performance of the largest investable securities in developed countries globally, excluding companies assigned to the United States.

# DEFINITIONS & DISCLOSURES

The **Wilshire 5000 Index** represents the broadest index for the U.S. equity market, measuring the performance of all U.S. equity securities with readily available price data. The **Wilshire Micro Cap Index** is a market capitalization-weighted index comprised of all stocks in the Wilshire 5000 Index below the 2,501st rank. The **Wilshire 4500 Index** is comprised of all stocks in the Wilshire 5000 Index minus the stocks in the S&P 500. The **Wilshire Real Estate Securities Index (RESI)** is comprised of publicly traded real estate equity securities.

All MSCI indices are gross, defined as With Gross Dividends. Gross total return indices reinvest as much as possible of the company's dividend distributions. The reinvested amount is equal to the total dividend amount distributed to persons residing in the country of the dividend-paying company. Gross total return indices do not, however, include any tax credits. The **MSCI EAFE (Europe, Australasia, Far East) Gross Index** is designed to measure developed market equity performance, excluding the U.S. and Canada. The **MSCI Emerging Markets (EM) Gross Index** is designed to measure global emerging market equity performance. The **MSCI World Gross Index** is designed to measure global developed market equity performance. The **MSCI World Index Ex-U.S. Gross Index** is designed to measure the equity market performance of developed markets and excludes the U.S. The **MSCI Europe Gross Index** is an unmanaged index considered representative of developed European countries. The **MSCI Japan Gross Index** is an unmanaged index considered representative of stocks of Japan. The **MSCI Pacific ex. Japan Gross Index** is an unmanaged index considered representative of stocks of Asia Pacific countries excluding Japan. The **MSCI AC (All Country) Asia ex Japan Gross Index** is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of Asia, excluding Japan. The **MSCI ACWI Gross Index** is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets, excluding U.S. The **MSCI ACWI ex U.S. Small Cap Growth Gross Index** is a market capitalization weighted total return index measured in U.S. dollars based on share prices and reinvested net dividends that is designed to measure the equity market performance of the small cap growth segments of developed and emerging markets, excluding the U.S. The **MSCI Canada Gross Index** is designed to measure the performance of the large and midcap segments of the Canada market. The **MSCI EAFE Small Cap Gross Index** measures the performance of small cap stocks in European, Australasia, and Far Eastern markets. The **MSCI EAFE Value Gross Index** is a market capitalization-weighted index that monitors the performance of value stocks from Europe, Australasia, and the Far East. The **MSCI EM Latin America Gross Index** is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of emerging markets in Latin America. The **MSCI Pacific Free ex Japan Gross Index** measures the performance of the Australian, Hong Kong, New Zealand, and Singapore equity markets. The **MSCI World Small Cap Gross Index** is designed to measure the equity market performance of the small cap segment of developed markets. The **MSCI US Small Cap 1750 Index** represents the universe of small capitalization companies in the U.S. equity market. The **MSCI US Mid Cap 450 Index** represents the universe of medium capitalization companies in the U.S. equity market. The **MSCI US Prime Market Value Index** represents the value companies of the MSCI US Prime Market 750 Index. The **MSCI US Prime Market Growth Index** represents the growth companies of the MSCI US Prime Market 750 Index.

The **Barclays Capital® (BC) U.S. Treasury Index** is designed to cover public obligations of the U.S. Treasury with a remaining maturity of one year or more. The **BC Aggregate Bond Index** is an unmanaged, market value-weighted performance benchmark for investment-grade fixed-rate debt issues, including government, corporate, asset-backed, and mortgage-backed securities with maturities of at least one year. The **BC U.S. Credit Bond Index** is designed to cover publicly issued U.S. corporate and specified foreign debentures and secured notes that meet the specified maturity, liquidity, and quality requirements; bonds must be SEC-registered to qualify. The **BC U.S. Agency Index** is designed to cover publicly issued debt of U.S. Government agencies, quasi-federal corporations, and corporate or foreign debt guaranteed by the U.S. Government. The **BC CMBS Index** is designed to mirror commercial mortgage-backed securities of investment-grade quality (Baa3/BBB-/BBB- or above) using Moody's, S&P, and Fitch respectively, with maturity of at least one year. The **BC MBS Index** covers agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARMBS) following Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC). The **BC U.S. Municipal Bond Index** covers the U.S. dollar-denominated, long-term tax-exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds, and pre-refunded bonds. The **BC US TIPS Index** is an unmanaged market index made up of U.S. Treasury Inflation Linked Index securities. The **BC U.S. Government Bond Index** is a market value-weighted index of U.S. Government fixed-rate debt issues with maturities of one year or more. The **BC ABS Index** is a market value-weighted index that covers fixed-rate asset backed securities with average lives greater than or equal to one year and that are part of a public deal; the index covers the following collateral types: credit cards, auto, home equity loans, stranded-cost utility (rate-reduction bonds), and manufactured housing. The **BC Global Aggregate Index** is composed of three sub-indices: the U.S. Aggregate Index, the U.S. Aggregate Index, Pan-European Aggregate Index, and the Asian-Pacific Aggregate Index. In aggregate the index is created to be a broad-based measure of the performance of investment grade fixed rate debt on a global scale. The **BC US Corporate Long AA Index** is an unmanaged index representing public obligations of U.S. corporate and specified foreign debentures and secured notes with a remaining maturity of 10 years or more. The **BC U.S. Corporate High-Yield Index** measures the market of USD-denominated, non-investment grade, fixed-rate, taxable corporate bonds. The **BC Intermediate Corporate Index** includes dollar-denominated debt from U.S. and non-U.S. industrial, utility, and financial institutions issuers with a duration of 1-10 years. The **BC U.S. Treasury Long Index** is an unmanaged index representing public obligations of the U.S. Treasury with a remaining maturity of one year or more. The **BC U.S. Government 10 Year Treasury Index** measures the performance of U.S. Treasury securities that have a remaining maturity of less than 10 years. The **BC BAA Corporate Index** measures the performance of the taxable Baa rated fixed-rate U.S. dollar-denominated corporate bond market. The **BC Global Treasury ex US Index** includes government bonds issued by investment-grade countries outside the United States, in local currencies, that have a remaining maturity of one year or more and are rated investment grade or higher. The **BC Emerging Market Bond Index** is an unmanaged index that total returns for external-currency-denominated debt instruments of the emerging markets. The **BC U.S. Securitized Bond Index** is a composite of asset-backed securities, collateralized mortgage-backed securities (ERISA-eligible) and fixed rate mortgage-backed securities. The **BC Quality Distribution AAA, B, and CC-D Indices** measure the respective credit qualities of U.S. corporate and specified foreign debentures and secured notes. The **BC Universal Index** represents the union of the U.S. Aggregate Index, the U.S. High Yield Corporate Index, the 144A Index, the Eurodollar Index, the Emerging Markets Index, and the non-ERISA portion of the CMBS Index. The **BC 1-3 Year Government Credit Index** is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to three years. The **BC 1-5 Year Government Credit Index** is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to five years. The **BC Long-term Government Index** is an unmanaged index reflecting performance of the long-term government bond market. The **BC Intermediate Aggregate Index** measures the performance of intermediate-term investment grade bonds. The **BC Intermediate 1-3 Year Government/Credit Index** measures the performance of U.S. Dollar denominated U.S. Treasury, government-related and investment grade U.S. corporate securities that have a remaining maturity of greater than one year and less than ten years. The **BC U.S. 1-3 Year Government Bond Index** is composed of Treasury bond and agency bond and agency bond indices that have maturities of one to three years. The **BC U.S. 1-5 Year Government Bond Index** is composed of Treasury bond and agency bond indices that have maturities of one to five years. The **BC 1-3 Year US Treasury Index** measures the performance of the U.S. Treasury securities that have a maturity between 1 to 3 years. The **BC Government Credit Index** measures the performance of U.S. Government and corporate bonds rated investment grade or better, with maturities of at least one year.

The **BC High Yield Index** covers the universe of fixed rate, non-investment grade debt. Pay-in-kind (PIK) bonds, Eurobonds, and debt issues from countries designated as emerging markets (e.g., Argentina, Brazil, Venezuela, etc.) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included. Original issue zeroes, step-up coupon structures, and 144-A's are also included. The **BC Intermediate Government Index** measures the performance of intermediate U.S. government securities. The **BC Intermediate Government/Credit Bond Index** measures the performance of intermediate term U.S. government and corporate bonds. The **BC U.S. Long Term Corporate Index** measures the performance of investment-grade, fixed-rate, taxable securities issued by industrial, utility, and financial companies, with maturities greater than 10 years. The **BC Global Credit Hedged USD Index** contains investment grade and high yield credit securities from the Multiverse represented in US Dollars on a hedged basis. The **BC Long A+ U.S. Credit Index** measures the performance of investment grade corporate debt and agency bonds that are dollar denominated and have a maturity of greater than 10 years. The **BC U.S. Gov/Credit 5-10 Year Index** includes all medium and larger issues of U.S. government, investment-grade corporate, and investment-grade international dollar-denominated bonds that have maturities between 5 and 10 years and are publicly issued.

The **Cambridge U.S. Private Equity Index** is a representation of returns for over 70% of the total dollars raised by U.S. leveraged buyout, subordinated debt and special situation managers from 1986 to December 2007. Returns are calculated based on the pooled time weighted return and are net of all fees. These pooled means represent the end to end rate of return calculated on the aggregate of all cash flows and market values reported by the general partners of the underlying constituents in the quarterly and annual reports. Please Note: the performance of this index lags by 1 quarter.

The **Bank of America (BoFA) Merrill Lynch (ML) 91-day T-bill Index** includes U.S. Treasury bills with a remaining maturity from 1 up to 3 months. The **BoFA ML U.S. High Yield Master Index & Bank of America ML U.S. High Yield Master II Indices** track the performance of below investment grade US Dollar Denominated corporate bonds publicly issued in the US market. Qualifying bonds have at least one year remaining term to maturity, are fixed coupon schedule and minimum outstanding of \$100 million. The **BoFA ML All US Convertibles Index** consists of convertible bonds traded in the U.S. dollar denominated investment grade and non investment grade convertible securities sold into the U.S. market and publicly traded in the United States. The **BoFA ML US Corp & Govt 1-3 Yrs Index** tracks the performance of U.S. dollar-denominated investment grade government and corporate public debt issued in the U.S. domestic bond market with at least 1 yr and less than 3 yrs remaining to maturity, including U.S. Treasury, U.S. agency, foreign government, supranational and corporate securities. The **BoFA ML U.S. High-Yield BB-B Constrained Index** is a modified market capitalization-weighted index of U.S. dollar-denominated, below-investment-grade corporate debt publicly issued in the U.S. domestic market. The **BoFA Merrill Lynch US Treasury 1-3 Year Index** tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years. The **BoFA ML Treasuries 1 Year Index** tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year. The **BoFA ML treasury Current 2 Year Index** tracks the most recently issued 2-year U.S. Treasury note. The **BoFA ML CMBS Fixed Rate AAA Index** is a subset of the BoFA ML U.S. Fixed Rate CMBS Index including all securities rated AAA. The **BoFA ML U.S. Fixed Rate CMBS Index** tracks the performance of U.S. dollar-denominated investment grade fixed rate commercial mortgage-backed securities publicly issued in the U.S. domestic market. The **BoFA ML U.S. Dollar 3-Month LIBOR Index** represents the London interbank offered rate (LIBOR) with a constant 3-month average maturity.

The **Citi Select MLP Index** is a USD denominated, price return index, comprised of the common units of up to 30 of the most liquid market limited partnerships in the Energy Sector. The **Citigroup World Government Bond Index (WGBI) 1-5 Year Hedged USD Index** is a comprehensive measure of the total return performance of the government bond markets of approximately 22 countries with maturities ranging from one to five years. The **Citigroup WGBI Index** is a market capitalization weighted bond index consisting of the government bond markets of the multiple countries. The **Citigroup WGBI ex US Index** is a market capitalization weighted bond index consisting of the government bond markets of the multiple countries, excluding the U.S. The **Citigroup 3-Month US Treasury Bill Index** performance is an average of the last 3-Month Treasury Bill issues.

The **NCREIF Property Index (NPI)** represents quarterly time series composite total rate of return measure of a very large pool of individual commercial real estate properties acquired in the private market. The index represents apartments, hotels, industrial properties, office buildings and retail properties which are at least 60% occupied and owned or controlled, at least in part by tax-exempt institutional investors or its designated agent. In addition these properties that are included must be investment grade, non-agricultural and income producing and all development projects are excluded. Constituents included in the NPI are valued at least quarterly, either internally or externally, using standard commercial real estate appraisal methodology. Each property must be independently appraised a minimum of once every three years. Please Note: the performance of this index lags by 1 quarter. The **NCREIF Timberland Index** is a quarterly time series composite return measure of investment performance of a large pool of individual timber properties acquired in the private market for investment purposes only.

The **Ibbotson Intermediate Government Bond Index** is measured using a one-bond portfolio with a maturity near 5 years.

The **JPMorgan Emerging Markets Bond Index Plus (EMBI+)** Index tracks total returns for traded external debt instruments (external meaning foreign currency denominated fixed income) in the emerging markets. The **JPMorgan GBI Global ex-US Index** represents the total return performance of major non-U.S. bond markets.

The **HFR Funds of Funds Index (HFRi FOF)** is an equal weighted index designed to measure the performance of hedge fund of fund managers. The more than 800 multi-strategy constituents are required to have at least \$50 million in assets under management and a trading track record spanning at least 12 months. The index includes both on and offshore funds and all returns are reported in USD. **HFR Relative Value Index** tracks investment managers who maintain positions in which the investment thesis is predicated on realization of a valuation discrepancy in the relationship between multiple securities. Managers employ a variety of fundamental and quantitative techniques to establish investment theses, and security types range broadly across equity, fixed income, derivative or other security types. Fixed income strategies are typically quantitatively driven to measure the existing relationship between instruments and, in some cases, identify attractive positions in which the risk adjusted spread between these instruments represents an attractive opportunity for the investment manager. RV position may be involved in corporate transactions also, but as opposed to ED exposures, the investment thesis is predicated on realization of a pricing discrepancy between related securities, as opposed to the outcome of the corporate transaction. **HFRi Fund of Funds Conservative Index** is an equal-weighted index representing funds or funds that invest with multiple managers focused on consistent performance and lower volatility via absolute strategies. **HFRi ED: Merger Arbitrage** strategies which employ an investment process primarily focused on opportunities in equity and equity related instruments of companies which are currently engaged in a corporate transaction.

The **FTSE All-World ex US Index** comprises large and midcap stocks providing coverage of developed and emerging markets, excluding the U.S. The **FTSE NAREIT Developed Index** is a global market capitalization weighted index composed of listed real estate securities from developed market countries in North America, Europe, and Asia. The **FTSE NAREIT Developed ex US Index** is a global market capitalization weighted index composed of listed real estate securities from developed market countries in North America, Europe, and Asia, excluding the U.S. The **FTSE High Dividend Yield Index** comprises stocks that are characterized by higher than average dividend yields, and is based on the US component of the FTSE Global Equity Index Series (GEIS). The **FTSE NAREIT All REITS Index** is a market capitalization-weighted index that is designed to measure the performance of all tax-qualified Real Estate Investment Trusts (REITs) that are listed on the New York Stock Exchange, the American Stock Exchange, or the NASDAQ National Market List. The **FTSE NAREIT Equity REIT Index** is an unmanaged index reflecting performance of the U.S. real estate investment trust market.

The **Consumer Price Index (CPI)** is an inflationary indicator that measures the change in the cost of a fixed basket of products and services, including housing, electricity, food, and transportation. The CPI is published monthly. Please Note: the performance of this index lags by 1 month.

The **Credit Suisse Leveraged Loan Index** is a market value-weighted index designed to represent the investable universe of the U.S. dollar-denominated leveraged loan market. The **Dow Jones (DJ) UBS Commodity Index** measures the performance of the commodities market. It consists of exchange-traded futures contracts on physical commodities that are selected to account for the economic significance and market liquidity of each commodity. The **DJ U.S. Total Stock Market Index** is an all-inclusive measure composed of all U.S. equity securities with readily available prices. The **DJ U.S. Completion Total Stock Market Index** is a subset of the DJ U.S. Total Stock Market Index that excludes components of the S&P 500. The **Dow Jones U.S. Weighted Real Estate Securities Index** is a float-adjusted market capitalization-weighted index of publicly traded real estate securities such as real estate investment trusts (REITs) and real estate operating companies (REOCs).

The **Dow Jones Target Date (Today, 2010, 2015, 2020, 2025, 2030, 2035, 2040, 2045, 2050, 2055) Indices** were created to benchmark portfolios of stocks, bonds and cash. Each index is made up of composite indices representing these three asset classes. The asset class indices are weighted differently within each target date index depending on the time horizon. Each month, the allocations among the asset class indices are rebalanced to reflect an increasingly conservative asset mix.

The **Morningstar Lifetime Allocation Index** series consists of 13 Indices (Income, 2000, 2000S, 2010, 2015, 2020, 2025, 2030, 2035, 2040, 2045, 2050, 2055) available in three risk profiles: aggressive, moderate, and conservative. The indices are built on asset allocation methodologies developed by Ibbotson Associates, a leader in asset allocation research and a Morningstar company since 2006. The indices provide pure asset-class exposure to global equities, global fixed-income, commodities, and Treasury Inflation-Protected Securities (TIPS) by using existing Morningstar indices as allocation building blocks. The portfolio allocations are held in proportions appropriate to the U.S. investor's number of years until retirement. The Conservative, Moderate and Aggressive risk profiles are for investors who are comfortable with below-average exposure to equity market volatility, investors who are comfortable with average exposure to equity market volatility and well-funded investors who are comfortable with above average exposure to equity market volatility, respectively.

These reports are not to be construed as an offer or the solicitation of an offer to buy or sell securities mentioned herein. Information contained in these reports are based on sources and data believed reliable. The information used to construct these reports was received via a variety of sources. These reports are for informational purposes only and are not intended to satisfy any compliance or regulatory conditions set forth by any governing body of the securities industry. These reports do not take the place of any brokerage statements, any fund company statements, or tax forms. You are urged to compare this report with the statement you receive from your custodian covering the same period. Differences in positions may occur due to reporting dates used and whether certain assets are not maintained by your custodian. There may also be differences in the investment values shown due to the use of differing valuation sources and methods. Past performance is no guarantee of future results. Investing involves risk, including risk of loss. Diversification does not ensure a profit or guarantee loss.

This evaluation report has been prepared for the exclusive use of a specific client and no part of it may be used by any investment manager without permission of that client and Clearstead.

Evaluation of investment managers covers both quantitative and qualitative aspects. In addition to the investment performance evaluation, we monitor ownership structure, track key-employee information, and hold regular meetings with each investment management organization employed by our clients.

The data presented in this report have been calculated on a time-weighted rate of return basis. All returns are net of investment advisory fees, but gross of Clearstead advisory fees and custodian fees, unless otherwise labeled. The deduction of Clearstead advisory fees and custodian fees would have the effect of decreasing the indicated investment performance.

The performance data shown represent past performance. Past performance is not indicative of future results. Current performance data may be lower or higher than the performance data presented.

Returns for periods longer than one year are annualized. Each number is independently rounded.

A current copy of Hartland & Co.'s ADV-Part 2 is available to all clients upon request.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE  
CLEARSTEAD'S RECOMMENDATION TO REBALANCE THE  
NON-ENDOWMENT LONG-TERM INVESTMENT POOL**

**WHEREAS**, the Investment Committee of the Board of Trustees of Youngstown State University is responsible for identification of asset classes, strategic asset allocation, acceptable asset ranges above and below the strategic asset allocation, and selecting investment managers, pursuant to University policy 3356-3-10; and

**WHEREAS**, the Investment Committee has consulted with the University's investment advisors and recommends rebalancing the Non-Endowment Long-Term Investment Pool.

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

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**

# PORTFOLIO RECOMMENDATIONS (ACTION)

YOUNGSTOWN STATE UNIVERSITY

AS OF AUGUST 17, 2022

	TICKER	MARKET VALUE (CURRENT)	% OF PORTFOLIO	CHANGES	MARKET VALUE (POST CHANGES)	% OF PORTFOLIO	POLICY TARGET	POLICY RANGE	TACTICAL +/-
<b>Total Operating &amp; Short Term</b>		<b>\$18,177,517</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$18,177,517</b>	<b>100.0%</b>	<b>100.0%</b>		
<b>Operating Assets</b>		<b>\$18,176,620</b>	<b>100.0%</b>		<b>\$18,176,620</b>	<b>100.0%</b>		<b>60-100%</b>	
JPMorgan MM / Fed Hermes Gov Ob	JTSXX	\$18,085,214	99.5%		\$18,085,214	99.5%			
Star Plus*	-	\$0	0.0%		\$0	0.0%			
Star Ohio*	-	\$91,406	0.5%		\$91,406	0.5%			
<b>Short-Term Assets</b>		<b>\$897</b>	<b>0.0%</b>		<b>\$897</b>	<b>0.0%</b>		<b>0-40%</b>	
Vanguard Short-Term Federal Adm	VSGDX	\$897	0.0%		\$897	0.0%			
<b>Total Long Term Reserves Pool</b>		<b>\$61,119,220</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$61,119,220</b>	<b>100.0%</b>	<b>100.0%</b>		
<b>Domestic Equity</b>		<b>\$19,874,977</b>	<b>32.5%</b>		<b>\$18,899,977</b>	<b>30.9%</b>	<b>27.0%</b>	<b>20-35%</b>	<b>3.9%</b>
<b>Large Cap</b>		<b>\$13,021,321</b>	<b>21.3%</b>		<b>\$12,521,321</b>	<b>20.5%</b>			
Vanguard Instl Index	VINIX	\$13,021,321	21.3%	-\$500,000	\$12,521,321	20.5%			
<b>Small/Mid Cap</b>		<b>\$6,853,657</b>	<b>11.2%</b>		<b>\$6,378,657</b>	<b>10.4%</b>			
Vanguard Mid Cap Index Adm	VIMAX	\$3,305,910	5.4%	-\$475,000	\$2,830,910	4.6%			
Loomis Sayles Small Growth N2	LSSNX	\$1,770,972	2.9%		\$1,770,972	2.9%			
Victory Integrity Small Cap Value Y	VSVIX	\$1,776,775	2.9%		\$1,776,775	2.9%			
<b>International Equity</b>		<b>\$4,996,536</b>	<b>8.2%</b>		<b>\$4,996,536</b>	<b>8.2%</b>	<b>8.0%</b>	<b>0-15%</b>	<b>0.2%</b>
William Blair International Growth I	BIGIX	\$2,282,525	3.7%		\$2,282,525	3.7%			
Dodge & Cox International Stock	DODFX	\$2,714,011	4.4%		\$2,714,011	4.4%			
<b>Total Equity</b>		<b>\$24,871,514</b>	<b>40.7%</b>		<b>\$23,896,514</b>	<b>39.1%</b>	<b>35.0%</b>	<b>25-45%</b>	<b>4.1%</b>
<b>Alternatives</b>		<b>\$6,408,358</b>	<b>10.5%</b>		<b>\$6,408,358</b>	<b>10.5%</b>	<b>15.0%</b>	<b>0-20%</b>	<b>-4.5%</b>
JPMorgan Strategic Income Opps Fd	JSOSX	\$713,158	1.2%		\$713,158	1.2%			
Allspring Adv Absolute Return	WABIX	\$988,978	1.6%		\$988,978	1.6%			
H.I.G. Principal Lending Fund	-	\$325,037	0.5%		\$325,037	0.5%			
Weatherlow Fund*	-	\$4,381,185	7.2%		\$4,381,185	7.2%			
<b>Fixed Income</b>		<b>\$29,837,936</b>	<b>48.8%</b>		<b>\$30,812,936</b>	<b>50.4%</b>	<b>50.0%</b>	<b>35-75%</b>	<b>0.4%</b>
<b>Short Term Fixed Income</b>		<b>\$17,302,589</b>	<b>28.3%</b>		<b>\$18,277,589</b>	<b>29.9%</b>	<b>30.0%</b>	<b>25-45%</b>	<b>-0.1%</b>
YSU Short Term Bond	-	\$11,919,149	19.5%	\$275,000	\$12,194,149	20.0%			
Lord Abbett Short Duration	LLDYX	\$5,383,440	8.8%	\$700,000	\$6,083,440	10.0%			
<b>Intermediate Fixed Income</b>		<b>\$12,535,347</b>	<b>20.5%</b>		<b>\$12,535,347</b>	<b>20.5%</b>	<b>20.0%</b>	<b>10-30%</b>	<b>0.5%</b>
JPMorgan Core Bond Fund R6**	JCBUX	\$5,161,384	8.4%		\$5,161,384	8.4%			
YSU Intermediate Term Fixed	-	\$4,320,231	7.1%		\$4,320,231	7.1%			
Prudential High Yield Bond R6	PHYQX	\$3,053,732	5.0%		\$3,053,732	5.0%			
<b>Cash &amp; Cash Equivalents</b>		<b>\$1,413</b>	<b>0.0%</b>		<b>\$1,413</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0-5%</b>	<b>0.0%</b>
Equity Account Cash	-	\$1,413	0.0%		\$1,413	0.0%			
<b>Total University Assets</b>		<b>\$79,296,737</b>			<b>\$79,296,737</b>				

## SUMMARY OF RECOMMENDATIONS

- Take recent gains from rebound in U.S. equity markets and reallocate to short-term fixed income managers

\*As of 6/30/2022



**RESOLUTION TO APPROVE THE  
SELECTION OF A STAFF AUDITOR  
IN THE OFFICE OF INTERNAL AUDIT**

**WHEREAS**, the University employs an internal auditor to ensure an environment of managed risk, sound internal controls, and best business practices to serve students, faculty and staff; and

**WHEREAS**, the position of staff auditor became vacant in January 2022 when the previous incumbent transferred to another position at the University; and

**WHEREAS**, the charter for the Audit Subcommittee of the Board of Trustees stipulates that the Audit Subcommittee is responsible for the appointment and oversight of the University's internal auditor; and

**WHEREAS**, the Audit Subcommittee has interviewed qualified candidates who applied for the position of staff auditor.

**NOW, THEREFORE, BE IT RESOLVED**, that the Audit Subcommittee does hereby select Ms. Michelle DiLullo as the University's internal auditor, effective August 16, 2022;

**BE IT FURTHER RESOLVED**, that the Audit Subcommittee recommends that Ms. DiLullo's appointment as staff auditor be approved by the Board of Trustees in accordance with University policy 3356-7-42.

# Michelle DiLullo

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## SKILLS

- Excellent math skills, with attention to detail and accuracy
- Strong sense of confidentiality, integrity, and transparency
- Exceptional organizational skills and the ability to manage many tasks at once
- Proficient in Microsoft Excel, Microsoft Outlook, and Quickbooks

## EXPERIENCE

### **Torque Drives, Youngstown - General Accountant** (FEB 2019-MAY 2021)

- Invoicing customers
- Paying vendors
- Billing customers
- Processing customer payments
- Balancing bank account against general ledger
- Contacting customers for past due payments
- Keep track of orders from start to finish
- Entering and updating customer information
- General office work such as filing and answering phones
- Proficient in Profit 21
- Proficient in Microsoft Office

## RELEVANT EXPERIENCE/VOLUNTEERING

### **Treasurer for Poland Baseball Travel Team - (2017-2018)**

- Organized and tracked the players individual fundraising accounts in Microsoft Excel
- Managed payments for all baseball tournaments and umpires
- Headed several fundraisers and collected the money for them
- Responsible for ordering team uniforms

### **Treasurer for 8th Grade Field Trip to Washington DC - (2015-2016)**

- Organized and managed student fundraising accounts using Microsoft Excel
- Collected payments from students and parents
- Responsible for paying vendors
- Issued refunds if the student fundraised over the cost of the trip

### **Girl Scout Troop Leader - (2008-2013)**

- Planned cookie sales and collect money from cookie sales
- Led bi- monthly meetings for 20 Girl Scouts and planned patch earning lessons
- Planned trip to Chicago financed by cookie sales
- Organized field trips and service projects

### **Home and School President - (2010)**

- Organized and led: Reverse Raffle, Night at the Races, and Family Carnival Events
- Consistently communicated with Vice President, Secretary, and Treasurer
- Prepared agendas and directed monthly meetings

## EDUCATION

### **Bachelor of Science in Accounting** -Youngstown State University (2002)



## Michelle DiLullo

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To Whom It May Concern,

I wish to apply for the accounting/bookkeeping position. Please find my enclosed resume for your consideration.

As you can see from my resume, I graduated from Youngstown State University with a degree in Accounting. In addition, I kept my skills current by volunteering for several organizations in which I used my accounting, organizational, and leadership skills.

I stepped away from the workforce to raise a family. However, I feel determined to resume my career and take on new challenges.

During my professional break I have done my best to refresh my skills by recently completing courses in Quickbooks, Microsoft Excel, Microsoft Outlook, and bookkeeping.

I have spent the last two years working to gather on the job experience and now I feel ready for a new challenge.

I am confident that I am a great fit for your company. Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Sincerely,

Michelle DiLullo

**YSU Anonymous Reporting Hotline**  
**Aggregated Statistics**  
**Fiscal Year 2022 Quarter 4**

Hotline Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
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<b>Reports received</b>	1	2	2	5	10
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<b>Closed</b>					
Unsubstantiated/insufficient information	-	-	-	-	-
Process enhancements noted	-	-	-	-	-
Investigation	1	-	1	-	2
Referred	-	1	1	5	7
<b>Total Closed</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>10</b>

<b>Under review at quarter end</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	
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Reporting Method	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
Ethicspoint Phone	-	-	2	1	3
Ethicspoint Website	1	2	-	4	7
<b>Total:</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>10</b>

Reporter Anonymity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
Anonymous	1	2	1	5	9
Not anonymous	-	-	1	-	1
<b>Total:</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>10</b>

**AUDIT RECOMMENDATIONS STATUS - FY2022 Q4**

<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2018-02-05	Principal Investigator Communication And Training ----- Research Compliance Audit	Develop formal, ongoing periodic training for PI's and potential PI's that is aligned with funding agency guidelines. Ensure required trainings are monitored for completion.	Management believes that the audit items can be substantially addressed as a result of the hiring a new Director of Research, Compliance and Initiatives (Dr. Van Slambrouck) and the implementation of an ERA system. Pertinent tasks planned include: 1) Develop training materials on the use of the ERA software and establish procedures for proposal development and submission, consistent with relevant requirements. 2) Develop training videos which meet the scheduling needs of faculty, staff and students. 3) Develop a recordkeeping process within the ERA software for monitoring training.	ERA System training has been primary focus. Additionally, advancements made on ORS website to include training materials for specific areas. This is an ongoing task that will extend well into FY 22 and future years.	This task will extend well into FY23 and later with the implementation of the newer ERA system currently being developed and tested by the Vendor. Sponsor specific training materials are available on the ORS website and periodically updated.
Dated Issued	2/11/2019					
Risk Category	Research					
Risk Level	Moderate					
Division	Academic Affairs					
Deadline	1/21/2020					
New Deadline	3/31/2023					
Current Status	Deadline Revised					
<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2018-02-10	Pre-Approval Of Travel Expenses Charged To Grants ----- Research Compliance Audit	Include Grants Accounting in the Concur automated approval workflow routing for expenses charged to grant funds.	Grants Accounting understands the desire to automate workflow approvals in Concur rather than relying on manual routing. We are exploring the use of automated workflows for travel reimbursements in Concur.	Position was vacant for extended period. New staff in place. This matter is being researched and analyzed to determine appropriate corrective actions.	Automated workflows of travel reports to Grants Accounting has been implemented.
Dated Issued	2/11/2019					
Risk Category	Financial					
Risk Level	Low					
Division	Finance/Business Operations					
Deadline	1/1/2020					
New Deadline	6/30/2022					
Current Status	Pending Validation					
<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2018-02-11	Electronic Research Administration System ----- Research Compliance Audit	Develop a formal implementation plan for the ERA system software to enable appropriate oversight and management of the project.	A viable ERA system was identified and purchased. However, the vendor went out of business, rendering the selected platform impractical. The Office of Research has begun the process of evaluating alternative systems and a potential ERA system has been identified. The procurement of the system is expected in 1st quarter 2020 and implementation will follow.	System has been purchased and is being utilized by a limited number of users. There are still some issues that are being addressed. Wide distribution delayed while known issues are addressed.	Still using current system (SmartGrant). The vendor is working on a completely new system to fix the issues that the purchased system was having. Expected availability for implementation ranges from 6 months to a year.
Dated Issued	2/11/2019					
Risk Category	Research					
Risk Level	Low					
Division	Academic Affairs					
Deadline	7/31/2020					
New Deadline	3/31/2023					
Current Status	Deadline Revised					

**AUDIT RECOMMENDATIONS STATUS - FY2022 Q4**

<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2020-01-01	Policies And Procedures	Update policies to address financial management requirements including tax status, accounting concepts, record keeping, contract requirements, funding mechanisms and procedures, disbursement controls, agency account and off-campus cash accounts.	Policies will be developed in this area.	Policies have been drafted and were introduced at the Student Leadership Retreat on Friday, January 7.	Financial management policies have been drafted for inclusion in the Student Organization policies and guidelines. Implementation to organization leaders and integration into website and student guidelines expected by Jan. 2023.
Dated Issued	2/17/2020	-----				
Risk Category	Financial	Student Organizations Audit				
Risk Level	Low					
Division	Student Experience					
Deadline	8/31/2020					
New Deadline	1/31/2023					
Current Status	Deadline Revised					
<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2020-01-02	Training Oversight	Improve student organization training and oversight of training compliance.	Will review and update training delivery methods and subject matter as will as monitoring compliance with training requirements.	Procedures have been developed and will be Implemented with the Student Leadership Retreat on Friday, January 7. Monitoring processes effective Spring semester 2022.	New measures have been put in place to track attendance to mandatory training sessions. Organizations are required to attend these sessions in order to apply for use of University funds through SGA. A financial management session has been added as a standard component. A Coordinator of Student Involvement was hired and is directly responsible for working with student organizations to ensure compliance with policies. An online module is being developed to expand the availability of training.
Dated Issued	2/17/2020	-----				
Risk Category	Academic Affairs	Student Organizations Audit				
Risk Level	Low					
Division	Student Experience					
Deadline	8/31/2020					
New Deadline	6/30/2022					
Current Status	Pending Validation					
<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2020-01-03	Activity Management	Review and update policies, clarify roles and responsibilities and reinforce training related to use of campus space.	Will review and update policies regarding use of space and provide updates to students, advisors and reservationists.	Website has been updated and new policies presented at Student Leadership Retreat on Friday, January 7.	A session reviewing university reservation processes is offered in each Student Leadership Summit and Retreat. A restructuring within Student Experience resulted in Student Organization Management falling under the Student Union. This will streamline the connection between organization registration and reservations. Campus adoption of 25Live will streamline reservation processes for all academic spaces.
Dated Issued	2/17/2020	-----				
Risk Category	Academic Affairs	Student Organizations Audit				
Risk Level	Low					
Division	Student Experience					
Deadline	8/31/2020					
New Deadline	6/30/2022					
Current Status	Pending Validation					

**AUDIT RECOMMENDATIONS STATUS - FY2022 Q4**

<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2020-01-04	Travel Management	Clarify roles and responsibilities, reinforce training and modify record retention with regard to student organization travel.	Will clarify roles, enhance training and retain student travel records for three years.	Procedures have been updated and department staff trained on these requirements. However, additional follow-up taking place to ensure best practices and consistency.	A student travel session is mandatory training for every Student Organization. Additionally, an email about student travel policies and processes is sent to student organization officers each fall. Student Activities and Campus Recreation have met with Procurement and Travel Services on a regular basis to discuss student travel processes. Student Organization travel records are now maintained for three years.
Dated Issued	2/17/2020	Student Organizations Audit				
Risk Category	Academic Affairs					
Risk Level	Low					
Division	Student Experience					
Deadline	8/31/2020					
New Deadline	6/30/2022					
Current Status	Pending Validation					
<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2020-01-05	Cash Account Signers And Cash Handling	Clarify roles and responsibilities and monitor compliance with policies related to cash account signers.	Working to bring all organizations into compliance. Will communicate with advisors regarding this policy. Also additional training and policy development in this area. Will develop component of annual registration to document compliance with account signatory policies.	Information has been added to the advisor appointment letter and is included in newly developed financial policy. Student Involvement Coordinator working to incorporate financial account review and signature authority reregistration processes for 2022-23.	The Coordinator for Student Involvement works closely with each student organization during the registration process to transition officers from year to year, and provides appropriate verification to PNC Bank to support appropriate signature authority and fund access for student organization accounts. During this process, the Coordinator verifies that Advisors are not added as signature authorities on accounts.
Dated Issued	2/17/2020	Student Organization Audit				
Risk Category	Financial					
Risk Level	Low					
Division	Student Experience					
Deadline	8/31/2020					
New Deadline	8/31/2022					
Current Status	Pending Validation					
<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2021-01-03	Monitoring Compliance With YSU Policies	Enhance compliance with YSU policies via training processes and review and approval of Rich Center specific policies and procedures.	Rich Center Autism (RCA) administration will review current policies and procedures, identify deficiencies and seek YSU BOT approval for Rich Center specific policies and procedures.	Draft documents have been submitted to IA and HR. Pending consultation and approval by HR.	Multiple training sessions have occurred between the Rich Center and The Controller's Office. Employee policies have been developed with the guidance of HR, to ensure compliance with YSU policy.
Dated Issued	9/30/2020	Rich Center				
Risk Category	Human Resources					
Risk Level	Moderate					
Division	Academic Affairs					
Deadline	7/31/2021					
New Deadline	12/31/2022					
Current Status	Pending Validation					

**AUDIT RECOMMENDATIONS STATUS - FY2022 Q4**

<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2021-01-05	Fiscal Practices And External Reporting Friends Of Rich Center ----- Rich Center	Develop policies and procedures and train staff in order to enhance fiscal practices and external reporting of the Friends of the Rich Center.	Procedures will be developed to address fiscal and reporting matters.		External Reporting procedures have been developed between Friends of the Rich Center and YSU. The Controller's Office receives monthly reports. Policies and procedures have been developed to enhance fiscal practices.
Dated Issued	9/30/2020					
Risk Category						
Risk Level	N/A					
Division	University Relations					
Deadline	6/30/2022					
New Deadline	12/31/2022					
Current Status	Pending Validation					
<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2021-02-04	Restricted Giving Within University And Affiliated Organizations ----- Donor Restricted Funds	Current procedures and communication mechanisms need to be reassessed and evaluated in order to ensure that individuals throughout the university have the training and necessary information to administer restricted giving, use of restricted funds and relationships with donors in an effective and efficient manner.	Work group has been convened. This group will include representatives from University and Foundation. The group will assess and evaluate training, communication and adherence to procedures for the purpose of ensuring continued effectiveness, improving efficiency and establishing best practices.		Significant progress has been made; but due to staff turnovers in the Controller's Office, including the Gifts Coordinator position, the pace has been slower than anticipated. Based on operational risk, the Special Assistant to the AVP of Finance & Controller has been assigned to lead this project to ensure that progress continues. In addition, effective Sept. 1, 2022 the Gifts Coordinator position will once again be filled and extensive training will begin.
Dated Issued	7/29/2021					
Risk Category	Financial					
Risk Level	Low					
Division	Finance and Business Operations					
Deadline	7/31/2022					
New Deadline	12/31/2022					
Current Status	Deadline Revised					
<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2022-Adv-01	Noncompliance In Travel Policy Updates ----- Advisory/Travel	Management should review travel guidelines and consider the need to update these guidelines to provide specific direction to employees regarding University travel and related use of affinity programs.	Management is responsive to the need for specific direction on University travel and related use of affinity programs. Updated guidelines will be developed.		Travel Guidelines currently address the Ohio Ethic Commission prohibition on airline rewards, but are silent with regard to hotel rewards (other than no reimbursement for expenses paid via points. Language addressing hotel rewards and other affinity programs will be incorporated into the next Travel Guidelines update scheduled for January 1, 2023.
Dated Issued	1/15/2000					
Risk Category	Financial					
Risk Level	Moderate					
Division	Finance and Business Operations					
Deadline	12/31/2022					
New Deadline	2/28/2023					
Current Status	Deadline Revised					

**AUDIT RECOMMENDATIONS STATUS - FY2022 Q4**

<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2022-Adv-02	Noncompliance In Travel Employee Training	Management should ensure that faculty and staff are adequately trained regarding travel guidelines.	Travel Guidelines were revised February 1, 2021 and training developed and implemented in March 2021, prior to this recommendation being made in December of 2021.		Language addressing hotel rewards and other affinity programs will be incorporated into the next Travel Guidelines and Training Material update scheduled for January 1, 2023. A communication will go out to Campus which will include a recap of any revisions made and will also include links to the revised Travel Guidelines and the Travel Training Site on Blackboard.
Dated Issued	1/15/2022	-----				
Risk Category	Financial	Advisory/Travel				
Risk Level	Low					
Division	Finance and Business Operations					
Deadline	12/31/2022					
New Deadline	2/28/2023					
Current Status	Deadline Revised					
<b>Audit</b>	<b>Info</b>	<b>Recommendation Name</b>	<b>Summary of Recommendation</b>	<b>Summary of Original Response</b>	<b>Prior Status Comment</b>	<b>Current Status Comment</b>
Audit #	2022-Adv-04	Police - Outside Employment	YSU Police staff should be trained regarding proper disclosure of outside employment arrangements and relevant Board policies which prohibit use of YSU equipment (uniforms) when conducting outside employment.	Chief Varso and the YSU Police Department are committed to educating Police Dept. staff on Board Policies concerning outside employment and the use of YSU equipment. Also, Chief Varsco agrees with the need for a Conflict of Interest Certification Form.		A special order was issued by Chief Shawn Varso in which the YSU Police staff were to review Policies: 3356-7-01, 3356-4-19 and 3356-7-34. Also, each employee of the YSU Police Dept. will complete a Conflict of Interest Certification Form to be submitted at the beginning of any outside employment or at the beginning of the Academic Year in the Fall.
Dated Issued	1/15/2022	-----				
Risk Category	Risk & Safety	Advisory-Police				
Risk Level	Moderate					
Division	University Relations					
Deadline	8/31/2022					
New Deadline						
Current Status	Pending Validation					

## Enterprise Risk Management

Enterprise Risk Management (ERM) is a process applied strategically across an organization to identify potential events (risks) that may adversely affect the entity and to proactively and continuously manage those risks in a manner consistent with its mission and goals.

The objective is to promote and create a risk aware culture, and by doing so improve the capability to collaboratively identify, quantify, and manage risks associated with opportunity.

### Traditional Risk Management vs. Enterprise Risk Management

Fragmented	Integrated
Negative	Positive
Reactive	Proactive
Ad hoc	Continuous
Historical-looking	Forward-looking
Cost-based	Value-based
Narrowly-focused	Broadly-focused
Risk Silos	Systematic
Functionally- driven	Process- driven

Risk Categories: Strategic, Compliance, Operational, Technological, Financial, Reputational

### ERM Process

**Identify:** Risk Assessment (What keeps you up at night?).

**Analyze and Prioritize:** Evaluate and systematically rank each risk. Identify the management controls in place. Risk is assessed on two dimensions: Probability and Severity.

**Mitigate:** Risk owner/Risk Leader is identified and controls are put in place.

**Monitor:** Controls are reviewed, accepted or suggestions made, and the risk is monitored. An element of monitoring is evaluating risk control effectiveness: Internal Audit.

Role of Internal Audit, in regards to risk management, is to evaluate the effectiveness of control policies and procedures related to specific risks. Provide advice and challenge or support management's decision making.

**Communicate:** Transparency

**Risk Aware Culture + Addressing Risk Holistically = Organized Uncertainty.**





**RESOLUTION TO MODIFY  
UNIVERSITY CONSTRUCTION/RENOVATION PROJECTS POLICY,  
3356-4-15**

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

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

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

**WHEREAS**, the University Construction/Renovation 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 University Construction/Renovation Projects, policy number 3356-4-15, attached hereto.

**3356-4-15 University construction/renovation projects.**

Responsible Division/Office: Facilities, Maintenance and Support Services  
Responsible Officer: VP for Finance and Business Operations  
Revision History: February 2012; June 2012; September 2017;  
September 2022  
Board Committee: Finance and Facilities  
**Effective Date: September 21, 2022**  
Next Review: 2027

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- (A) Policy statement. No interior or exterior design, construction, or renovation project for any Youngstown state university (“university”) owned property may be initiated without the evaluation and approval of the department of facilities, maintenance and support services.
- (B) Purpose. This policy is intended to ensure that university construction/renovation projects are evaluated and approved by the department of facilities, maintenance and support services for purpose, code review, material, and constructability prior to project commencement.
- (C) Scope. This policy applies to all university owned buildings and to work performed by university employees, outside consultants, and contractors.
- (D) Definition. Construction/renovation projects (hereinafter referred to collectively as a project or projects) can be defined as, but not limited to, the following:
- (1) Painting of walls, floors, doors, and ceilings.
  - (2) Removal/installation of carpet, tile, wood, or other floor finishes.
  - (3) Removal/installation of walls/framing.
  - (4) Removal/installation of ceilings and ceiling systems.
  - (5) Removal/installation of lighting and electrical equipment/components and electrical elements.
  - (6) Removal/installation of plumbing fixtures and fluid piping.

- (7) Removal/installation of windows or window treatments.
  - (8) Removal/installation of doors, door openers, and door hardware.
  - (9) Removal/installation of HVAC/mechanical equipment.
  - (10) Removal/installation of concrete structures (steps, walls, walks).
  - (11) Removal/installation of landscape and hardscape elements.
  - (12) Removal/installation of masonry elements and tuck-pointing.
  - (13) Removal/installation of track coatings/surfaces and synthetic turf.
  - (14) Installation of parking lots/facilities/structures and/or parking lot lighting.
  - (15) Removal/installation of roofing and roofing systems.
  - (16) Removal/installation of interior/exterior campus signage and message boards.
  - (17) Removal/installation of fencing and fencing materials.
  - (18) Construction of sheds, barns and outbuildings.
- (E) Parameters.
- (1) The department of facilities, maintenance and support services must be notified of, evaluate, approve, estimate costs, and develop schedules and timelines of any proposed university construction/ renovation project.
  - (2) The evaluation will be a constructability review determining the feasibility of the project, code review, probable costs and the impact on the building. After evaluation, a determination will be made as to who can safely, and per university standards, manage construction. A determination will also be made as to who can physically perform the work (Youngstown state university crafts, outside contractors, or the requesting department's staff) and when

the work can be scheduled.

- (3) All contracts for construction/renovation and architect/engineering design services will originate from the department of facilities, maintenance and support services. Purchase orders will originate from the requesting department following evaluation and approval by the department of facilities, maintenance and support services. No university department or entity shall consult or contract with a consultant, architect, engineer, or contractor for the purposes of a construction/renovation project without approval of the department of facilities, maintenance and support services.
- (4) The requesting department, office, or unit must obtain a signature from the department of facilities, maintenance and support services (located on the professional services agreement) authorizing any construction/renovation project. No work will be started without a signed contract and purchase order.

**3356-4-15 University construction/renovation projects.**

Responsible Division/Office: Facilities, Maintenance and Support Services  
Responsible Officer: VP for Finance and Business Operations  
Revision History: February 2012; June 2012; September 2017;  
[September 2022](#)  
Board Committee: Finance and Facilities  
**Effective Date:** **September 7, 2017**[21, 2022](#)  
Next Review: ~~2022~~[2027](#)

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- (A) Policy statement. No interior or exterior design, construction, or renovation project for any Youngstown state university (“university”) owned property may be initiated without the evaluation and approval of the department of facilities, maintenance and support services.
- (B) Purpose. This policy is intended to ensure that university construction/renovation projects are evaluated and approved by the department of facilities, maintenance and support services for purpose, code review, material, and constructability prior to project commencement.
- (C) Scope. This policy applies to all university owned buildings and to work performed by university employees, outside consultants, and contractors.
- (D) Definition. Construction/renovation projects (hereinafter referred to collectively as a project or projects) can be defined as, but not limited to, the following:
- (1) Painting of walls, floors, doors, and ceilings.
  - (2) Removal/installation of carpet, tile, wood, or other floor finishes.
  - (3) Removal/installation of walls/framing.
  - (4) Removal/installation of ceilings and ceiling systems.
  - (5) Removal/installation of lighting and electrical equipment/components and electrical elements.
  - (6) Removal/installation of plumbing fixtures and fluid piping.

- (7) Removal/installation of windows or window treatments.
  - (8) Removal/installation of doors, door openers, and door hardware.
  - (9) Removal/installation of HVAC/mechanical equipment.
  - (10) Removal/installation of concrete structures (steps, walls, walks).
  - (11) Removal/installation of landscape and hardscape elements.
  - (12) Removal/installation of masonry elements and tuck-pointing.
  - (13) Removal/installation of track coatings/surfaces and synthetic turf.
  - (14) Installation of parking lots/facilities/structures and/or parking lot lighting.
  - (15) Removal/installation of roofing and roofing systems.
  - (16) Removal/installation of interior/exterior campus signage and message boards.
  - (17) Removal/installation of fencing and fencing materials.
  - (18) Construction of sheds, barns and outbuildings.
- (E) Parameters.
- (1) The department of facilities, maintenance and support services must be notified of, evaluate, approve, estimate costs, and develop schedules and timelines of any proposed university construction/renovation project.
  - (2) The evaluation will be a constructability review determining the feasibility of the project, code review, probable costs and the impact on the building. After evaluation, a determination will be made as to who can safely, and per university standards, manage construction. A determination will also be made as to who can physically perform the work (Youngstown state university crafts, outside contractors, or the requesting department's staff) and when

the work can be scheduled.

- (3) All contracts for construction/renovation and architect/engineering design services will originate from the department of facilities, maintenance and support services. Purchase orders will originate from the requesting department following evaluation and approval by the department of facilities, maintenance and support services. No university department or entity shall consult or contract with a consultant, architect, engineer, or contractor for the purposes of a construction/renovation project without approval of the department of facilities, maintenance and support services.
- (4) The requesting department, office, or unit must obtain a signature from the department of facilities, maintenance and support services (located on the professional services agreement) authorizing any construction/renovation project. No work will be started without a signed contract and purchase order.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
KEY CONTROL POLICY, 3356-4-16**

**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 Key Control 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 Key Control, policy number 3356-4-16, attached hereto.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**



**3356-4-16 Key control.**

Responsible Division/Office: Facilities, Maintenance and Support Services  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 2012; September 2017; September 2022  
Board Committee: Finance and Facilities  
**Effective Date: September 21, 2022**  
Next Review: 2027

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- (A) Policy statement. Youngstown state university (“university”) enacts and enforces key control procedures that provide appropriate members of the university’s faculty, staff, and students with necessary access to its facilities and at the same time keep all members of the university community, the university’s guests, and the university’s physical resources secure. This policy addresses responsibilities of key holders and their supervisors.
- (B) Scope. This policy applies to all employees (including part-time and student employees), students, vendors and contractors provided a key to access university-controlled areas. This policy does not apply to the issuance of keys within residential housing or dining services.
- (C) Definitions.
- (1) “Lock.” A mechanical or electronic system or device that restricts access to a physical space or to a service.
  - (2) “Key.” A method of access to a secured or restricted area. It may be a physical item that works in a mechanical or electronic combination with a lock or it may be a code or biometric input to a recognition system that provides the holder access to a secured or restricted area.
  - (3) “Key holder.” The individual to whom a key is issued.
- (D) Parameters. While technology may stretch the definitions of a lock and a key, the policy and its regulations nevertheless apply to the technical equivalents of physical keys and locks.

- (1) All keys are the property of the university.
- (2) Keys are issued to a key holder for the necessary execution of their job duties and must be returned to the employee's supervisor upon separation of employment or transfer to another department. One month prior to separation or transfer, the employee's supervisor shall provide a list of the employee's key numbers to facilities, maintenance and support services (key control/locksmith office) for verification. Collected keys shall be returned to the key control/locksmith office.
- (3) It is the responsibility of the key holder to safeguard the key at all times. If the key holder cannot account for keys issued, key privileges may be suspended and the key holder may be personally responsible for any necessary key and/or lock replacement costs.
- (4) Misuse of a key may result in disciplinary action and/or loss of access privilege.
- (5) Lost or stolen keys should immediately be reported to:
  - (a) University police;
  - (b) The department of facilities, maintenance and support services; and
  - (c) The key holder's supervisor.

If lost keys are not recovered and it is determined that the area's security is severely compromised, charges for lock and/or key replacement will be assessed to the key holder's department and/or the key holder. Lost keys that are later recovered must be returned to key control.

- (6) If keys are found or otherwise to be turned in, call key control/locksmith office or the university police for pickup. Keys are not to be sent through campus mail.
- (7) Individuals may not knowingly make or cause to be made any key for any university building, laboratory, facility, or room under penalty of state law (see section 3345.13 and section 3345.99 of

the Revised Code).

- (8) Access codes are specifically issued to an individual and may not be shared.
  - (9) Rights of access to facilities may be delineated in appropriate collective bargaining agreements.
- (E) Key hierarchy. Each individual and/or employee's roles and responsibilities govern the need for and distribution of types of keys. In general, the greater the level of access that a key type provides, the more restrictive its distribution and the more it defines urgency of use. The following is used as a guide to assign types of levels of keys to functions and roles:
- (1) A great grand master key operates multiple locks for multiple buildings. It is typically assigned to the leadership of first-responder units on campus, such as executive director of facilities and support services; director of facilities maintenance; chief of the university police department and designated officers; and director of environmental and occupational health and safety.
  - (2) A building master key operates all locks within a building unless specific lock exclusion from the master is warranted. It is typically assigned to vice presidents, executive directors and/or deans, or the designees of these executives, in their respective buildings, authorized facilities maintenance personnel, janitorial supervisors, and the university events manager.
  - (3) A departmental master key operates one group of locks within a building. It is typically assigned to department heads and/or chairpersons.
  - (4) A departmental sub-master key operates locks to common departmental space but excludes access to private offices and is usually assigned to faculty and staff in a department.
  - (5) A change key operates one specific lock. It is typically assigned to faculty and staff designated by department heads and/or chairpersons and organizations with contractual agreements.

- (6) A special purpose master key operates a group of locks in specific areas, such as all mechanical rooms or exterior doors. It is typically assigned to authorized personnel in facilities maintenance and safety services.

(F) Responsibilities.

- (1) Implementation and enforcement of this policy is assigned to the department of facilities, maintenance and support services.
- (2) Administrators and managers are responsible for compliance with this policy within their areas of organizational responsibility.
- (3) Individuals to whom a key has been assigned are responsible for ensuring that the use of that key is limited to the necessary conduct of university business and is not shared with other employees, friends, or relatives.
- (4) Key holders unlocking a space are responsible for ensuring that the space is appropriately locked when they vacate the space during a time when the space should be locked. Failure to do so may find the individual personally responsible for any damage to, or loss of, university property due to the space left unsecured.

(G) Keys for vendors or contractors.

- (1) Contractors or vendors must abide by all aspects of this policy.
- (2) Contractors or vendors may check out keys for a day from facilities or the university police. Such key(s) must be returned by the specified time on the same day.
- (3) Contractors or vendors may apply to facilities for keys to specified spaces for a designated extended period of time. If access is requested for nonbusiness hours, vendors or contractors must notify the university police before entering and upon leaving key-controlled spaces.
- (4) Contractors or vendors are not permitted to access occupied student resident spaces without accompaniment of a university employee.

**3356-4-16 Key control.**

Responsible Division/Office: Facilities, Maintenance and Support Services  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 2012; September 2017; [September 2022](#)  
Board Committee: Finance and Facilities  
**Effective Date:** **September 7, 2017**[21, 2022](#)  
Next Review: ~~2022~~[2027](#)

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- (A) Policy statement. Youngstown state university (“university”) enacts and enforces key control procedures that provide appropriate members of the university’s faculty, staff, and students with necessary access to its facilities and at the same time keep all members of the university community, the university’s guests, and the university’s physical resources secure. This policy addresses responsibilities of key holders and their supervisors.
- (B) Scope. This policy applies to all employees (including part-time and student employees), students, vendors and contractors provided a key to access university-controlled areas. This policy does not apply to the issuance of keys within residential housing or dining services.
- (C) Definitions.
- (1) “Lock.” A mechanical or electronic system or device that restricts access to a physical space or to a service.
  - (2) “Key.” A method of access to a secured or restricted area. It may be a physical item that works in a mechanical or electronic combination with a lock or it may be a code or biometric input to a recognition system that provides the holder access to a secured or restricted area.
  - (3) “Key holder.” The individual to whom a key is issued.
- (D) Parameters. While technology may stretch the definitions of a lock and a key, the policy and its regulations nevertheless apply to the technical equivalents of physical keys and locks.

- (1) All keys are the property of the university.
- (2) Keys are issued to a key holder for the necessary execution of their job duties and must be returned to the employee's supervisor upon separation of employment or transfer to another department. One month prior to separation or transfer, the employee's supervisor shall provide a list of the employee's key numbers to facilities, maintenance and support services (key control/locksmith office) for verification. Collected keys shall be returned to the key control/locksmith office.
- (3) It is the responsibility of the key holder to safeguard the key at all times. If the key holder cannot account for keys issued, key privileges may be suspended and the key holder may be personally responsible for any necessary key and/or lock replacement costs.
- (4) Misuse of a key may result in disciplinary action and/or loss of access privilege.
- (5) Lost or stolen keys should immediately be reported to:
  - (a) University police;
  - (b) The department of facilities, maintenance and support services; and
  - (c) The key holder's supervisor.

If lost keys are not recovered and it is determined that the area's security is severely compromised, charges for lock and/or key replacement will be assessed to the key holder's department and/or the key holder. Lost keys that are later recovered must be returned to key control.

- (6) If keys are found or otherwise to be turned in, call key control/locksmith office or the university police for pickup. Keys are not to be sent through campus mail.
- (7) Individuals may not knowingly make or cause to be made any key for any university building, laboratory, facility, or room under penalty of state law (see section 3345.13 and section 3345.99 of

the Revised Code).

- (8) Access codes are specifically issued to an individual and may not be shared.
  - (9) Rights of access to facilities may be delineated in appropriate collective bargaining agreements.
- (E) Key hierarchy. Each individual and/or employee's roles and responsibilities govern the need for and distribution of types of keys. In general, the greater the level of access that a key type provides, the more restrictive its distribution and the more it defines urgency of use. The following is used as a guide to assign types of levels of keys to functions and roles:
- (1) A great grand master key operates multiple locks for multiple buildings. It is typically assigned to the leadership of first-responder units on campus, such as executive director of facilities and support services; director of facilities maintenance; chief of the university police department and designated officers; and director of environmental and occupational health and safety.
  - (2) A building master key operates all locks within a building unless specific lock exclusion from the master is warranted. It is typically assigned to vice presidents, executive directors and/or deans, or the designees of these executives, in their respective buildings, authorized facilities maintenance personnel, janitorial supervisors, and the university events manager.
  - (3) A departmental master key operates one group of locks within a building. It is typically assigned to department heads and/or chairpersons.
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  - (5) A change key operates one specific lock. It is typically assigned to faculty and staff designated by department heads and/or chairpersons and organizations with contractual agreements.

- (6) A special purpose master key operates a group of locks in specific areas, such as all mechanical rooms or exterior doors. It is typically assigned to authorized personnel in facilities maintenance and safety services.

(F) Responsibilities.

- (1) Implementation and enforcement of this policy is assigned to the department of facilities, maintenance and support services.
- (2) Administrators and managers are responsible for compliance with this policy within their areas of organizational responsibility.
- (3) Individuals to whom a key has been assigned are responsible for ensuring that the use of that key is limited to the necessary conduct of university business and is not shared with other employees, friends, or relatives.
- (4) Key holders unlocking a space are responsible for ensuring that the space is appropriately locked when they vacate the space during a time when the space should be locked. Failure to do so may find the individual personally responsible for any damage to, or loss of, university property due to the space left unsecured.

(G) Keys for vendors or contractors.

- (1) Contractors or vendors must abide by all aspects of this policy.
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- (3) Contractors or vendors may apply to facilities for keys to specified spaces for a designated extended period of time. If access is requested for nonbusiness hours, vendors or contractors must notify the university police before entering and upon leaving key-controlled spaces.
- (4) Contractors or vendors are not permitted to access occupied student resident spaces without accompaniment of a university employee.





**YOUNGSTOWN  
STATE  
UNIVERSITY**

**FY 2022 and FY 2021 Operating Performance  
General & Auxiliary Funds**

9/16/22 (subject to accounting & audit adjustments)

	<u><b>FY2022</b></u>	<u><b>FY2021</b></u>	<u><b>Difference</b></u>	<u><b>% Change</b></u>
Revenue	\$169,371,110	\$171,113,437	(\$1,742,327)	-1.02%
Expenses	\$167,585,689	\$145,425,820	\$22,159,869	15.24%
Transfers Out (In)	(4,669,985)	11,954,823	(16,624,808)	-139.06%
Total Exp & Transfers	\$162,915,704	\$157,380,643	\$5,535,061	3.52%
Ending Balance	<u><b>\$6,455,406</b></u>	<u><b>\$13,732,794</b></u>	<u><b>(\$7,277,388)</b></u>	-52.99%



**Budget to Actual Comparison - General and Auxiliary Funds  
July 1, 2021 - June 30, 2022**

Revenue	Fiscal Year 2022		Actual as a % of Budget	Business Indicator
	Budget	Actual		
Tuition and mandatory fees	\$ 91,521,002	\$ 91,248,543	99.7%	●
Other tuition and fees	9,413,282	10,667,901	113.3%	●
Student charges	867,800	1,135,298	130.8%	●
State appropriations	44,571,389	44,378,444	99.6%	●
Recovery of indirect costs	2,996,413	2,662,216	88.8%	●
Investment income	2,555,414	2,683,489	105.0%	●
Other income	1,074,700	949,092	88.3%	●
Auxiliary enterprises	17,729,343	15,646,125	88.2%	●
<b>Total</b>	<b>\$ 170,729,343</b>	<b>\$ 169,371,108</b>	<b>99.2%</b>	<b>●</b>

● On/Above target

● Caution

● Warning

Expenses	Fiscal Year 2022		Actual as a % of Budget	Business Indicator
	Budget	Actual		
Wages	\$ 81,088,717	\$ 79,667,213	98.2%	●
Benefits	30,198,340	30,903,322	102.3%	●
Scholarships	19,498,561	15,855,040	81.3%	●
Operations	32,197,910	27,200,931	84.5%	●
Plant & maintenance	12,906,590	12,947,159	100.3%	●
Fixed asset purchases	1,521,418	1,012,023	66.5%	●
Transfers*	(3,725,276)	(3,750,272)	100.7%	●
<b>Total</b>	<b>\$ 173,686,260</b>	<b>\$ 163,835,416</b>	<b>94.3%</b>	<b>●</b>

● On/Below target

● Caution

● Warning

\* Transfers reflect a \$919,713 net change in rolled open purchase orders.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE  
INTERFUND TRANSFERS RELATED TO  
FY 2022 YEAR-END OPERATING PERFORMANCE**

**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; 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 from the Operating Carry-Forward Fund, as detailed in the attached Exhibit A.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**

**EXHIBIT A**

**YOUNGSTOWN STATE UNIVERSITY  
Interfund Transfers Requiring Board Approval  
Related to Year-End FY 2022 Operating Performance**

	<u>From</u>	<u>To</u>
Operating Carry-forward fund	\$6,455,406	
FY 2023 General Fund Budget		\$5,460,522
Academic Plant Funds:		
OAA Renewal & Replacement		\$500,000
Auxiliary Plant Funds:		
Andrews Rec Center Plant Reserve		\$191,485
Parking Services Plant Reserve		\$133,839
Kilcawley Center Plant Reserve		\$169,560
Subtotal		<u>\$494,884</u>
Total	<u>\$6,455,406</u>	<u>\$6,455,406</u>



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE PROPOSED HOUSING AND  
COURTYARD ROOM RATES AND OTHER CHANGES**

**WHEREAS**, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

**WHEREAS**, University Housing is seeking to adjust certain housing rates and charges;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the proposed adjustments to rates, attached hereto.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**

## **Housing & Residence Life Proposed Rate Changes, 2023-2024**

In looking ahead, Housing & Residence Life proposes the following changes for consideration:

- 1) Continuation of increase to the room & board rate for the incoming Penguin Tuition Promise cohort (\$5,192/semester and \$10,384/academic year). This rate reflects a board plan that has increased 6% per the CPI in addition to room revenue increasing by 2% from the previous year.
  - This is in response to a national fiscal climate in which operating costs have increased significantly
  - Continuation of increase to room and board rates allow us to fiscally continue to support strategic efforts that address significant maintenance and facilities-based deficiencies in our residence halls. Phase two of the Lyden bathroom renovations will occur in Summer of 2023 (\$600,000 project), we continue to replace Kilcawley House windows (\$50,000 per floor) and simultaneously save towards the complete renovation of the Lyden House elevator (estimated at \$550,000).
- 2) As we emerge from a pandemic mindset in which we had made efforts to de-densify our residential population by offering an increased amount of single rooms at a discounted cost, we now must strategically plan towards an increasing number of students who want to live on campus (driven significantly by the international student first-year housing requirement and scholarship). In an effort to accommodate more students, the number of singles offered into the 2023-2024 year will be drastically reduced. In addition, the single room upcharge will increase from \$750/semester to \$1,000/semester.
- 3) While Weller House again remains offline in the 2022-2023 academic year to be used for isolation housing, we are planning to again utilize Weller in the 2023-2024 for its intended purpose: graduate and family housing. Changes to Weller House rates structure and occupancy management include:
  - Strict occupancy management to ensure that multi-bedroom apartments are available only to students (U/G or Grad) with a child(ren). Single-bedroom apartments remain available for Graduate student reservation
  - Clear definition of Weller House academic year contract (charge per AY = 9 months (4 months in Fall and 5 months of Spring)) with the opportunity to extend into summer for 3 months at the monthly charge
  - A transition to rate structure based off of number of bedrooms versus a structure that not only considered number of bedrooms but apartment size also
    - i. One-bedroom apartment= \$6,300/AY contract or \$700/month (summer)
    - ii. Two-bedroom apartment= \$7,200/AY contract or \$800/month (summer)
    - iii. Three-bedroom apartment= \$8,100/AY contract or \$900/month (summer)

## **University Courtyard Proposed Rate Changes, 2023-2024**

- This is in response to a national fiscal climate in which operating costs have increased significantly.

### **F22 Rates**

- 1bed \$855/per month
- 2bed \$725
- 4bed \$630

### **F23 Room Projected Rates**

- 1bed \$880
- 2bed \$750
- 4bed \$655

YOUNGSTOWN STATE UNIVERSITY					
Housing Charges FY2024					
	AY 22-23	AY 23-24			
	FY2023	FY2024	FY2024	FY2024	FY2024
Fee Description	Actual	Proposed	\$ Change	%Change	
<b>Room &amp; Board</b> (per academic year) F2024 Cohort		\$10,384.00	NEW	NEW	
Room		\$5,968.00	NEW	NEW	
Board (12 meals plan)		\$4,416.00	NEW	NEW	
<b>Room &amp; Board</b> (per academic year) F2023 Cohort	\$10,016.00	\$10,016.00	\$0.00	0.00%	
Room	\$5,850.00	\$5,600.00	(\$250.00)	-4.27%	
Board (12 meals plan)	\$4,166.00	\$4,416.00	\$250.00	6.00%	
<b>Room &amp; Board</b> (per academic year) F2022 Cohort	\$9,775.00	\$9,775.00	\$0.00	0.00%	
Room	\$5,609.00	\$5,359.00	(\$250.00)	-4.46%	
Board (12 meals plan)	\$4,166.00	\$4,416.00	\$250.00	6.00%	
<b>Room &amp; Board</b> (per academic year) F2021 Cohort	\$9,700.00	\$9,700.00	\$0.00	0.00%	
Room	\$5,534.00	\$5,284.00	(\$250.00)	-4.52%	
Board (12 meals plan)	\$4,166.00	\$4,416.00	\$250.00	6.00%	
<b>Room &amp; Board</b> (per academic year) F2020 Cohort	\$9,700.00	\$9,700.00	\$0.00	0.00%	
Room	\$5,534.00	\$5,284.00	(\$250.00)	-4.52%	
Board (12 meals plan)	\$4,166.00	\$4,416.00	\$250.00	6.00%	
<b>Room &amp; Board</b> (per academic year) F2018 Cohort & Continuing Students	\$9,400.00	\$9,400.00	\$0.00	0.00%	
Room	\$5,234.00	\$4,984.00	(\$250.00)	-4.78%	
Board (12 or 8 meal plans)	\$4,166.00	\$4,416.00	\$250.00	6.00%	
<b>Residence Hall Application Fee</b> (academic year and/or summer)	\$35.00	\$35.00	\$0.00	0.00%	
<b>Residence Hall Pre-Payment</b> (must be paid before room selection/assignment occurs and is ultimately deducted from bill)	\$250.00	\$250.00	\$0.00	0.00%	
<b>Single Room Upcharge</b> (per semester)	\$750.00	\$1,000.00	\$250.00	33.33%	
<b>Weller House One-Bedroom Apartment (small)</b> academic year, room only	\$150.00/week, \$600.00/month	\$6,300.00/Ay or \$700.00/month (summer)	\$100.00	1.66%	
<b>Weller House One-Bedroom Apartment (large)</b> academic year, room only	\$165.00/week, \$650.00/month	\$6,300.00/Ay or \$700.00/month (summer)	\$50.00	0.07%	
<b>Weller House Two-Bedroom Apartment (small)</b> academic year, room only	\$190.00/week, \$750.00/month	\$7,200.00/Ay or \$800.00/month (summer)	\$50.00	1.06%	
<b>Weller House Two-Bedroom Apartment (large)</b> academic year, room only	\$200.00/week, \$800.00/month	\$7,200.00/Ay or \$800.00/month (summer)	\$0.00	0.00%	
<b>Weller House Three-Bedroom Apartment</b> (academic year, room only)	\$225.00/week, \$900.00/month	\$8,100.00/Ay or \$900.00/month (summer)	\$0.00	0.00%	
<b>*Multi-bedroom apartments are available only to students (U/G or Grad) with a child(ren). Single-bedroom apartments available for Graduate student reservation.</b>					
<b>*Academic year contract (charge per AY = 9 months (4 months in Fall and 5 months of Spring). Opportunity to extend into summer for 3 months at the monthly charge.</b>					
<b>Expanded Housing Rate</b> (overoccupied rooms)	\$4,100.00	\$4,850.00	\$750.00	1.82%	
<b>Student Housing Outside of Contracted Period</b>					
Nightly room rate (no meals)	\$27.00	\$27.00	\$0.00	0.00%	
Flat fee room rate for winter break (no meals)	\$250.00	\$250.00	\$0.00	0.00%	
<b>Cancellation Fee</b>					
Before May 13 (academic year) or December 16 (spring only)	\$0.00	\$0.00	\$0.00	0.00%	
After May 13 (academic year) or December 16 (spring only)	\$250.00	\$250.00	\$0.00	0.00%	
<b>Summer</b>					
Room and Board (meals included)	Summer 2022 \$2,416.00 per 7-week term	Summer 2023 \$2,416.00 per 7-week term	\$0.00	0.00%	
Weller House (prorated for current tenants, monthly, no meals)	See monthly Weller rates above	See monthly Weller rates above	\$0.00	0.00%	
<b>Summer Event Rates</b>					
Rooms with community bathrooms (Lyden, Cafaro, Kilcawley)	\$40.00/night, per room	\$40.00/night, per room	\$0.00	0.00%	
Rooms with private or semi-private bathrooms (Cafaro, Wick)	\$60.00/night, per room	\$60.00/night, per room	\$0.00	0.00%	
Apartment-style housing (Weller- as available)	see attached	see attached	\$0.00	0.00%	

Linens (for rental by summer event groups only)	\$25.00	\$25.00	\$0.00	0.00%
Bed Adjustment Fee	\$10.00	\$10.00	\$0.00	0.00%
Additional Staffing Fee (for groups with minors, or at request of group)	\$120.00/night/desk	\$120.00/night/desk	\$0.00	0.00%
Late Check-In or Check-Out Fee (price per hour beyond pre-arranged check-in or check-out time)	\$50.00/hour	\$50.00/hour	\$0.00	0.00%
<b>Short Term Housing Rates</b>				
Weekly housing cost (Wick House)	\$250.00	\$250.00	\$0.00	0.00%
Monthly housing cost (Wick House)	\$900.00	\$900.00	\$0.00	0.00%
50-Block (50 meals declining balance + \$125 Flex)	\$610.00	\$610.00	\$0.00	0.00%
30-Block (30 meals declining balance + \$150 Flex)	\$470.00	\$470.00	\$0.00	0.00%
Sampler Plan (5 meals + \$100 flex + 10 cups Dunkin' coffee)	\$155.00	\$155.00	\$0.00	0.00%
<b>*Must participate in meal plan if staying longer than one week</b>				
<b>University Courtyard Rates ( Per Month)</b>				
1 Bed	\$855.00	\$880.00	\$25.00	2.92%
2 Bed	\$725.00	\$750.00	\$25.00	3.45%
4 Bed	\$630.00	\$655.00	\$25.00	3.97%



<b>H&amp;RL Damage Billing Charge List</b>	
<b>Beds</b>	
Bed (replacement cost)	\$240.00
Loft kits (replacement cost)	\$180.00
Rebunk beds	\$10.00 per person
Mattress (replacement cost)	\$180.00
<b>Carpet</b>	
Clean Stain (Cleaning contractor)	\$35.00
Room clean (Steam Action)	\$75.00
<b>Ceiling</b>	
Plastic light cover	\$20.00
2'x2' tile	\$20.00
4'x2' tile	\$20.00
1'x1' tile	\$10.00
Paint ceiling (Lyden/Cafaro House 4th floor rooms)	\$65.00
<b>Closets/Wardrobes</b>	
Door Repair (chips)	\$20.00
Door Replacement	\$50.00
Shelf Replacement	\$20.00
Closet handle	\$10.00
Mirror	\$15.00
Towel rack	\$20.00
<b>Desks</b>	
Recover desk chair	\$90.00
Desk chair (replacement cost)	\$150.00
Desk top	\$35.00
<b>Walls</b>	
Baseboard damage	\$5.00 per foot
Small hole (ie nail hole, tack hole)	\$3.00 per hole
Paint 1 wall	\$50.00
Paint room	\$200.00
Patch Hole	\$65.00
Cable jack	\$10.00
Utility Cover	\$10.00
<b>Doors</b>	
Adhesive Removal	\$2.00 per sticker
Door stop	\$20.00
Lost keys	\$55.00
Number plate (replacement cost)	\$30.00
Refinish	\$50.00 per side
Peep holes	\$10.00
Door knob (replacement cost)	\$20.00
Door Frame (paint)	\$35.00
Door (replacement cost)	\$250.00
<b>Windows</b>	
Broken window	\$75.00
Broken lock (replacement cost)	\$10.00
Repair Screen	\$15.00
Replace Screen	\$40.00
Replace Security Screen	\$125.00
Repair blinds (Lyden House)	\$25.00
Replace blinds (Lyden House)	\$65.00
Replace blind slat (Lyden House)	\$5.00
<b>Restrooms</b>	
Faucet aerators	\$5.00
Intentional clogging(includes cleaning fee)	\$60.00
Mirror	\$100.00
Paper towel dispenser (replacement cost)	\$50.00
Shower curtains	\$10.00

Soap Dispenser	\$25.00
Toilet tissue dispenser	\$25.00
Wastebasket	\$30.00
Stall doors	\$100.00
<b>Emergency Equipment</b>	
Fire alarm indicator	\$100.00
Refill/Replace 5lb CO2 Extinguisher	\$130.00
Refill/Replace Water pressure	\$80.00
Refill/Replace 10lb Dry Extinguisher	\$60.00
Smoke Sensor Damage (replacement cost)	\$180.00
Smoke Detector	\$100.00
Fire bubble	\$50.00
<b>Heater/Air Conditioning Units</b>	
Unit Switch	\$60.00
Radiator Cover Damage	\$40.00
<b>Common Areas</b>	
Wall lights	\$100.00
Round lights	\$100.00
Chrome defusers	\$85.00
Broken window	\$200.00
Large bulletin board	\$100.00
Ceiling light (2'x2')	\$125.00
Coffee Table (replacement cost)	\$260.00
Lobby Chair (replacement cost)	\$400.00
Lobby Chair (recover)	\$300.00
Lobby Couch (replacement cost)	\$800.00
Lobby Couch (recover)	\$600.00
Tables (repair)	\$35.00
Exit Sign (replacement cost)	\$100.00
Recover pool table	\$250.00
Trash can (replacement cost)	\$100.00
<b>Miscellaneous</b>	
Room Clean	\$50.00
Improper Checkout	\$35.00
Packing up room (includes Improper checkout)	\$60.00
Clean up vomit	\$65.00
Room waste basket	\$10.00
Mailbox key replacement	\$5.00
Replace vacuum	\$100.00
Toilet seat	\$25.00
Water fountain (replacement cost)	\$360.00
Pool Stick	\$15.00
Ping pong paddle	\$5.00
Motion sensors	\$75.00
Labor rate	\$20.00 per hour

**3356-x-xx     Supplier diversity.**

Responsible Offices:            Diversity, Equity & Inclusion, and  
   Procurement Services

Responsible Officer:            VP for Finance & Business Operations

Revision History:

Board Committee:                Finance and Facilities

**Effective Date:**                **TBD**

Next Review:                        TBD

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- (A) Policy statement. Youngstown state university (“the university”) is committed to strengthening supplier diversity and seeks to develop mutually beneficial relationships with socially and economically disadvantaged businesses by utilizing diverse vendors defined as minority-owned, women-owned, veteran-owned, and small local business enterprises.
  
- (B) Purpose. Consistent with the definitions and procedures described in Ohio administrative code 3356-3-01, this policy reflects the university’s intention to create opportunities for diverse suppliers to market and sell goods and services to the university community whenever possible.
  
- (C) Parameters.
  - (1) The university strives to provide opportunities for socially and economically disadvantaged business enterprises and participates in the state of Ohio’s minority business enterprise (MBE) and encouraging diversity, growth & equity (EDGE) programs.
  
  - (2) All employees authorized to make purchases with university funds shall comply with this policy to ensure equal opportunities and nondiscrimination.
  
  - (3) All employees authorized to make purchases with university funds have a responsibility to consider diverse suppliers to promote and increase utilization of diverse suppliers.

- (4) The office of diversity, equity and inclusion and procurement services are together responsible for identifying and verifying diverse vendors.
  - (5) Procurement services is responsible for ensuring that equal opportunities are available to vendors during competitive selection events.
- (D) Procedures.
- (1) Together, the office of diversity, equity and inclusion and procurement services will work with state, federal and other certification agencies to maintain awareness of diverse suppliers and will encourage eligible uncertified suppliers to apply for certification.
  - (2) Procurement services will regularly search for certified diverse suppliers that can provide competitively priced and high-quality goods and services.
  - (3) Procurement services will provide access to diverse suppliers by maintaining up-to-date vendor diversity information on its website.
  - (4) When subcontractors are utilized, procurement services will ensure that primary vendors demonstrate efforts to subcontract with diverse vendors.

Related Links:

- Diversity business information via YSU website <https://ysu.edu/procurement-services/diversity-business-information>
- Certified MBE suppliers via Ohio DAS website <https://eodreporting.oit.ohio.gov/mbe-certification>
- EDGE suppliers via the DAS website <https://eodreporting.oit.ohio.gov/edgecertification>
- Certified MBE suppliers via the OSMDC website <https://ohiomsdc.org/>
- Certified MBE suppliers via the NMSDC website <https://nmsdc.org/>
- Youngstown Business Incubator Minority Business Assistance Center <https://ybi.org/mbac/>

# YSU Capital Projects Summary:

Board Projects Update 8/8/2022

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## Projects in Progress:

### **Elevator Safety Repairs and Replacements**

YSU 2122-08

### ***\$1.2M (Capital Funds) Domokur, Murphy Contracting***

Several elevators on our campus will be upgraded and/or replaced including Jones Hall, Silvestri Hall, and Beeghly Center. One car at Jones is complete with the other car being replaced. Work in Silvestri Hall and Beeghly Center will be conducted during Summer 2023.

### **Excellence Training Center Roof**

YSU 1718-20RR

### ***\$298k (Capital Funds) SSOE, Boak and Sons***

This project will remove the existing roof on the existing building and fully replace it. With only a few items remaining, this project will be complete by the end of August.

### **Building Envelope Renovations**

YSU 2122-06

### ***\$1.76M (Capital Funds) Perspectus Architects, Hudson Construction***

This project will address several deferred maintenance issues related to building exteriors. This project addresses issues on Cushwa Hall, Beeghly Center, DeBartolo Hall, McDonough Museum, and Maag Library. Work on all buildings is progressing with the majority being complete by the end of August. McDonough Museum and Beeghly Center will be complete by late September.

### **Utility Distribution Upgrades/Expansion**

YSU 2122-07

### ***\$1.65M (Capital Funds) GPD Group, Marucci Gaffney***

This project will address several deferred maintenance issues within the campus utility distribution system. Utility tunnels will be replaced/repared along with replacement of piping within the tunnels. Above ground ventilation structures will also be repaired. An electrical loop will also be installed to offer pathway redundancy. This project progressing and will be complete by late September 2022.

### **Moser Hall Renovations Phase 1**

YSU 2122-21

### ***\$1.05M (Capital Funds) YSU Staff, Murphy Contracting***

This project will address several deferred maintenance issues within Moser Hall while at the same time, give the building interior a fresh appearance. This project was developed by YSU staff and is currently underway and is progressing well. Material delays will cause the exterior doors to be completed after the start of fall semester.

### **Watson Team Center**

YSU 2122-19

### ***\$1.9M (Gift/Philanthropy Funds) YSU Staff, Murphy Contracting***

This project will convert the former Flower Shop on Rayen Avenue into the Watson Team Center. This project is currently underway.

**Fok Hall Renovations**

YSU 2122-20

***\$100k (Local Funds) YSU Staff, Brock Builders***

This project will address accessibility issues with the west entrance and the main floor restroom. The west entryway will be widened, and a new entry ramp will be constructed while a new restroom will be created on the main floor and will be made fully accessible. This project is underway and will be complete by the end of August.

**Parking Deck Renovations**

YSU 2122-04

***\$862k (Local Funds) Walker Consultants, CPS Construction***

This project will focus on the M30 parking deck and will address several deferred maintenance and preventative maintenance items. This project is well underway and will be complete by the end of August.

**Lyden House Restroom Renovations**

YSU 2122-23

***\$560k (Local Funds) Olsavsky Jaminet, United Contractors***

This project will renovate restrooms in Lyden House to address several leaks and deferred maintenance items. This project is also well underway and will be complete before student move-in this fall.

**Campus Safety Grant**

YSU 2122-25

***\$148k (Capital Funds) YSU Staff, ELK Enterprises***

This project is the second phase of a project that replaces aging and broken door hardware while also reconfiguring the hardware to increase public safety. This project is underway and will be complete by the start of Fall Semester.

**Stambaugh Classroom/Beeghly Physical Therapy**

YSU 2122-15

***\$1.5M (Local Funds) OSPORTS, Hudson Construction***

This project will renovate racquetball courts in Stambaugh and construct a physical therapy suite in the lower level of Beeghly Center. This project is underway and will be complete by November 2022.

**M60 Parking Deck Demolition**

YSU 2122-23

***\$605k (Local Funds) GPD Group, Steel Valley Construction***

This project is the demolition of the M60 parking structure. This project is moving forward with a completion of early September.

**Fifth Avenue Parking Facility**

YSU 2324-05

***\$760k (Local Funds) GPD Group, Marucci Gaffney***

This project will create a parking facility on Fifth Avenue, across from Smith Hall. This project will be complete by September 2022.

**Projects Currently at Controlling Board:**

- None at this time.

**RFQ's Posted to OFCC Website for Design Services:**

- None at this time

### **Projects Currently Advertised for Bids:**

- None at this time.

### **Further Projects in Development for 2023:**

- Elevators: Beeghly Center and Silvestri Hall
- Cafaro Suite Renovations
- Campus Roof Replacements
- Moser Hall Phase 2 Renovations
- STEM Science Lab Renovations
- M30 Parking Deck Maintenance
- Emergency Generator Upgrades
- Garfield Building Renovations



YOUNGSTOWN  
STATE  
UNIVERSITY

# Student Union Study

Final Draft Report: August 19, 2022







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## TEAM

### WTW Architects

Amy Maceyko	Project Manager
Chaz Barry	Intern Architect



### Youngtown State University

#### Core Committee:

Summer Barker	University Architect
Capri Cafaro*	Board of Trustees
John Hyden	AVP, Facilities Maintenance
Michael Peterson	Board of Trustees
Joy Polkabla Byers	AVP, Student Experience
Richard White	Director of Planning and Construction
Joe Kerola	Board of Trustees



#### Steering Committee:

Heather Chunn	VP Operation & H.R./ YSU Foundation
Zachary Clark*	YSU Student Employee
Erin Driscoll	Executive Director, Student Activities
Nicholas Koupiaris	Student Government Association-President
Bishal Lamichhane	Housing RA/RHA
Jennifer Pintar	Associate Provost Academic Admin
Stan Sweeney	Director, Kilcawley Center Student Union
Shannon Tirone	Associate Vice President for University Relations
John Young	Executive Director, Auxiliary Services
Jivraj Zeeyana	YSU Student Athlete

\* Participated for part of the study

## EXECUTIVE SUMMARY

WTW Architects

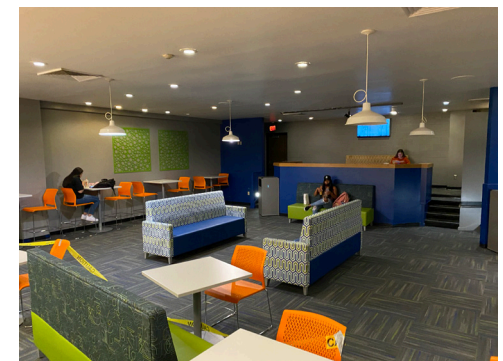
WTW Architects was commissioned in 2021 to conduct a study of the Kilcawley Center at Youngstown State University, and to work with campus leaders, students, and staff in the development of a plan to improve and optimize student union space on campus.

The center itself was last expanded in 1979, and the adjacent recreation center was built in 2004. Various minor renovations have occurred in the last 43 years, but there remains a significant amount of deferred maintenance and facility deficiencies to be addressed. The quantity and needs of student organizations and student life programming have changed in the intervening years as well. The current building lacks the quality of space desired by students, making it more challenging for the university to compete with institutional peers, and attract & retain students, faculty, and staff.

### REQUIREMENTS

The design team was tasked with the following goals in order to explore options and develop recommendation to alleviate the current obstacles:

- 1) Evaluate and assess the existing Kilcawley Center, including documentation of the age and condition of existing building systems, current building program, previous planning documents, and opportunities to renovate the building, including impacts to the adjacent Recreation Center and Kilcawley House.
- 2) Evaluate and assess sites for a new building to replace the Kilcawley Center. The site of a parking deck to be removed at 5th and Lincoln Avenues was highlighted as a preferred option.
- 3) Evaluate existing building tenants, and meet with students, staff, and stakeholders to gain insight on existing program deficits and needs. Identify and present emerging trends in union facilities with benchmark information pertaining to YSU's peer institutions and other campuses with similar enrollment. Use input from these discussions to develop an overall building program.
- 4) Explore options to renovate or replace the Kilcawley Center based on the desired building program. For the latter option, incorporate student, staff, and stakeholder comments about the opportunities and challenges of an alternative student union location.
- 5) Prioritize the building program based on probable costs and acceptable project budget.
- 6) Develop site plan diagrams, diagrammatic floor plans, as well as a project schedule and estimated costs for the resulting schemes to inform the final direction for the union project, to be approved by the Board of Trustees.



*"I'm excited about what the future holds for the Kilcawley Center when it is refreshed and renovated."*

**PROCESS**

- The design team collaborated with Student Experience and Facilities Management staff to assemble a Core Committee and Steering Committee tasked with reviewing and evaluating the progress of the study during each campus visit and major milestone.
- The Core Committee consisted of Student Experience & Facilities staff, along with Board of Trustees members charged with providing final decisions on presented options, bringing knowledge of other campus projects affecting the study outcome, and sharing updates with campus leadership.
- The Steering Committee assembled leaders from the YSU Foundation, Auxiliary Services, University Relations, Student Activities, and the Kilcawley Center, as well as representatives of faculty and students.
- This group was charged with providing a breadth of campus perspectives on the questions and materials presented by the design team, and providing WTW with direction on who should be included in the focus group process and how best to engage with the campus community at open forums and other campus events.
- In addition to committee meetings, WTW Architects used time on campus to meet with additional staff and students through targeted user group meetings, observation of student life programming, open forums, and intercept polling at a student event. Throughout the study process, input was obtained from this assortment of campus sources about the union program size and components, potential union sites, retail venues, site alternatives, and preliminary concepts.



**OPPORTUNITIES AND CONSTRAINTS**

Conceptual designs for new union buildings on two possible sites and two different renovation schemes were explored with relative budget estimates and relative construction schedules.

- The construction of a new student union, whether on the site on the site of the current Kilcawley Center or on the site at 5th and Lincoln Avenues was determined to be cost prohibitive for the current financial environment of campus, despite the possible benefits of avoiding the challenges of renovating an aging building.
- A potential new building at 5th and Lincoln also would have the benefit of maintaining union operations in the existing Kilcawley Center while construction was underway.
- Conceptual design work was then focused on renovation schemes and the program elements that could and should be included in the project, including ways that additions and renovation work could be approached. The site, topography, and best locations for the large assembly spaces informed the available footprint, entrance opportunities, and arrangement of other program elements.
- The site, budget, and existing service roads limit the possibility of relocating the building service locations as currently configured.

**Opportunities**

- Enlargement and Improvement of the Chestnut Room in it's current location
- Improved views and visibility
- New entrances & vertical connectivity between floors
- Better connectivity to fountain and quad, and creation of outdoor space connected to Kilcawley Center

**Constraints**

- Service path, loading dock, and main kitchen to remain in place
- Differing floor heights between original wing of building and additions at second floor
- Many elements are not accessible or past their useful life

**DESIGN DIRECTION**

The input received was synthesized into a series of Design Drivers, intended to provide direction for the future student union without limiting the outcome to the schemes developed as a part of the study. They are intended to ensure that the insight gathered by this process is maintained without preventing the design process from uncovering new opportunities.

In the Synthesis phases of the study, the input received about the conceptual designs that had been explored was synthesized into two final renovation schemes, which overlap the targeted budget range established by campus leadership and provides the desired program. Site plan, floor plans, and additional detail is illustrated in the last section of this report.



**DESIGN DRIVERS TO INFORM THE RENOVATION PROCESS:**

**Elevate the Quality, Accessibility and Resiliency of the Student Union**

- Modernize infrastructure systems, building shell, and equipment identified as being past their useful lifespan
- Prioritize universal accessibility and code compliance in new and renovated spaces
- Enhance wayfinding and connectivity between the Kilcawley Center and the Recreation Center
- Prioritize student-facing services and spaces

**Engage with Campus Surroundings**

- Increase opportunities for physical and visual connections between interior program space, the fountain, Heritage Park, and the campus quad
- Enlarge public and student-focused spaces along the building's southern façade to provide access to landscape views and enhance the building as a beacon of activity
- Improve site landscape and hardscape adjacent to new and updated entrances, including the creation of outdoor program space
- Improve visibility, prominence, and transparency of building entrances

**Foster community engagement and student development**

- Enlarge student organization space to foster collaboration and engagement
- Improve meeting, lounge, and assembly spaces to meet the expectations of current students as well as the upcoming Generation Alpha
- Meet student demand for evening, late night, and weekend dining and events
- Expand shared collaboration space for student organizations with more visual transparency and resource support
- Celebrate YSU tradition and history with expressions that celebrate the student experience and YSU brand

**Optimize Design and Infrastructure for Wayfinding, Adaptability and Flexibility**

- Address wayfinding challenges within the building using a circulation parti that creates a crossroad and expansive views across the building, both horizontally & from floor to floor.
- Minimize program spaces that are designed for only one function
- Organize building program to facilitate exploration and the ability to stumble upon new opportunities.
- Expand the current Chestnut Room (ballroom), connect the whole space visually, allow flexibility to be divided into smaller meeting rooms, and provide a pre-function space and green room for Chestnut Room events

**Improve Student Retail and Dining Access**

- Consolidate food service station to improve diner experience and maintain student access to dining seating even when venues are closed
- Enhance and enlarge retail opportunities in the Kilcawley Center, both to serve student needs and to increase revenue generation opportunities



**Introduction**



## INTRODUCTION

WTW Architects

### HISTORY

The Student Union Planning Committee was formed in response to the identified need for building updates, both from the 2018 Facility study and union renovations accomplished by YSU peers. The committee was charged as follows:

Kilcawley Center is often the first impression of YSU for perspective students, parents, visitors, and the community. It is the one building that truly serves the entire University and is the gateway to YSU. A commitment to Kilcawley Center will allow us to continue to support YSU's mission of learning, social interactions, diversity, and community outreach. Kilcawley can support the development of student leadership, provide co-curricular work experiences, retention of students, enhance student experiences, and create a sense of belonging that binds students and campus community to their university.

Over the years, Kilcawley Center has adapted to the changes in student and campus needs with minor renovations and often re-purposing spaces to meet current needs. As a result, the Center no longer functions effectively.

- Does not meet contemporary student needs
- Building accessibility, health, safety, and code issues
- Inefficient use of space
- Aging and inefficient mechanical systems
- Aging infrastructure
- Inadequate activity and gathering space for students
- Lack single controlled access point and ability to close down areas of building, impacting expenses and rental rates
- Competition between students and conference for meeting spaces, and lack of a large, modern, multi-purpose room



*“Having an improved union is going to be a big benefit in recruiting students from outside Youngstown.”*

**ROLE OF THE KILCAWLEY CENTER**

The Kilcawley Center at Youngstown State University provides a variety of critical functions to support student life and campus community. Located in the geographic center of campus, the building draws students, faculty, and staff for reason including, but not limited to:

- Retail Dining for breakfast and lunch
- Use of the Chestnut Room and meeting rooms for departmental gatherings, conferences, student organization meetings, and events
- Student Services, including Access & Disability Services, Counseling, Tutoring, Graphic Services, and IT support
- Student Organization offices, meetings, and events
- Grab and Go purchases at Pete’s Treats
- Entertainment and recreation in The Cove

Modest Updates to The Cove, Student Organization spaces, and some retail areas have been made in recent years, but the building has not had a major renovation, upgrade, or addition since 1979. Given the significant opportunities for the Student Union to improve campus recruitment and retention, and also positively impact the quality of student life on campus, a major renovation or building replacement was identified as a priority project to be investigated beginning in Summer 2021.

The goal of the study was to develop a financially responsible renovation or replacement concept to improve the quality of the Kilcawley Center facility, resolve issues with deferred maintenance, and create a student union that can improve YSU's standing amongst its peers.

**Recruitment** is enhanced when a College Union is a front door for campus visitors and makes a great first impression.

**Retention** is improved because students who feel connected to their institution and school peers perform better academically

**Inclusion** is fostered when programs, staff, and spaces promote inclusivity, equity, respect, and affirm the identities of all individuals



*“As an experienced student mentor, I have seen how involvement in student organizations can make or break the YSU experience for students.”*

**2018 Housing and Student Life Facility Assessment**

The facility assessment conducted in 2018 of all student life and housing buildings on campus concluded that the Kilcawley Center represents 60% of the 10-year projected deferred maintenance costs for all nine building examined.

The building’s exterior is generally in good condition with the exception of the roof and windows. Interiors are generally in good condition with short term repair needs and legacy accessibility challenges. Building systems and equipment were assessed to be in poor condition, requiring prompt replacement.

**2018-2020 Short-Term**

- General repairs to cracked/spalled masonry; repoint mortar joints
- Refinish corroded metal
- Replace 208V switchgear
- Replace fire alarm system
- Replace select food service equipment

**2021-2023 Intermediate-Term**

- Refinish mansard roof panels
- Replace entire roof and flashing; replace framing system at windows and doors
- Replace skylights and single-glazed windows, replace HVAC system
- Replace plumbing system; add full sprinkler system

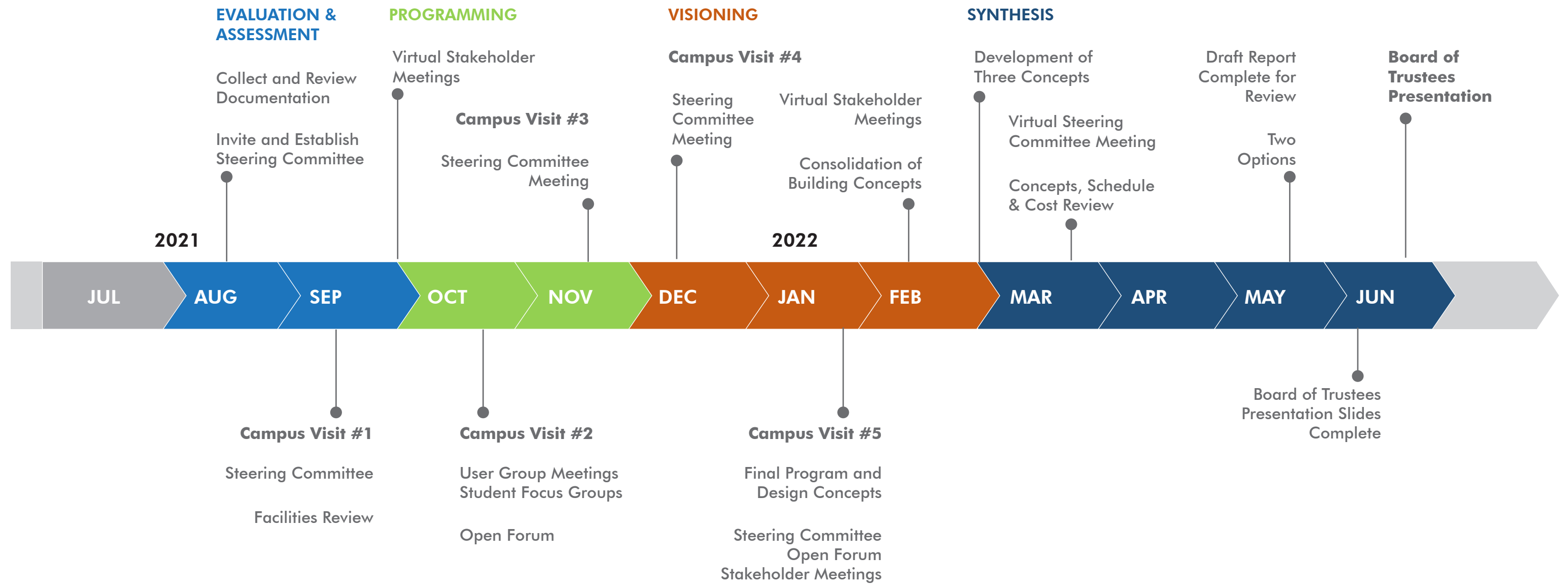
**2024-2027 Long-Term**

- Replace entrance doors, lighting fixtures, upgrade data/telecom cabling
- Replace production kitchen equipment





**FEASIBILITY STUDY SCHEDULE**





## Evaluation and Assessment

**B**





## EVALUATION AND ASSESSMENT

WTW Architects



### HISTORY

- 1) Original Kilcawley Center & Kilcawley House - 1964
- 2) The Main Addition to the Kilcawley Center - 1971
- 3) North Addition - 1979
- 4) The Recreation Center - 2005

The student and recreation center complex was built up over a number of decades.

The original wing of the Kilcawley Center was built with the 7-story Kilcawley House residence hall in 1964. The two buildings are connected by a breezeway, and feature a matching brick facade, window type, and architectural rhythm. The large addition built in 1971 (number 2 on plan above) added a concrete facade to face the campus quadrangle, and added space for offices, meeting rooms, and other student center services. This construction also created the loading dock and added all three current elevators.



The 2nd major addition, built in 1979 and noted with number 3 on the plan above, created a better defined

entrance on the north side of the building, while also adding two lower level spaces with skylights and more area for food service. The construction of this addition also created the interior courtyard, and masked views of the loading dock from the primary north entrance. An open air walkway connects the building "wings" on either side of the courtyard.

The student recreation center, which opened in 2005 (number 4 on the plan above), provides student wellness and exercise-focused amenities in an adjacent building. The design established a more formal, semi-circular entrance promenade on the north side facing campus athletic amenities and an alumni plaza. A secondary loading dock for trucks was also added to the student center as a part of this enlargement.

*"[The Kilcawley Center] is in the prettiest area on campus, and it would be a neat place for students to gather and study with that view."*

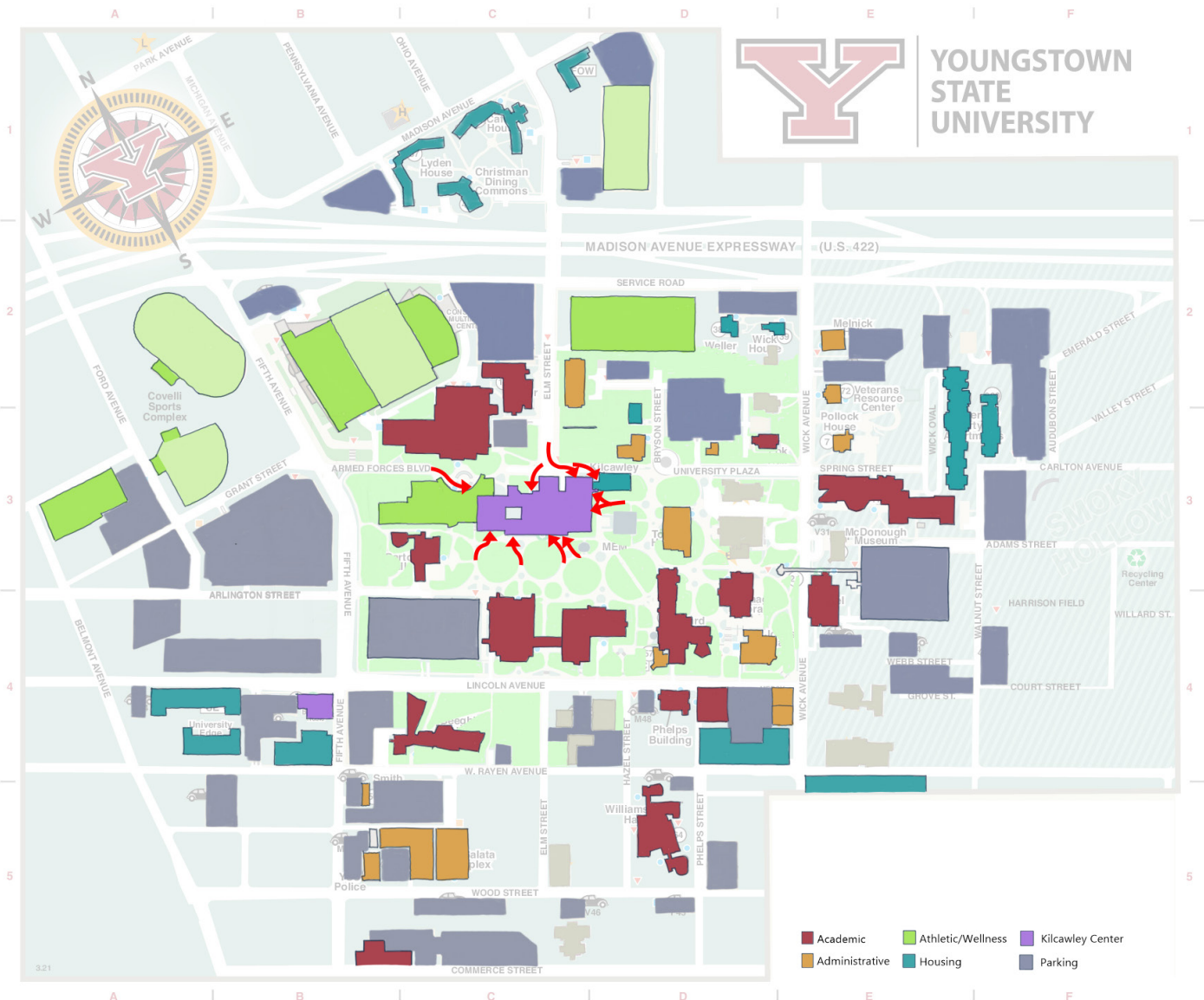
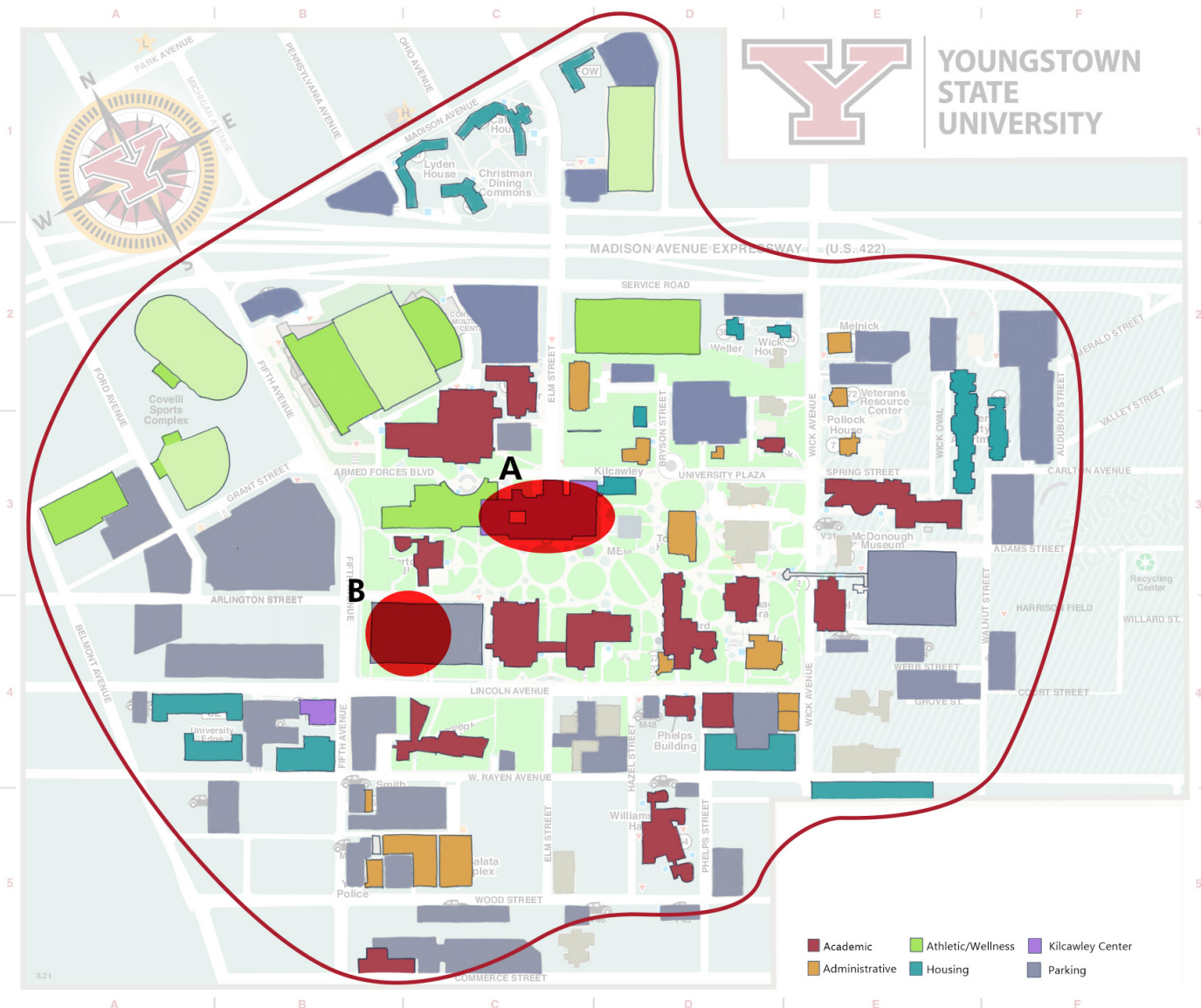
**SITE ASSESSMENT AND CONTEXT**

The design team and steering committee were charged to explore both the possibility of a Kilcawley Center renovation and a building replacement on another site. A potential new building site was identified at the northeast corner of Fifth and Lincoln Avenues, where an existing parking garage is slated for demolition.

Examining the extents of the current campus, the locations of both the existing building (Site A on the plan below) and the proposed new building location (Site B on the plan below) are within the central core of the map. But even on this modest campus, many students and stakeholders made the case that the proximity of the Kilcawley Center to the northern residence halls and the eastern academic buildings was preferred over the redevelopment of the parking garage site.

The central campus location of the Kilcawley Center means that students and YSU community members approach and enter the building from the north, east, and south or enter through the Recreation Center when approaching from the west. Some existing entrances are difficult to identify as one approaches the building, and in some cases wayfinding to other parts of the building are not obvious upon entering. The desire is for at least one entrance in each direction to be prominent, and for all entrances to be welcoming to students and visitors entering the facility.

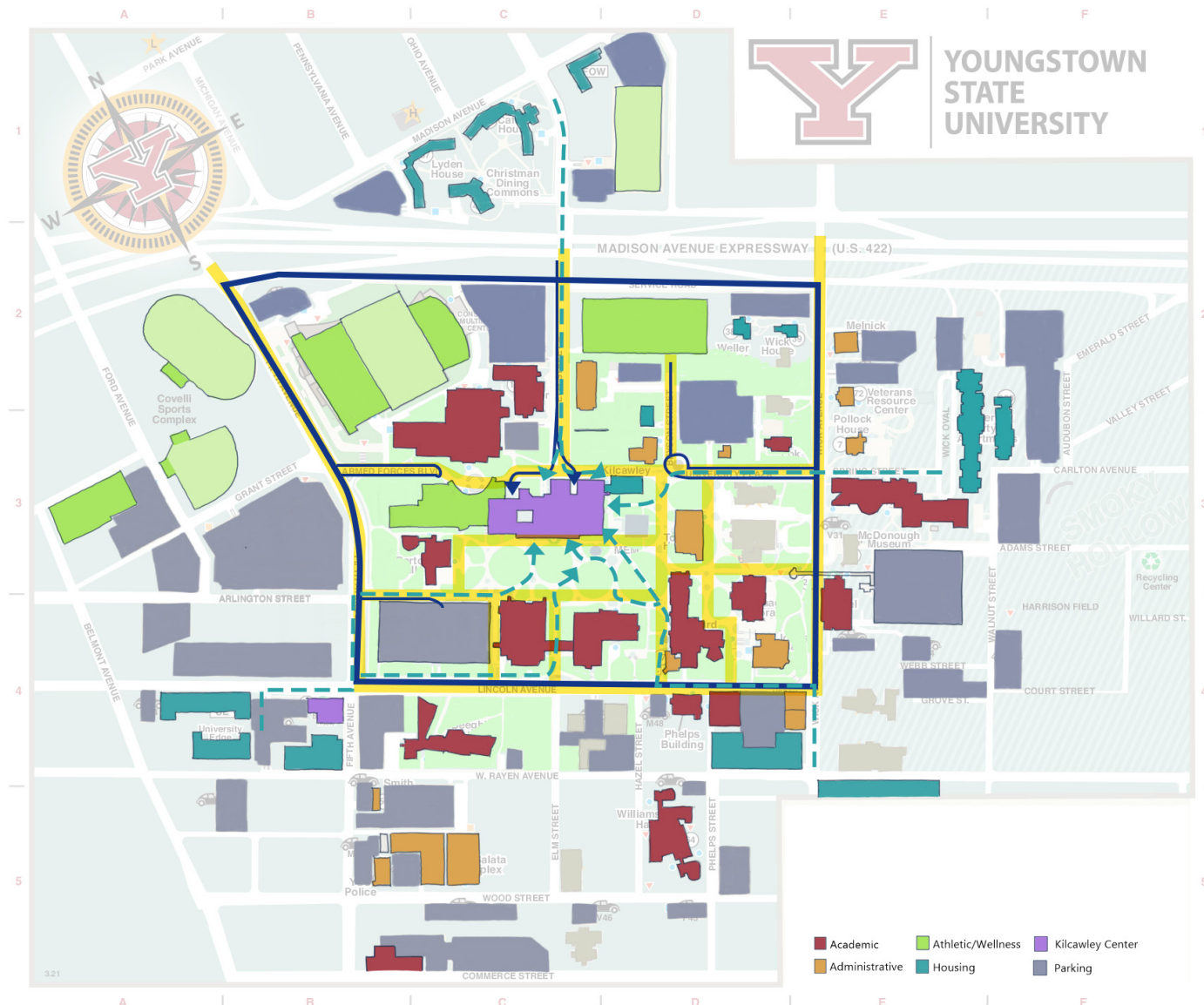
This is a common consideration in student center design, as they are frequently located centrally for the benefit of the campus community.



Further exploration of the site plan examined vehicular & service pathways, paved roadways & sidewalks, green space, and frequent pedestrian routes. The site plan was also color coded to show building uses, campus parking, and athletic fields.

**NOTABLE OBSERVATIONS:**

- The roadway from the north is a prime access both for service vehicles and students who live in the northern residence halls.
- Ideally these two populations should be segregated as much as possible.
- Students coming from academic buildings at the south and east can come through a variety of pathways and angles - identifying the potential need for multiple entrances on each side.
- Small, campus vehicles (e.g. golf carts) have a variety of access points, depending on local topography

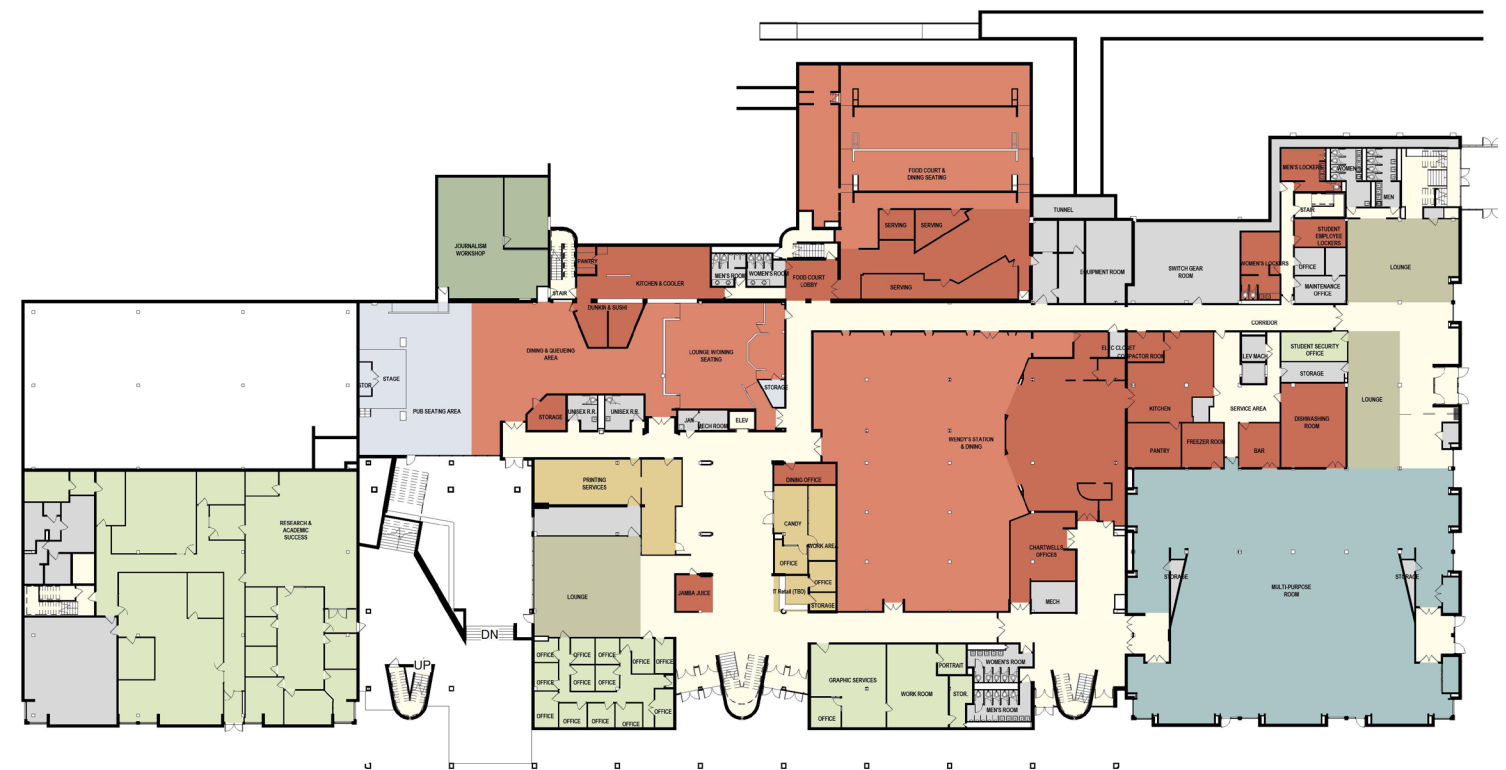
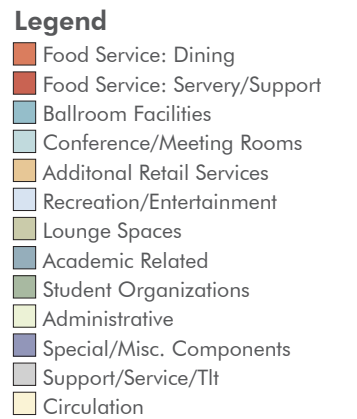


1

Existing First Floor (1st)

**Notable Features of the First Floor:**

- The Chestnut Room (Large Event Space) is shaped in such a way that the perimeter of the space is only usable for catering staging or pre-function space due to poor views of the front of the room.
- The lounge areas north of the Chestnut Room work well for pre-function space but lack significant acoustical separation when events are going on.
- Catering support is well-located to serve the Chestnut Room and connect to the main kitchen via the service elevator.
- Dining space at Wendy's and the Food Court are popular with students and centrally located, but are closed when the food service isn't operating.
- Many services are available and visible from the central entrance at this level - students and staff can access Graphic Services, IT assistance, Pete's Treats and Jamba Juice. There are empty spaces available for additional retail support.
- The Dunkin Donuts and surrounding seating are popular whenever the building is open. The nearby stage is well-located, but competes with noise from the food service venues.
- The student media area has a nice space, but is not connected to other student organization space in the building.
- The Resch Academic Center provides a valuable service to students in a central campus location, but this portion of the building is fully separate from the rest



FIRST FLOOR PLAN

2

Existing Second Floor (2nd)

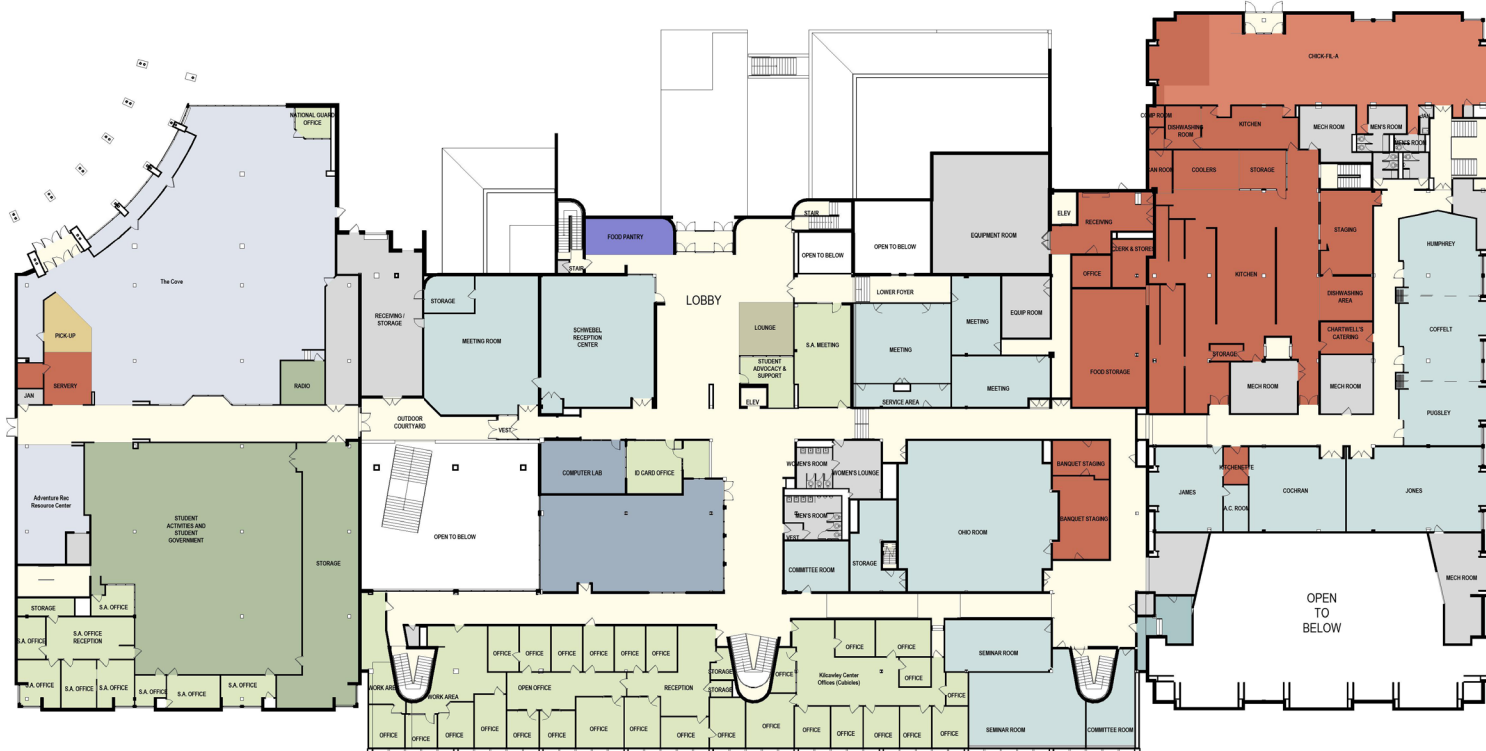
Notable Features of the Second Floor:

- Though popular, the Chick-Fil-A is isolated from the rest of the building.
- Many meeting rooms are co-located on this floor to facilitate conferencing activity, though the corridor layout makes navigation from room to room too challenging.
- Meeting rooms above the Chestnut Room lack acoustical separation.
- The preferable location of the main kitchen and mechanical spaces near the loading dock and service elevator make them challenging to relocate
- Student service offices along the south wall co-locate staff offices but limit public views of the quad and suffer from temperature challenges as well as inequitable space layouts.
- The breezeway at the open courtyard separates the building into two "wings"

- The student organization and staff support space in the west wing are popular upgrades, though they lack acoustic separation and have limited access to natural light.
- The Cove is a popular student recreation and entertainment area. If provided with adjacent restrooms it could be open when the rest of the building is closed.

Legend

- Food Service: Dining
- Food Service: Servery/Support
- Ballroom Facilities
- Conference/Meeting Rooms
- Additional Retail Services
- Recreation/Entertainment
- Lounge Spaces
- Academic Related
- Student Organizations
- Administrative
- Special/Misc. Components
- Support/Service/Tlt
- Circulation



SECOND FLOOR PLAN

BUILDING AND SPACE ASSESSMENT

Chestnut Room

Southern-facing two-story windows provide attractive views of the nicely landscaped quad, but light intrusion and glare during presentations is controlled with dark, absorptive curtains. The glazing is not insulated and does not contribute to modern goals for building energy efficiency.

The operable partitions between the double height space and flexible corridor/lounge/pre-function space no longer provide adequate acoustic separation. There is a desire for updated finishes, lighting fixtures, IT infrastructure, and AV equipment.



*"What I liked the most about the Toledo Student Union was the large event space/ ballroom ...they were setting up for an event in that room, and it was easy for me to imagine us having a room like that with fun events!"*

**Hallway Ramps**

Accommodating existing floor elevation changes between the older and newer sections of the building on the second floor will require careful planning. Existing hallway ramps are not compliant with current accessibility guidelines. They are challenging to navigate for students with disabilities as well as service staff moving food and equipment to and from meeting rooms & event spaces.

Alternate floor finishes and visual contrast should be incorporated into potential renovation plans. Both can help building occupants better navigate ramps and floor elevation changes.



**Meeting Rooms**

Updates are currently in progress to provide more consistent AV equipment and presentation technology in the variety of meeting rooms in the Kilcawley Center. Furniture, lighting fixtures, and finishes vary significantly from room to room, and only a handful of existing meeting rooms have access to natural light.

Additionally, many of the meeting rooms lack visibility from hallway circulation and/or transparency at entrances. This layout makes it difficult for building users to perceive activity in the building or know when meeting rooms are available for impromptu uses.

Room reservation data was provided by the Auxiliary Services department, and the size & quantity of meeting rooms was reviewed with staff and student groups who facilitate large and small events in the Kilcawley Center.



**The Cove**

This casual hangout space is popular with students for playing E-Sports and table games, as well as studying, and small meetings. Student Government and Student Activities staff program a variety of events in this space, and visitor events like orientation use the area for check-in and other gatherings.

The area also includes a small food venue to accommodate late-night snacking needs, a pick-up location for online grocery orders, and the current home of the radio station. The space is nicely branded with YSU colors & artwork, and has both natural light access and good connection to the recreation center.



**Student Organization & SGA Spaces**

Across the hall from The Cove is a newly renovated area to support student organizations, especially SGA and Penguin Productions.

A stocked resource area with work tables and meeting area is available for use by all student organizations, and dedicated offices are provided for student leaders in SGA and Penguin Productions. More space like this is needed to support more student organizations, and their meetings & work sessions. This program area is well-located near Student Activities staff, but is separated from the rest of the Kilcawley Student Center by the breezeway and interior courtyard. It can be difficult to find for some students.



*“I truly believe that having an identifiable hub for student organizations would improve the YSU student experience. Getting involved helps you to make friends and grow as a person.”*

**Kitchen and Serveries**

The food service venues in the building are spread out in several separate areas, several with their own dedicated seating that is unavailable to students when the venue is closed. Current dining options include:

**Chick-Fil-A** - This venue has both an exterior entrance and interior door to the second floor of the Kilcawley Center. It includes a dedicated dining area, an outdoor seating area, and small set of restrooms, so this space has the ability to operate under independent hours from the rest of the building. The staff area has a dedicated kitchen space as well as direct access to the main building kitchen.



**Food Court** - There are several small food stations in this first floor breakfast and lunch destination. The venues are occupied primarily by concepts developed by the Food Service Provider to balance the offerings provided by the building's national chain stations. This area hosts a large, tiered seating area with a high angled ceiling and perimeter skylights. The seating area has a lot of potential to foster large group meals, but is not available to students when the food court is closed.



**Wendy's** - Down the hall to the right from the Food Court is a fast food outpost that is currently occupied by a Wendy's franchise, operated independently from the campus Food Service Providers operation. The venue is at the center of the first floor and can be entered from 3 different corridors. The dining area is a popular place for students to hang out and study, though the area is closed when Wendy's isn't operating and means that the 3 corridors surrounding it are inactive when the venue is closed.



**Dunkin Donuts & Hissho Sushi** - Down the hall to the left from the Food Court are two smaller stations currently occupied by Dunkin Donuts and a sushi outlet. There is a small prep and storage kitchen behind the venue to support their operations and corridor access to the service elevator & main kitchen. The Dunkin is known for being the destination with the longest operating hours, as well as being located near two casual seating areas with updated furniture. One of these areas has a stage area, and access to natural light through the courtyard.



**Jamba Juice** - A very small venue inside the first floor entrance houses a Jamba Juice. The station is located right on the corridor and functions independently from the main kitchen, only requiring staff to move food an equipment once a day or less often each week.



**Main Kitchen** - The kitchen supports both batch prep and cooking for the food service providers venues, as well as catering service in the building. The space is not undersized for the function and the need for finish upgrades and renovation less pressing, but much of the food service equipment is original to the building and is past its useful life. Building renovation should include full replacement of the kitchen equipment.

**Penguin Pantry** - This is a great asset that the SGA has spearheaded to support YSU students in a variety of challenging life situations. Proximity to a building entrance is helpful, but a more private experience would be appreciated by some users of the service. They could also occupy a larger space and could use additional temporary storage during food drives and events.





## Programming





## PROGRAM ASSESSMENT AND BENCHMARKING

WTW Architects

### EXISTING FACILITY

The programming process begins by identifying existing spaces in the Kilcawley Student Center and assigning each to one of the standard 13 Program Groups utilized by WTW Architects for college unions. Then the square footage of each of these groups, as well as the overall size of the building, can be benchmarked in two ways against other institutions in the WTW database.

Youngstown State University identifies a list of institutional peers and six of these institutions were available in the database. Additionally, a good starting point for identifying college union size is 10 square feet per student, so institutional peers with similar enrollment were compared to the YSU facilities.

#### Six Identified Peers:

- Cleveland State University
- Middle Tennessee State University
- Northern Kentucky University
- Southeastern Louisiana University
- University of Akron
- University of Memphis

#### Ten Institutions with Comparable Enrollment:

- Arkansas State University
- Indiana University of Pennsylvania
- Northern Kentucky University
- Texas Christian University
- University of Idaho
- University of Montana
- University of New Orleans
- University of West Florida
- University of Wisconsin - Eau Claire
- Valdosta State University

On the following pages, the Program Groups for each college union are listed to show the square footage of program and the percentage of the building dedicated to that program, as well as the relationship between the building program area & total square footage. These comparisons identify a starting point for identifying building spaces that could be larger or smaller. Through further exploration in visioning and initial concepts, the final program was adjusted based on campus community input.

*"I really enjoyed being able to see other college campuses in a new light when we visited the University of Akron and Kent State student centers."*

Components	Existing Student Union		Six Identified Peers		Peers w/Similar Enrollment	
	ASF	Percentage	ASF	Percentage	ASF	Percentage
Food Service	33,588 sf	32.3%	31,105 sf	26.7%	23,672 sf	25.8%
Large Event Space	8,840 sf	8.5%	9,066 sf	7.8%	10,644 sf	11.6%
Conference & Meeting Rooms	15,018 sf	14.4%	12,389 sf	10.6%	8,100 sf	8.8%
Bookstore	0 sf	0.0%	14,134 sf	12.1%	10,865 sf	11.8%
Additional Retail Services	2,329 sf	2.2%	4,383 sf	3.8%	3,492 sf	3.8%
Theater / Auditorium	0 sf	0.0%	4,820 sf	4.1%	3,328 sf	3.6%
Recreation / Entertainment	9,580 sf	9.2%	4,800 sf	4.1%	5,840 sf	6.4%
Lounge Space	4,910 sf	4.7%	7,768 sf	6.7%	4,916 sf	5.4%
Academic / IT	2,421 sf	2.3%	2,085 sf	1.8%	1,003 sf	1.1%
Student Organizations	7,393 sf	7.1%	8,066 sf	6.9%	7,275 sf	7.9%
Administrative	19,534 sf	18.8%	14,493 sf	12.4%	8,522 sf	9.3%
Multicultural Centers	0 sf	0.0%	2,964 sf	2.5%	1,244 sf	1.4%
Special / Miscellaneous	343 sf	0.3%	367 sf	0.3%	2,981 sf	3.2%
Total Assignable Sq. Footage	103,956 sf		116,438 sf		91,883 sf	
Total Building Gross	157,164 sf		177,362 sf		140,277 sf	
Grossing Factor	1.51		1.52		1.53	

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Grossing Factor	1.51		1.52		1.53	

Programs are compared both using assignable square footage and as a percentage of the total building program.

**Oversized Program** - Highlighted elements are generally oversized compared with institutional peers. Food Service program provides an ideal opportunity to improve efficiency - locating venues closer together and allowing students to use dining area as lounge space whenever the building is open outside of peak meal time.

Components	Existing Student Union		Six Identified Peers		Peers w/Similar Enrollment	
	ASF	Percentage	ASF	Percentage	ASF	Percentage
Food Service	33,588 sf	32.3%	31,105 sf	26.7%	23,672 sf	25.8%
Large Event Space	8,840 sf	8.5%	9,066 sf	7.8%	10,644 sf	11.6%
Conference & Meeting Rooms	15,018 sf	14.4%	12,389 sf	10.6%	8,100 sf	8.8%
Bookstore	0 sf	0.0%	14,134 sf	12.1%	10,865 sf	11.8%
Additional Retail Services	2,329 sf	2.2%	4,383 sf	3.8%	3,492 sf	3.8%
Theater / Auditorium	0 sf	0.0%	4,820 sf	4.1%	3,328 sf	3.6%
Recreation / Entertainment	9,580 sf	9.2%	4,800 sf	4.1%	5,840 sf	6.4%
Lounge Space	4,910 sf	4.7%	7,768 sf	6.7%	4,916 sf	5.4%
Academic / IT	2,421 sf	2.3%	2,085 sf	1.8%	1,003 sf	1.1%
Student Organizations	7,393 sf	7.1%	8,066 sf	6.9%	7,275 sf	7.9%
Administrative	19,534 sf	18.8%	14,493 sf	12.4%	8,522 sf	9.3%
Multicultural Centers	0 sf	0.0%	2,964 sf	2.5%	1,244 sf	1.4%
Special / Miscellaneous	343 sf	0.3%	367 sf	0.3%	2,981 sf	3.2%
Total Assignable Sq. Footage	103,956 sf		116,438 sf		91,883 sf	
Total Building Gross	157,164 sf		177,362 sf		140,277 sf	
Grossing Factor	1.51		1.52		1.53	

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**Undersized Program** - Highlighted elements are undersized and/or poorly arranged compared with institutional peers. The Chestnut Room looks comparable by the numbers, but this square footage includes adjacent lounge and circulation space that can be co-opted for large banquets but don't allow all attendees to see activities and presentations at the head of the room

**Program not Included** - The bookstore was moved to another location on campus a number of years ago, and the Kilcawley Center has never had a theater. Neither program element needs to be included in the building. It is helpful to identify that the lack of these elements provides more space for other student-centered priorities or the opportunity for the overall building to be smaller.

PEER INSTITUTIONS



**University of Akron**  
**Jean Hower Taber Student Union**  
 Estimated Enrollment - 17,829  
 Renovation Completed - 2004  
 Project Cost - \$41M

200,000 GSF  
 11.2 SF/student

Includes Bookstore & Theater



**Kent State University**  
**Kent State Student Center**  
 Estimated Enrollment - 26,804  
 Renovation Ph 1 Completed - 2020  
 Project Cost - <\$5M

288,000 GSF (13,000 renovated)  
 10.7 SF/student

Includes Bookstore



PEER INSTITUTIONS



**Bowling Green State University  
Bowen-Thompson Student Union**  
Estimated Enrollment - 20,395  
Renovation Completed - 2015  
Project Cost - \$10M

125,000 GSF  
6.1 SF/student

Includes Bookstore & Theater



**University of Toledo  
Lancelot Thompson Student Union**  
Estimated Enrollment - 19,782  
Union Renovation Part of 2021  
Master Plan

Size not known

Includes Bookstore & Theater

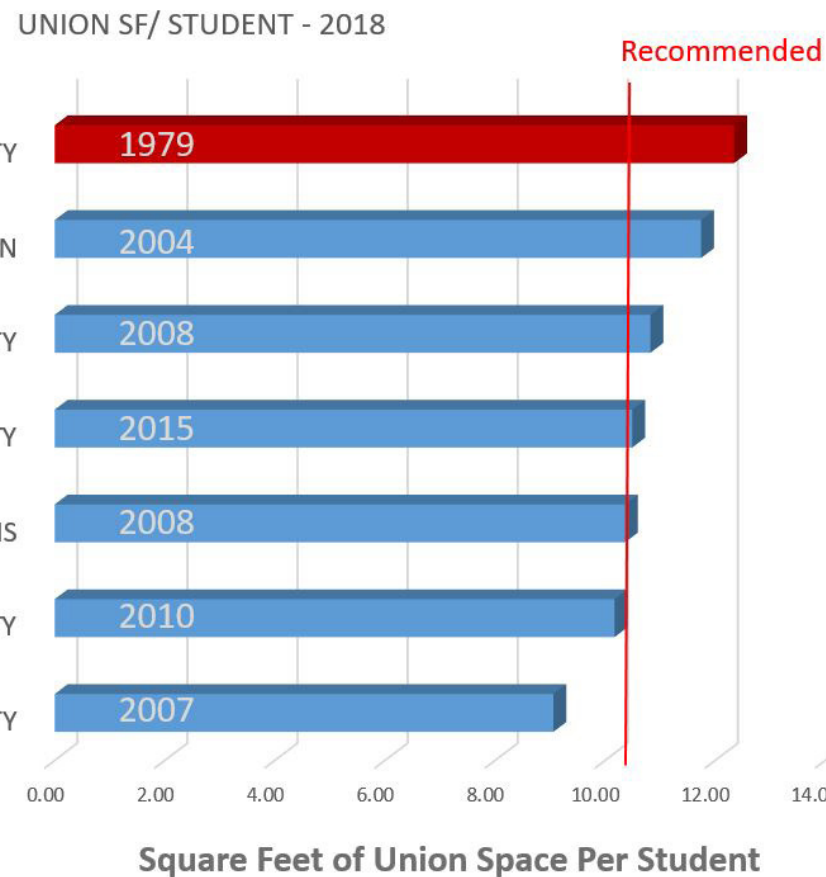


**BENCHMARKING**

Another method of benchmarking a college union facility involves comparing the building area to the student population on campus. A good starting place to size a college union is to provide 10 square feet per FTE student. This may be too low for a very small institution or too high for the largest campuses, but it is a good benchmark for medium-sized institutions. As shown below, the size of the Kilcawley Center is adequate for Youngstown State University, if not oversized - especially given that enrollment is not projected to grow in the coming years.

The other information shown in the graph below is a comparison of building ages. The six peers identified by YSU have all performed a major renovation or built a new college union within the last twenty years. This investment stands in stark contrast to the fact that the last addition to the YSU Student center occurred in 1979 and no major renovation has been completed since. Minor renovations that have been completed in recent years have primarily been finish or AV/IT upgrades.

This data does not indicate that the building has to be decreased in size, but it shows that if there isn't desired programming to fill the available space or sufficient funds to renovate the whole building, then partial demolition may be the best course of action. A smaller building is also less expensive to maintain and operate over time.



**PROGRAM DEVELOPMENT**

**Program of Needs**

Over the course of the study, the program was explored in several ways. Some program groups are consistent in all options, while others are reduced or eliminated in some scenarios.

**Renovation Program (Larger)**

This initial renovation scenario incorporates nearly all of the existing building plus several small additions.

**New Building Program**

The new building option does not include some program spaces that remain in the wing of the recreation center.

**Renovation Program (Smaller)**

This second renovation option reduced the overall building square footage to better align with campus enrollment and lower the project cost.

The kitchen program is minimally reduced and food service venues can get smaller with the intention that they will be co-located and more efficient. The program also assumes that the dining seating area will be consolidated in one or two spaces, and will be adjacent to circulation, lounge, and/or recreation space to create flexible uses. The smaller program reduces spaces by 10%.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 1: Food Service</b>				
1.01 Existing Cafeteria / Retail Dining	33,588	0	0	0
Servery	31,759	0	0	0
Jamba Juice	148	0	0	0
Cove FS Venue	332	0	0	0
Staff and Shared	1,349	0	0	0
1.02 Food Service / Retail Dining	0	29,000	29,000	26,105
Servery Details TBD	0	29,000	29,000	26,105
1.03 Vending	208	350	200	175
Vending Storage	0	100	50	45
<b>Total Group 1: Food Service</b>	<b>33,796</b>	<b>29,350</b>	<b>29,200</b>	<b>26,280</b>

*“What I liked about the BG Student Union was the food court and eating spaces on the lower level, as well as the lounge and seating areas around it. That gave the Student Union the ‘living room of campus’ feel that I would like to accomplish here on our campus. I also liked how you never feel alone in the building due to the openness of it.”*

The Chestnut Room is enlarged to accommodate 600-650 for banquet seating and 1,000 for lecture seating. The smaller program will not accommodate a stage in addition to the maximum number of seats requested. The ballroom should be of a more regular shape, be dividable into 3-4 spaces, and this program includes pre-function space.

The larger version of the Black Box Theater includes Cafe Seating for 200, is a double height space, and includes retractable seating. The reduced version is a one-story space with cafe seating for 100. Both versions have a "pub" feel with a stage for casual performances and access to a late night food venue and potentially a dedicated entrance to accommodate late night activities when the rest of the building is not operating.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 2: Ballroom Facilities</b>				
2.01 Chesnut Room	8840	15,100	15,100	14,700
2.02 Black Box Theater	0	4,150	4,150	2,270
<b>Total Group 2: Ballroom Facilities</b>	<b>8,840</b>	<b>19,250</b>	<b>19,250</b>	<b>16,970</b>

The Conference and Meeting Room program includes meeting rooms in a variety of sizes. The largest should accommodate 200 or 100 occupants, respectively. The middle sizes of meeting and conference rooms should accommodate 25-30 and 12-15 seats. The two smallest sizes of rooms should hold 6 and 3 occupants. The reduced program has a smaller quantity of the three smallest sizes of conference rooms.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 3: Conference/Meeting Rooms</b>				
3.01 Meeting Rooms	0	3,600	3,600	1,200
3.02 Small Meeting Rooms	0	3,750	3,750	3,750
3.03 Conference Rooms	0	2,400	2,400	1,600
3.04 Small Conference Rooms	0	1,200	1,200	800
3.05 POD Rooms	0	600	600	300
3.06 Meeting Room Support	957	1,100	1,100	775
3.07 2nd Flr East Meeting Rooms	4,671	0	0	0
3.08 2nd Flr West Meeting Rooms	4,754	0	0	0
3.09 Committee Rooms	685	0	0	0
3.10 Assembly Rooms	2,434	0	0	0
3.11 Seminar Rooms	1,516	0	0	0
<b>Total Group 3: Conference/Meeting Rooms</b>	<b>15,018</b>	<b>12,650</b>	<b>12,650</b>	<b>8,425</b>

The large bookstore is successful in its current location at 5th and Lincoln Avenues. The program proposes a small Spirit Shop to support additional purchases of YSU merchandise by visitors. During the programming process it was suggested that the Spirit Shop could be located near the ID Card office to be more efficient with staff labor.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 4: Bookstore</b>				
4.01 Bookstore	0	500	0	500
<b>Total Group 4: Bookstore</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>500</b>

A consistent theme during focus group discussions was a request to increase the size of the current candy & convenience store. A variety of other retail opportunities were discussed without settling on a clear program, so a "future" retail space was included to accommodate a local retail provider, campus entrepreneur, or other future retail experience.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 5: Additional Retail Services</b>				
5.01 Copy Center	1,270	0	0	0
5.02 Banking	0	150	150	150
5.03 Tech Retail	277	220	220	220
5.04 Candy & Convenience Store	548	650	650	650
5.05 Grocery/Retail Pick-up	234	250	250	250
5.06 Flexible Future Retail	0	650	650	650
<b>Total Group 5: Additional Retail Services</b>	<b>2,329</b>	<b>1,920</b>	<b>1,920</b>	<b>1,920</b>

Neither a theater or auditorium is included in the Kilcawley Center program.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 6: Theater/Auditorium</b>				
6.01 Theater	0	0	0	0
<b>Total Group 6: Theater/Auditorium</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The existing Cove space is very successful and generally well used for both on demand use as well as program & event hosting. The program shown assumes the programming of the space stays as is, and additional group 7 spaces are added elsewhere. The new building program locates all recreation and entertainment spaces in the new building and assumes the Recreation Center space to be back-filled with other uses.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 7: Recreation/Entertainment</b>				
7.01 Game and E-Sports Lounge	6,814	7150	7000	7150
7.02 TV Lounge	0	900	900	500
7.03 Recreation	2,765	400	400	400
<b>Total Group 7: Recreation/Entertainment</b>	<b>9,580</b>	<b>8,450</b>	<b>8,300</b>	<b>8,050</b>

Lounge space is programmed to ensure that these types of spaces, critical to fostering community in student life buildings, are accommodated in the the building design. The smaller renovation program decreases lounge space by 10-30% to make it proportional to the overall building size. Lounge spaces should be co-located with other gathering spaces, food service spaces, and should mostly be open to circulation corridors and be visible from entrances.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 8: Lounge Space</b>				
8.01 Atrium / Lobby	0	3,000	3,000	2,000
8.02 Pocket Lounges	0	3,000	3,000	2,000
8.03 Student Welcome / Entry Lounge	1,839	0	0	0
8.04 Student Lounges	3,070	0	0	0
8.05 Study Lounges	0	500	500	450
8.06 Schwebel Lounge	0	750	750	650
<b>Total Group 8: Lounge Space</b>	<b>4,910</b>	<b>7,250</b>	<b>7,250</b>	<b>5,100</b>

Academic related spaces are very limited in the goals of the new student union for YSU. Proposed computer labs are open to circulation and these three labs are designed for 4 users each plus possible printing stations..

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 9: Academic Related</b>				
9.01 Student Academic Recreation	2,421	300	300	300
Reading Lounges	1,942	0	0	0
Computer Labs	479	300	300	300
<b>Total Group 9: Academic Related</b>	<b>2,421</b>	<b>300</b>	<b>300</b>	<b>300</b>

In addition to accommodating Student Government and Student Activities Board offices, the student organization space will provide resource, workroom, storage, and meeting space for the rest of student organizations on campus. This space is shared and should be prominent in the building layout. Student media space would be co-located with other student org space but would likely have a separate entrance/access.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 10: Student Organizations</b>				
10.01 Student Involvement	5,750	7,600	7,600	6,405
Student Involvement Leadership Suite	4,075	3,000	3,000	2,100
Student Organizations	875	2,790	2,790	2,550
Student Activities Board	50	660	660	630
Student Government	750	1,150	1,150	1,125
10.02 Student Media	1,643	1,700	1,700	1,500
10.03 Cultural Center	0	0	0	0
<b>Total Group 10: Student Organizations</b>	<b>7,393</b>	<b>9,300</b>	<b>9,300</b>	<b>7,905</b>

*“...more group study and collaboration spaces for student organizations would benefit campus life at YSU immensely.”*



Most student services currently located in the Kilcawley Center are included in the larger renovation program. The New Building and Smaller renovation program include fewer student services. Those not included may be moved to the library. Those adjustments were not included in the scope of this report.

Student Union offices should be co-located with the Information Desk. Student Activities Offices should be located in proximity to student org spaces.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 11: Administration</b>				
11.01 IT Suite & Help Desk	1,200	1,990	1,990	1,990
11.02 Access & Disability Services	2,927	2,044	0	0
11.03 Student Advocacy & Support	219	0	0	0
11.04 Counseling	1,503	2,170	0	0
11.05 Resch Academic Success Center	6,227	5,370	0	0
11.06 Graphic Services	1,435	1,390	1,390	1,390
11.07 Shared Staff Resources	0	470	470	470
11.08 Misc Offices	327	0	0	0
11.09 Student Union Offices	3,169	3,630	3,630	3,630
11.10 Student Activities Staff Office Suite	2,527	2,320	2,320	2,320
<b>Total Group 11: Administration</b>	<b>19,534</b>	<b>19,384</b>	<b>9,800</b>	<b>9,800</b>

The multicultural space program is a flexible placeholder at this time. It is currently envisioned as a lounge space that may include a few small meeting rooms. Due to the pandemic, cultural student organizations are currently in flux and specific needs or supportive staff were not able to be identified during the study process.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 12: Multicultural</b>				
12.01 Multicultural Space	0	750	750	750
<b>Total Group 12: Multicultural Centers</b>	<b>0</b>	<b>750</b>	<b>750</b>	<b>750</b>

There was significant student enthusiasm about including a maker space in the union program. The specific making tools and goals were not finalized. The Group 13 program also includes a larger food pantry, located with opportunity for privacy as students come and go from the space.

The community kitchen program would function with support from the future food service provider.

	Existing ASF	Renovation Program (Larger) ASF	New Building Program ASF	Renovation Program (Smaller) ASF
<b>Group 13: Special/Misc. Components</b>				
13.01 Maker Space	0	620	620	550
13.02 Sensory Space	0	0	0	0
13.03 Food Pantry	343	550	550	550
13.04 Community Kitchen	0	1,000	1,000	1,000
13.05 Family Support	0	150	150	150
<b>Total Group 13: Special/Misc. Components</b>	<b>343</b>	<b>2,320</b>	<b>2,320</b>	<b>2,250</b>

*“I love the amenities suggested such as the black box room, pub, and community stairs. I believe some students find it hard to imagine how all of this can fit into Kilcawley today.”*

## Visioning

D



**VISIONING**

WTW Architects

**FOCUS GROUPS AND WORKSHOPS**

In addition to gathering input from the Steering and Core committees, discussions were held in a series of focus group meetings and two open forums during Programming and Visioning to review the proposed program as well as opportunities and barriers in the current Kilcawley Center. Many of these groups were part of early programming meetings to understand current opportunities and needs, and then were revisited during Visioning to get their input on the direction the study outcomes had taken. The goal was to get their thoughts about programming goals, potential building location, and design drivers to ensure that needs weren't being overlooked.

Most Visioning meetings included a polling exercise to prioritize elements of the program and design goals. The elements discussed and polling outcomes are shown on the following pages. This input was critical during the prioritization process as the building program was narrowed from the "Wish List" version to the prioritized version that could fit within the available budget.

**September 2021 – Evaluation and Assessment**

WTW Design Team - Building Walk-through and Site Walk

Kilcawley Student Center Staff  
YSU Facilities and Parking Staff

Steering Committee

**October 2021 - Programming**

YSU Campus Event Committee  
YSU Student Affairs and Admissions  
Kilcawley Student Center Tenants – Graphics Center, IT Help Desk, ADS, ID Card Office  
Chartwells Dining Services & Catering  
Resch Academic Success Center and Writing Center Staff  
Penguin Productions (Student Programming Board)  
RAs & Residential Students  
YSU Student Government Leaders and Penguin Pantry  
YSU Student Media  
YSU Student Employees  
YSU Student Organizations  
Steering Committee  
Open Forum

**November 2021 - Programming**

YSU Campus Leadership for Diversity, Equity & Inclusion, and International Students  
E-Sports  
Print Shop  
YSU Counseling  
Student Security  
Kilcawley Student Center Staff  
Commuter Students

Students in YSU Athletics  
YSU Faculty  
Campus Tour for WTW Design Team  
Steering Committee

**December 2021 - Visioning**

Honors College  
Kilcawley Student Center Staff  
IT Help Desk  
Chartwells Staff and Kitchen Tour  
Midnight Breakfast Surveys  
Steering Committee

**January 2022 - Visioning**

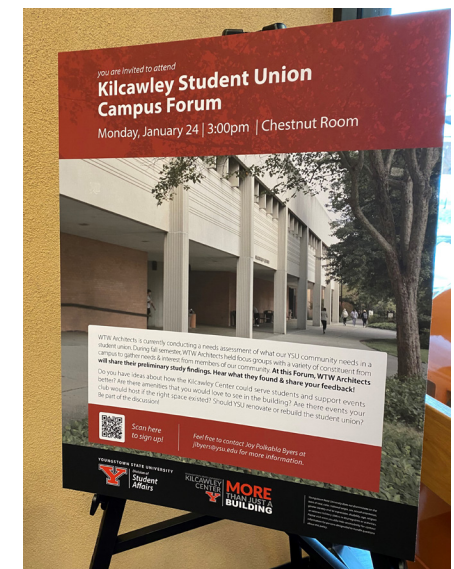
Black Student Union  
Presidential Mentors  
Greek and Student Organizations  
Open Forum  
Student Leadership Forum

**February 2022 – Visioning**

Kilcawley Student Center and Auxiliaries / Dining Services Staff  
Student Government Leaders, Student Organization Leaders, Penguin Pantry, and Penguin Productions  
IT Help Desk and Penguin Plug-In  
Resch Academic Center and YSU Accessibility Office  
YSU Orientation Staff  
YSU Faculty  
Steering Committee

**March 2022 and April 2022 – Synthesis**

Steering Committee



**GATHERING & COLLABORATION**

Unions are often referred to as the “living room” of campus. A modern student union provides a variety of spaces to gather and collaborate in addition to the classic fireplace lounge. There are many ways to create gathering and collaboration spaces throughout a union and no student center will include all of them. Entertainment/Dining, Crossroads, and Flexible Living Room all scored well. It was also noted that Open and Flexible Collaboration Pods, and well as Flexible Collaboration Space scored high with Commuters and other student groups.



POLLING RESULTS - Student Government



POLLING RESULTS - Resident Assistants



POLLING RESULTS - Student Employees



POLLING RESULTS - Student Org Leaders



POLLING RESULTS - Open Forum



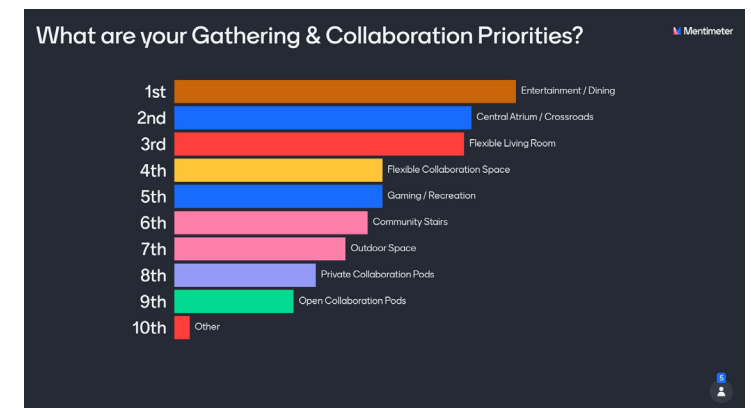
POLLING RESULTS - Steering Committee



POLLING RESULTS - Commuters

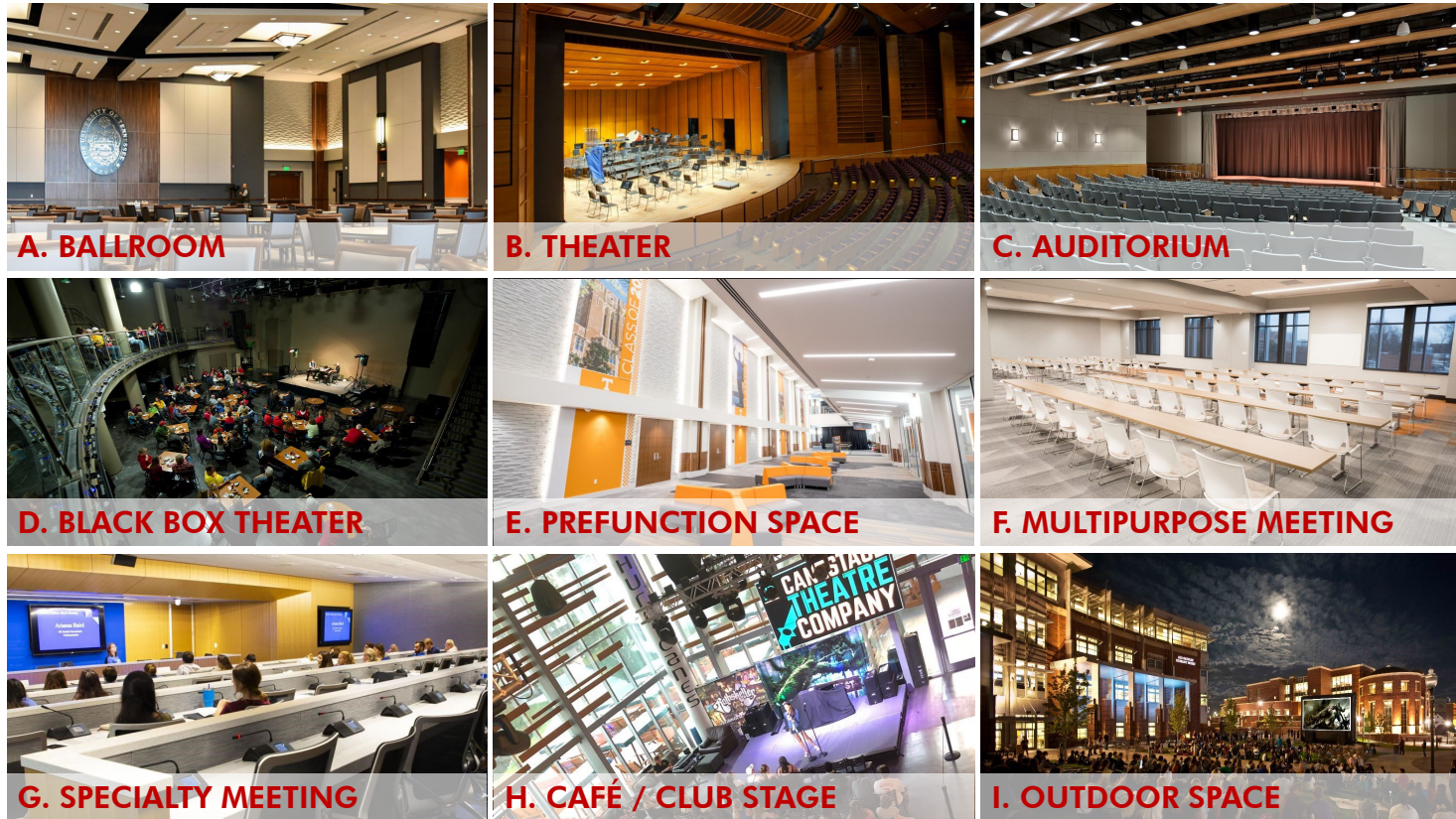


POLLING RESULTS - Athletes

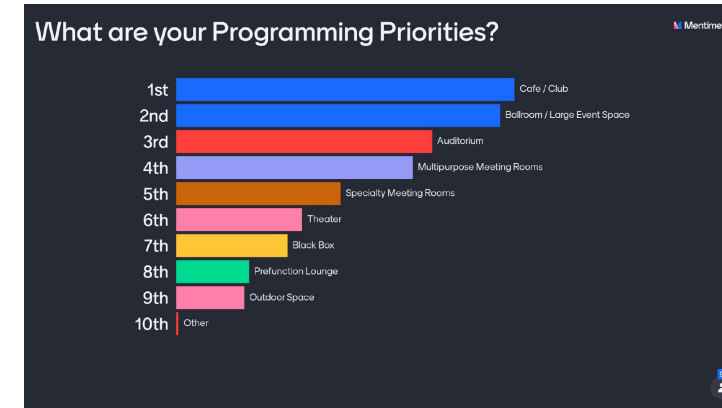


**PROGRAMMING SPACES**

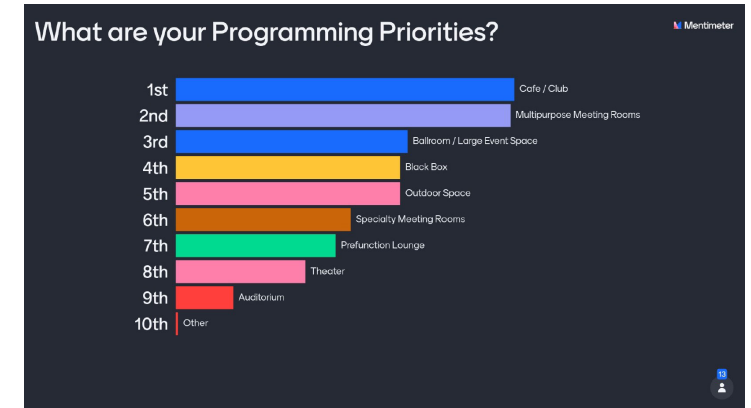
Union programming spaces support Student Organization events, University-wide events, and even community events. Hundreds of events a semester will be programmed in a typical student union. The largest unions for high enrollment campuses may include all of these types of spaces, but for a more modest enrollment like YSU, not all will fit in the available space. Theater and Auditorium scored low with nearly every group. Cafe/Club and Black Box Theater both scored well, especially with students, so the flavor of the final space should include these program intentions even if a full black box theater isn't included.



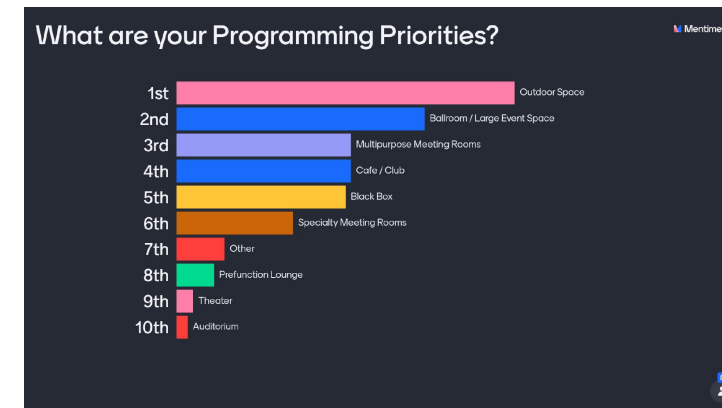
POLLING RESULTS - Student Government



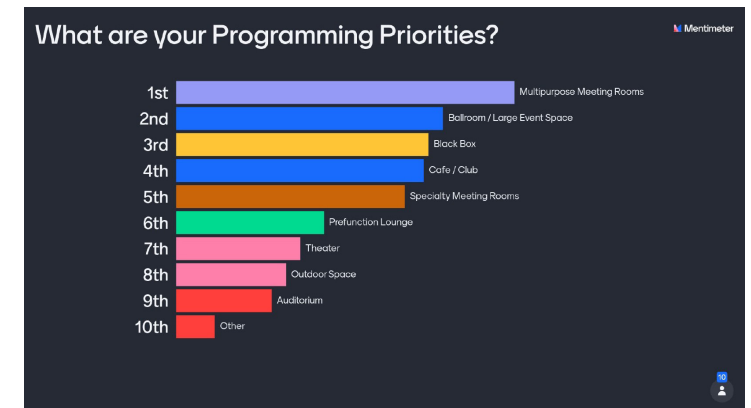
POLLING RESULTS - Resident Assistants



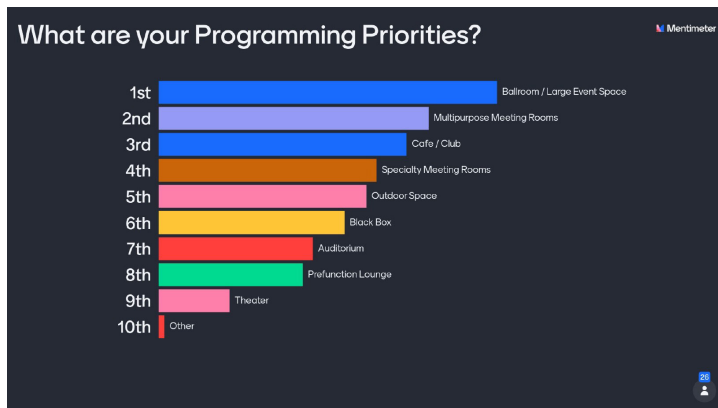
POLLING RESULTS - Student Employees



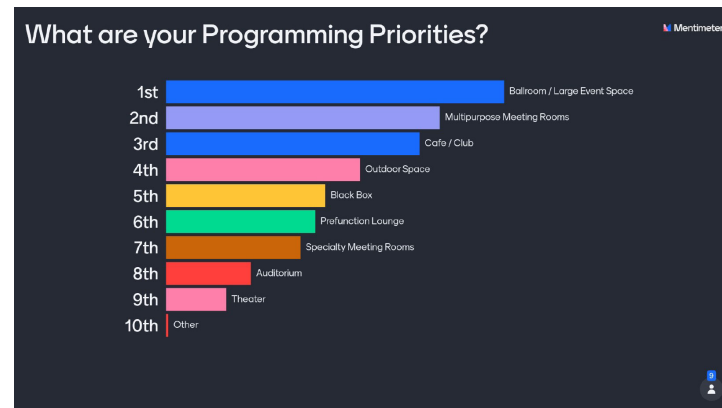
POLLING RESULTS - Student Org Leaders



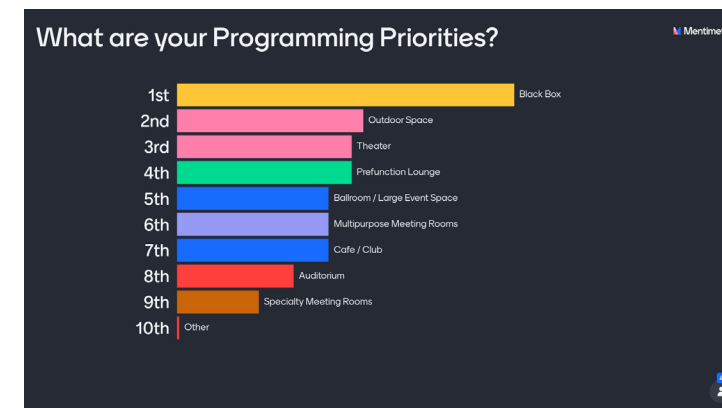
POLLING RESULTS - Open Forum



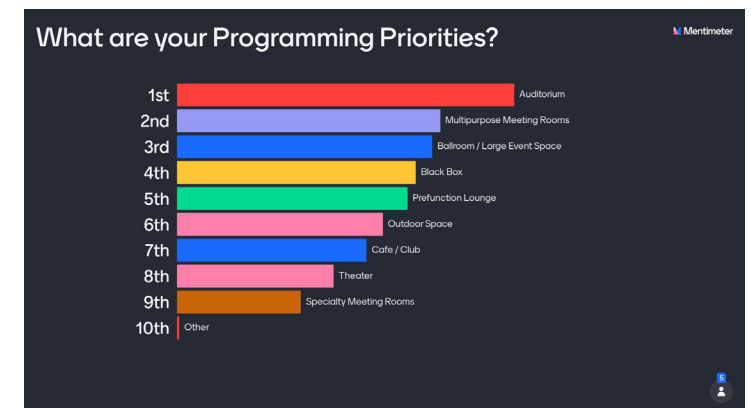
POLLING RESULTS - Steering Committee



POLLING RESULTS - Commuters



POLLING RESULTS - Athletes



**SPECIAL USES**

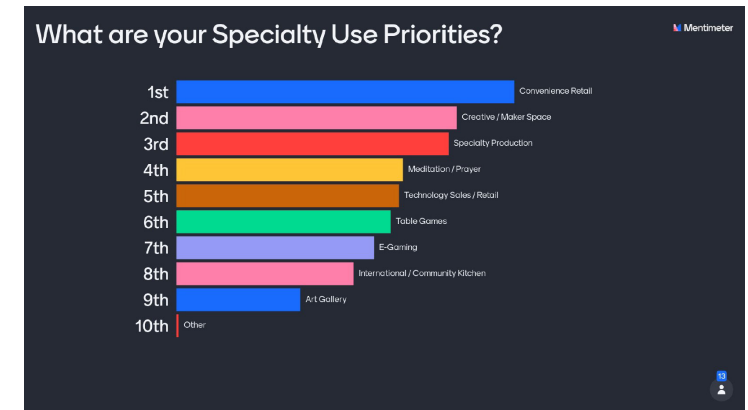
This catch-all category represents both the traditional types of union spaces as well as new trends. The exact mix of Special Uses often varies from campus to campus and depends on the unique needs of the University's stakeholders and a particular union's context. Convenience Retail, Maker Space, and Community Kitchen scored the highest among these poll responses.



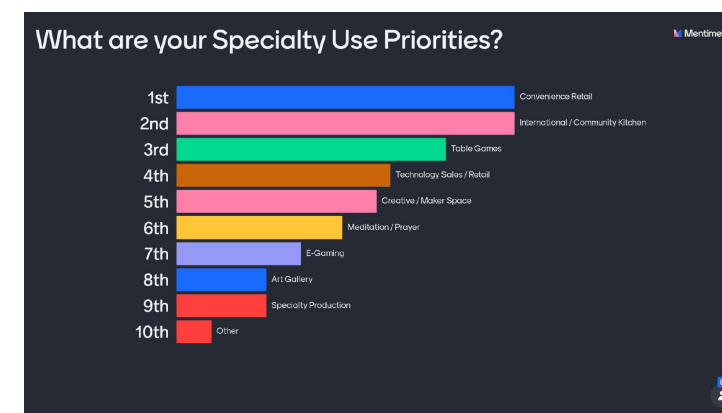
POLLING RESULTS - Student Government



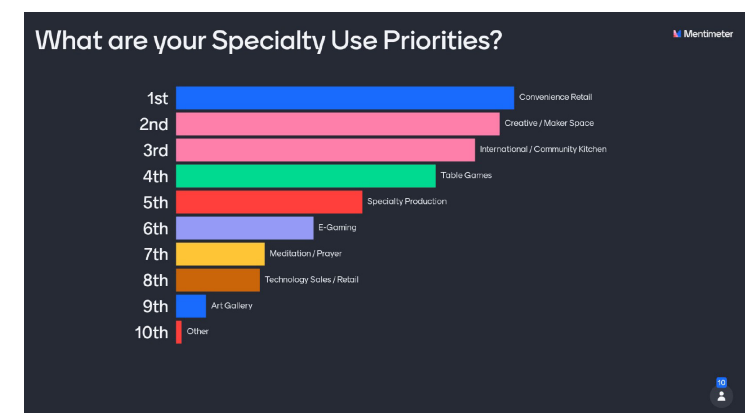
POLLING RESULTS - Resident Assistants



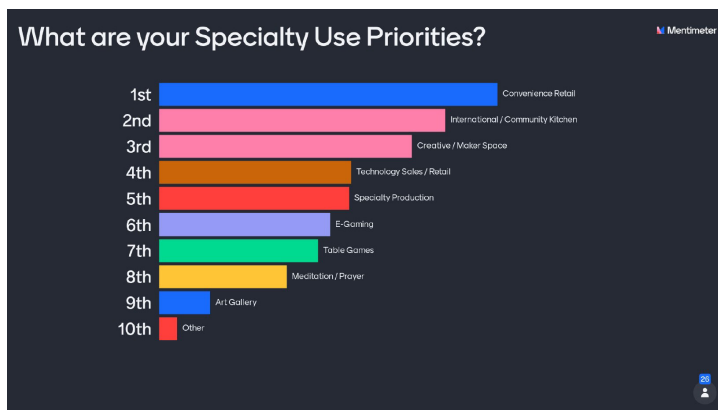
POLLING RESULTS - Student Employees



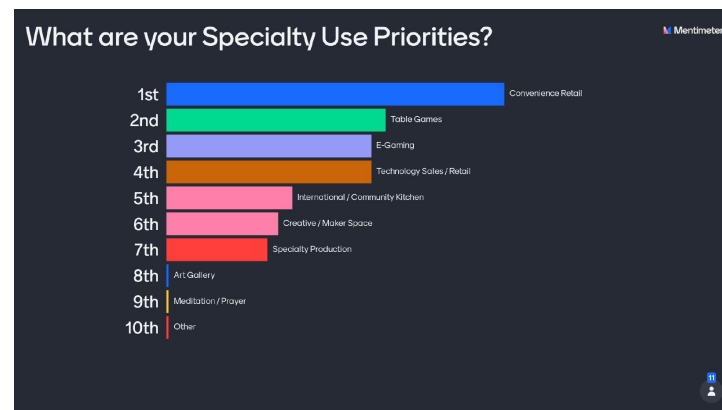
POLLING RESULTS - Student Org Leaders



POLLING RESULTS - Open Forum



POLLING RESULTS - Steering Committee



POLLING RESULTS - Commuters



POLLING RESULTS - Athletes



**OUTREACH AND INTERCEPT**

**Midnight Breakfast**

In order to get a wider variety of student input, a series of posters were designed for the Midnight Breakfast event during finals week. While students were in line for food and activities, they had a chance to answer questions about the Kilcawley Center, their thoughts on the services currently provided in the building, and potential program opportunities.

It should be noted that there was no formal presentation included with this event, so student input was based solely as a reaction to images provided and any discussion with steering committee members facilitating the process



**Which services are best suited to the Kilcawley Center?**

ID CARD SERVICES	12
COUNSELING	11
STUDENT ACTIVITIES STAFF	10
RESCH ACADEMIC SUCCESS CENTER & TUTORING	9
STUDENT HELP DESK	7
ACCESSIBILITY & DISABILITY SERVICES	4
COPY CENTER	3
GRAPHICS SERVICES	2
STUDENT ADVOCACY & SUPPORT	2

**Which services have you accessed this year?**

ID CARD SERVICES	11
COUNSELING	12
STUDENT ACTIVITIES STAFF	8
RESCH ACADEMIC SUCCESS CENTER & TUTORING	9
STUDENT HELP DESK	8
ACCESSIBILITY & DISABILITY SERVICES	5
COPY CENTER	4
GRAPHICS SERVICES	3
STUDENT ADVOCACY & SUPPORT	0

**Where do you live?**

COMMUTER / OFF-CAMPUS	28
CAFARO / LYDEN / FLATS @ WICK	18
KILCAWLEY HOUSE / WICK WELLER / BUECHNER	12
UNIVERSITY COURTYARD	11
LOFTS / ENCLAVE	7
THE EDGE	2

**Are you in a Student Organization?**

YES	51
NO	6
TOTAL IN ATTENDANCE	374

**What spaces in Kilcawley Center should be bigger?**

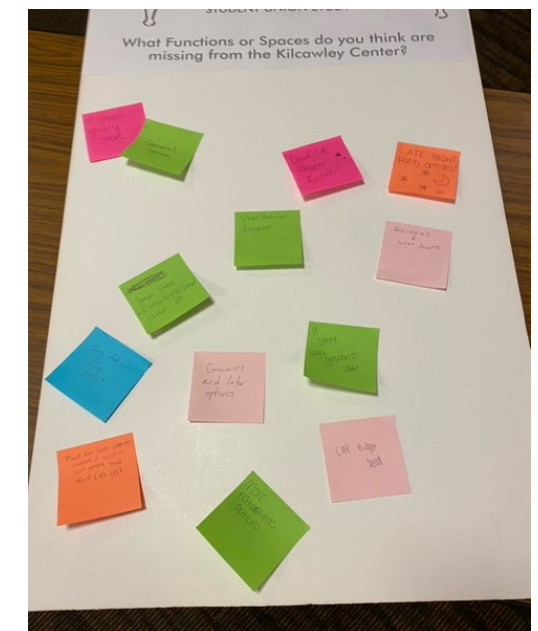
REC CENTER	2
MORE FOOD OPTIONS	4
HANGOUT SPOTS AND STUDY SPACES	4
KILCAWLEY BASEMENT	
CHESTNUT ROOM	
THE ROSSI ROOM (OHIO ROOM)	

**What would you change about the Kilcawley Center?**

MORE FOOD OPTIONS	2
MORE OUTLETS FOR CHARGING	
LATER HOURS FOR FOOD AND STUDYING	6
CURRENT LAYOUT IS CONFUSING	2
LATER DUNKIN DONUTS HOURS	
BETTER COMPUTER LAB	
ADD A STORE THAT TAKES FLEX DOLLARS	
GROCERY STORE	3
UPDATED ROOMS LIKE THE OHIO ROOM	
CONVENIENT STORE WITH OTC MEDICINE	

**What functions or spaces do yo think are missing from the Kilcawley Center?**

MORE RESTAURANT OPTIONS	
GROCERIES / CONVENIENT STORE	6
STORE THAT USES FLEX DOLLARS	
LATE NIGHT FOOD OPTIONS	4
GREEK LIFE CHAPTER ROOMS	
UPDATED ROOMS LIKE THE OHIO ROOM	
CONVENIENT STORE WITH OTC MEDICINE	



*“The Chestnut Room is awkward and there is no good pre-function space. Students study in Chestnut when it isn't being used because it is quiet. Designated study space isn't quiet enough because there is a lot of noise from food service. There is no alternate hangout that isn't food focused - Feel like you have to pay to sit in other spaces.”*

### Polling Outcome

The same polling options were shared with the Midnight Breakfast attendees, and they used stickers to note which spaces they loved and which ones they weren't interested in. Though the input process was different between the focus group meetings and the midnight breakfast, there were some commonalities between the spaces that rated highest under both circumstances.

#### GATHERING & COLLABORATION

MEETING POLLS	MIDNIGHT BREAKFAST
ENTERTAINMENT/ DINING 2	ENTERTAINMENT/ DINING 1
FLEXIBLE COLLAB. SPACE 3	GAMING / RECREATION 2
FLEXIBLE LIVING ROOM 4	OUTDOOR SPACE 3
CENTRAL ATRIUM/ CROSSROADS 4	COMMUNITY STAIRS 4
OUTDOOR SPACE 5	PRIVATE COLLAB. PODS 5
GAMING / RECREATION 6	OPEN COLLAB. PODS 6
COMMUNITY STAIRS 7	FLEXIBLE LIVING ROOM 7
OPEN COLLAB. PODS 7	FLEXIBLE COLLAB. SPACE 8
PRIVATE COLLAB. PODS 7	CENTRAL ATRIUM/ CROSSROADS 8

No Thanks (10+):  
Community Stairs  
Central Atrium

#### PROGRAM SPACES

MEETING POLLS	MIDNIGHT BREAKFAST
BALLROOM/LARGE EVENT SPACE 2	OUTDOOR SPACE 1
MULTIPURPOSE MEETING ROOMS 2	BLACK BOX 2
CAFÉ / CLUB 3	AUDITORIUM 3
BLACK BOX 5	PREFUNCTION LOUNGE 4
OUTDOOR SPACE 5	BALLROOM/LARGE EVENT SPACE 4
SPECIALTY MEETING ROOMS 6	CAFÉ / CLUB 4
PREFUNCTION LOUNGE 7	THEATER 5
AUDITORIUM 7	SPECIALTY MEETING ROOMS 5
THEATER 8	MULTIPURPOSE MEETING ROOMS 6

No Thanks (10+):  
Café/Club  
Specialty Meeting Rooms

#### SPECIALTY SPACES

MEETING POLLS	MIDNIGHT BREAKFAST
CONVENIENCE RETAIL 1	CONVENIENCE RETAIL 1
CREATIVE / MAKER SPACE 3	E-GAMING 2
INTERNATIONAL / COMMUNITY KITCHEN 4	CREATIVE / MAKER SPACE 3
TABLE GAMES 5	TABLE GAMES 4
SPECIALTY PRODUCTION 5	SPECIALTY PRODUCTION 5
TECHNOLOGY SALES / RETAIL 5	TECHNOLOGY SALES / RETAIL 6
E-GAMING 6	MEDITATION / PRAYER 0
MEDITATION / PRAYER 7	ART GALLERY 0
ART GALLERY 9	INTERNATIONAL / COMMUNITY KITCHEN 0

No Thanks (10+):  
E-Gaming  
Creative/Makerspace  
Technology Sales/Retail

### Design Drivers

#### Elevate the Quality, Accessibility and Resiliency of the Student Union

Updating mechanical systems, roofs, door hardware, and plumbing infrastructure doesn't have the same visual and urgent impact on students as new technology or new flooring, but these are critical components of ensuring occupant comfort and extending the life of the building. Similarly, improving building ramps or accessible restroom facilities may only be noticed by a small population of students, but since those students have likely been marginalized by existing conditions, these changes will dramatically increase the welcoming impression the building makes to all visitors and prospective students.

When imagining what offices and program elements can be housed in a student union, there are always trade-offs to be made. Not every administrative office and student program will fit. The consensus of the Steering Committee led to a prioritization of student-facing services. The final program may be adjusted during the design process, but this maxim should lead the program verification discussion.

- Modernize infrastructure systems, building shell, and equipment identified as being past their useful lifespan
- Prioritize universal accessibility and code compliance in new and renovated spaces
- Enhance wayfinding and connectivity between the Kilcawley Center and the Recreation Center
- Prioritize student-facing services and spaces

#### Engage with Campus Surroundings

The Kilcawley Center is well located in the heart of campus, adjacent to pleasant landscaped areas, and approached by students and campus visitors from all angles. Taking advantage of this prime location on an attractive campus is the theme of these design drivers. These strategies provide opportunity to activate the building and its surroundings, and accentuate the existing beauty.

- Increase opportunities for physical and visual connections between interior program space, the fountain, Heritage Park, and the campus quad
- Enlarge public and student-focused spaces along the building's southern façade to provide access to landscape views and enhance the building as a beacon of activity
- Improve site landscape and hardscape adjacent to new and updated entrances, including the creation of outdoor program space
- Improve visibility, prominence, and transparency of building entrances



Visioning Workshops

*"The first thing I noticed in the Bowling Green student union was how wide open the space was. The union is not sectioned off at all. It is a very social and interactive space for students."*



**Foster Community Engagement and Student Development**

Whether we were discussing how to help international student feel more welcome on campus, providing opportunities for commuters to hang out in between their classes, or encouraging more students to get involved with student organizations, a majority of conversations revolved around student engagement goals. Campus engagement leads to positive academic outcomes, as well as improving social-emotional learning and leadership development, for future employment success. These are the strategies that most directly impacts recruitment and retention, to have a positive impact on future YSU success.

- Enlarge student organization space to foster collaboration and engagement
- Improve meeting, lounge, and assembly spaces to meet the expectations of current students as well as the upcoming Generation Alpha
- Meet student demand for evening, late night, and weekend dining and events
- Expand shared collaboration space for student organizations with more visual transparency and resource support
- Celebrate YSU tradition and history with expressions that celebrate the student experience and YSU brand



**Optimize Design and Infrastructure for Wayfinding, Adaptability and Flexibility**

Wayfinding is a significant barrier in the existing Kilcawley Center and addressing that issue is an important goal for the renovation project. Openness and transparency are important attributes of any student union, and providing these type of updates will be critical to making the building more welcoming and facilitating adaptation in the future to new opportunities.

- Address wayfinding challenges within the building using a circulation parti that creates a crossroad and expansive views across the building, both horizontally & from floor to floor.
- Minimize program spaces that are designed for only one function
- Organize building program to facilitate exploration and the ability to stumble upon new opportunities.
- Expand the current Chestnut Room (ballroom), connect the whole space visually, allow flexibility to be divided into smaller meeting rooms, and provide a pre-function space and green room for Chestnut Room events

**Improve Student Retail and Dining Access**

Dining is one of the major reasons that many students come to the Kilcawley Center on a regular basis, but these necessary visits are laced with frustrating experiences due to food venues being spread out in the building, and a limited number of them operating after peak lunchtime hours. Students are looking for longer food service hours, longer access to dining seating areas, and an easy way of assessing which venues have the shortest lines at peak times. Many students, especially those living on campus, are frustrated that nearby drug and convenience stores have closed. They would like increased opportunities to buy convenience items on campus instead of traveling to big box stores in nearby suburbs.

- Consolidate food service station to improve diner experience and maintain student access to dining seating even when venues are closed
- Enhance and enlarge retail opportunities in the Kilcawley Center, both to serve student needs and to increase revenue generation opportunities

**PRELIMINARY CONCEPTS AND SITE ALTERNATIVES**

As a part of the exploration of options and visioning process several preliminary concepts were developed to either renovate or replace the Kilcawley Center. These included two renovation options and two replacement variations. As the study continued, it was decided to focus only on renovation and to refine the two renovation concepts. These two concepts developed for student union replacement were helpful in discussions about site development and indoor-outdoor connectivity, which resulted in improvements to the schemes presented in the synthesis section of this report.

**CONCEPT EXPLORATION**

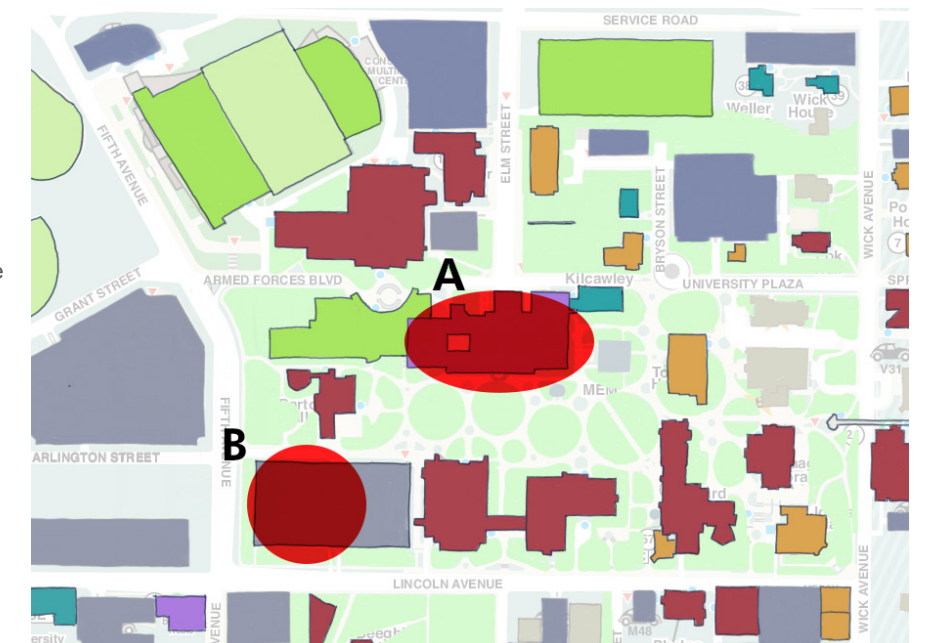
**New building at Fifth Avenue & Lincoln Avenue**

The parking garage near the Kilcawley Center, the Fifth Avenue M-60 Parking Deck, is set to be demolished in the coming years, allowing an opportunity for a positive change in this area of campus adjacent to the central quad. This dilapidating structure's demolition could have provided a high-profile location for an entirely new student union, one that confronts the current spatial, maintenance, and functional issues of the current Kilcawley Center. Situated adjacent to the intersection of Fifth Avenue and Lincoln Avenue provides an opportunity to attract not only YSU students, staff, and faculty, but also prospective students, alumni, and the Youngstown community at large.

While not in the geographic center of campus like the Kilcawley student center, a new building in this location can still function as the "heart" of the campus. The street level entrances facing Fifth Avenue and Lincoln will attract those community members traveling both foot and by car, introducing them to a an entire floor of food service and event spaces. The crossroads created by the north-south and east-west circulation in the proposed building simplifies wayfinding throughout the building and strategically sorts the major space functions on each floor, like the Chestnut Room, Food Service venues, Black Box theater, retail, student organization space, and the dining seating.



Current Parking Deck at 5th and Lincoln planned for demolition in the next couple of years



Site B shows the location evaluated at Fifth and Lincoln Avenues

Vertically, the new building program categorizes the space by occupancy, placing the majority of the rather constantly occupied spaces on the first floor, with administrative, organization, and production spaces placed on the second floor, along with meeting rooms and lounge spaces for students who may need acoustical and physical separation from the louder spaces on the first floor. Though the second floor mainly accommodates administrative needs, it also facilitates a connection to the first floor, giving the building occupants visual access to the Chestnut Room and Black Box Theater. The second floor would also be served by a grade level entrance connected to the campus quad, and service access would be located on this level as well.

The third floor is a continuation of the second floor, providing additional student service space and other program support. The requested meeting and conference rooms, as well as lounge spaces, would be distributed on all three floors, with the ones up on this level providing the quietest versions of these spaces. The smaller programming needs on this level and the consistent circulation from floor to floor creates an opportunity for outdoor space.

**OPPORTUNITIES AND CONSTRAINTS**

Like every concept, there are pros and cons. The main advantage of this scenario is that the campus would never be without a student union – the Kilcawley Center would not need to be demolished until the new building was complete. A new student union in this new location would also bring the student union closer to the southern academic areas of campus and offer community access, as well as opening up a visual connection from north campus to the Quad once the majority of the Kilcawley Center was removed. This new building scheme offers spatial efficiency and improved accessibility, as there will be no large level changes, making catering service and general supply transportation much easier throughout the building. Additionally, an energy efficient building and sustainable systems are easier to integrate into a new building rather than adapting an existing structure.

A new building would cost more than a renovation, but it will confront any operational issues of the current Kilcawley Center. Geographically, a new building in this location will be further from the northern residence halls and eastern academic halls, and loses its direct connection to the Recreation Center. A building in the new location will also move pedestrian traffic closer to the main vehicular intersections of campus.

Existing Kilcawley Center	157,164 gsf
<b>Proposed New Building - 5th &amp; Lincoln</b>	
First Floor	67,900 gsf
Second Floor	51,400 gsf
Third Floor	40,200 gsf
<b>Total Building</b>	<b>158,500 gsf</b>

**SITE PLAN**



The areas shown in blue would remain in service to support the Recreation Center and Kilcawley House. The project cost would need to include new facades at areas of demolition.

**FIRST FLOOR PLAN**



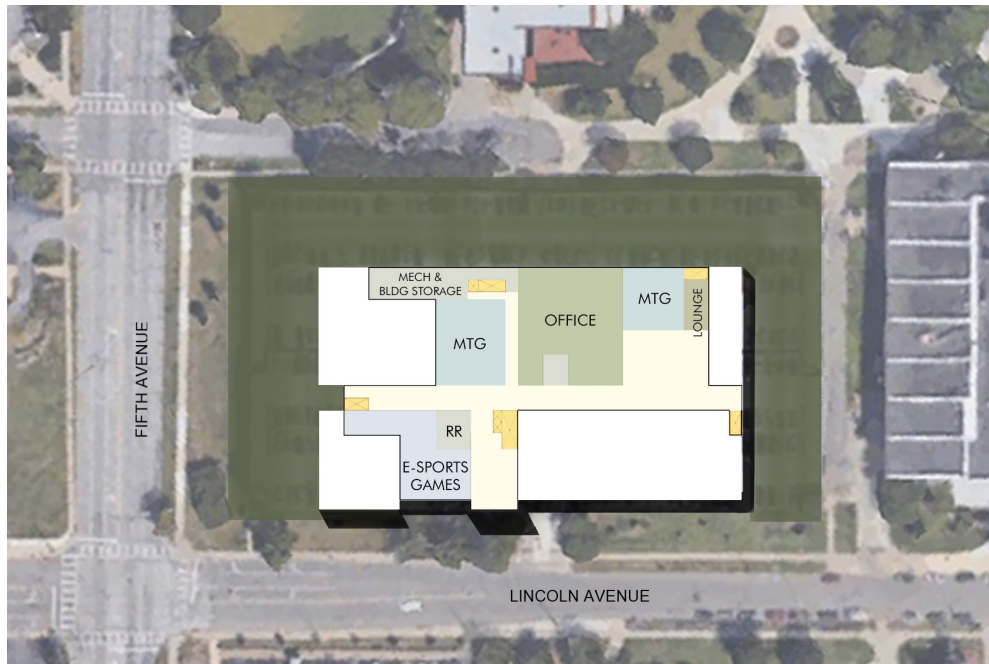
The crossroads created by the north-south and east-west circulation in the proposed building simplifies wayfinding throughout the building and strategically sorts the major space functions on each floor.

Due to site topography, entrances on the first floor will be accessible at the west, south, and east of the building.

**SECOND FLOOR PLAN**



**THIRD FLOOR PLAN**



**New building at current location**

Many students and staff who were part of the visioning process commented that they liked the idea of a new building, to avoid the challenges of renovation, but that they also preferred the current location of the Kilcawley Center facing the quad, connected to the recreation center, and in the middle of campus. A new building on the site of the Kilcawley Center is the ideal concept for confronting the spatial and operational issues in Kilcawley Center without moving events and services further from the northern residence halls and eastern academic buildings. There is an opportunity to reimagine the circulation to develop a stronger connection through the building, as well as creating a stronger connection to the fountain. A new Kilcawley Center can be much more welcoming at each entrance, and provide more compelling spaces for students to enjoy.

Circulation and wayfinding was a concern amongst many of the students and staff who use the Kilcawley Center, so in this concept the circulation was simplified for both easy navigation throughout the building and categorizing the major program spaces. The North-South circulation also makes it easier for students to commute to classes via the Kilcawley Center. The new partially covered patio creates a large outdoor activity space that may be used all year round.

The proposed building configuration leaves the Resch Academic Success Center in its current location and separate from the rest of the building program, maintaining privacy for the staff and students while maintaining close proximity the student union.

Similar to the other new building concept, the main food service and assembly spaces are concentrated on the first floor. The second level provides space for student services and student organization, with some visual connectivity from the floor below but more acoustic privacy than the high traffic uses

below. The requested meeting and conference rooms, as well as lounge spaces, would be distributed on all three floors, with the majority of them being provided on this level for visibility and access from the north entrance.

The third floor is a continuation of the student service and student organization needs, accompanied by a large space dedicated to games and recreation. The smaller footprint on the third floor provides an opportunity for outdoor space.

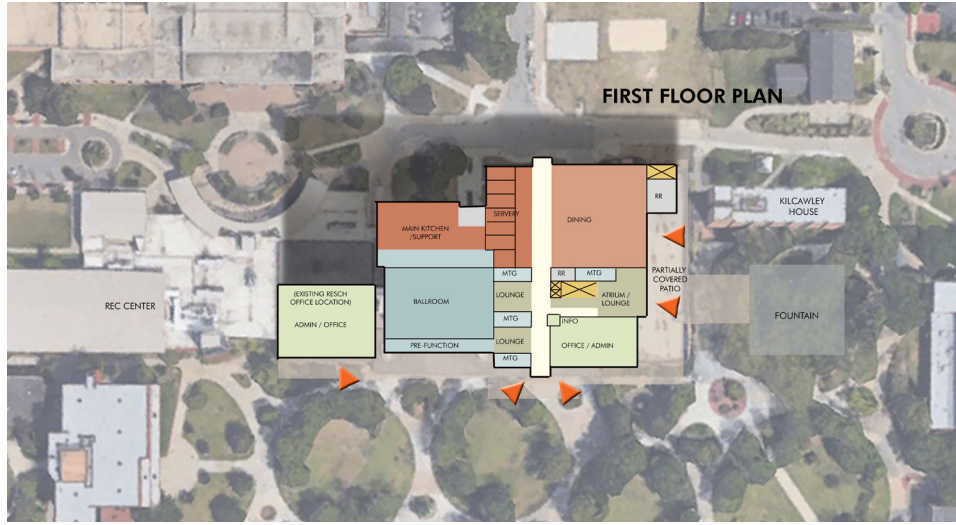
Similar to the previous concept, new construction will cost more per square foot, but not moving means Kilcawley Center can remain the geographic heart of the campus with spatial efficiency and accessibility, more substantial connections to great outdoor space, and opportunity for a roof patio.



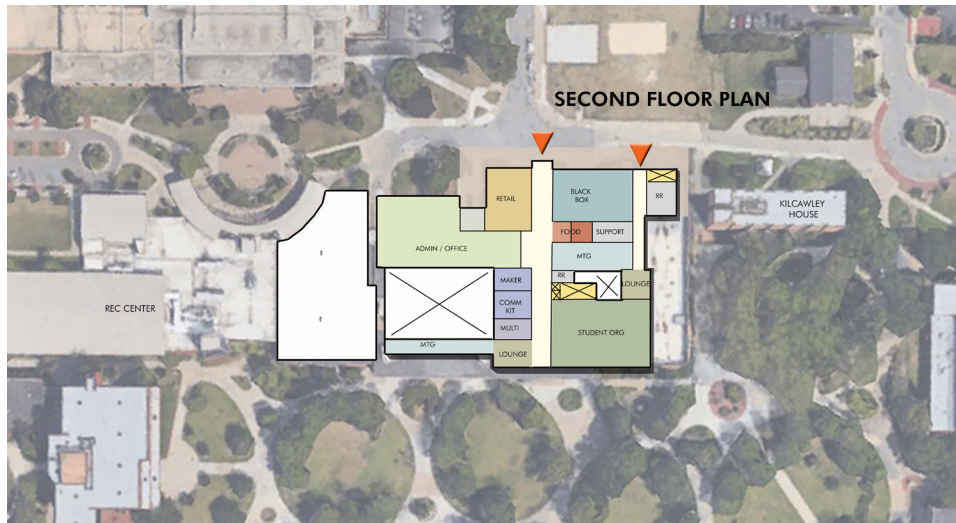
Current view of the Kilcawley Center from the main campus quad. The existing building lacks transparency from one side of the building to the other. The reimagined union on this site would include a "main street" through the building that would connect the north and south entrances.

Existing Kilcawley Center	157,164 gsf
<b>Proposed New Building - Current Kilcawley Site</b>	
First Floor	63,500 gsf
Second Floor	53,800 gsf
Third Floor	42,300 gsf
<b>Total Building</b>	<b>159,600 gsf</b>

**New building at current location**



First Floor plan



Second Floor plan



Third Floor plan

**Synthesis**



## SYNTHESIS

WTW Architects

### REFINED RENOVATION CONCEPTS

The Kilcawley Center is dubbed the heart of campus, in both a physical and practical way, as well as wanting to be the emotional heart and “living room” of campus. It has services, food venues, and programming spaces that make it a hub for students, and it provides meeting rooms & food services that can attract staff and faculty. Certain events held in the Chestnut Room and other meeting spaces serve prospective students, support student organization events, and attract community members.

YSU had a study done in 2018 to assess the quantity of deferred maintenance of the Kilcawley Center and other non-academic buildings on campus. The assessment showed significant need to replace MEP systems, food service equipment, data infrastructure, and many materials that make up the building shell. In addition to these known infrastructure needs, staff, faculty, and students expressed concerns with accessibility, wayfinding, circulation, and programmatic issues of the current building. All of these concerns have been considered in the concepts presented and will need to be incorporated into a future renovation project.

Input collected by WTW in engagement meetings and analysis produced the program described earlier in this report, which was then applied to these renovation scenarios to test the opportunities and challenges of the proposed future project. When Youngstown State University has the Kilcawley Center undergo a major renovation, the aforementioned infrastructural issues will be resolved without requiring recurring capital expenditures over 8 to 10 years in smaller phased projects.

*“[On our tours of other unions], I enjoyed seeing great examples of unifying a space with cohesive colors and branding, and how incorporating fine art into those spaces can be transformative.”*



## RENOVATION SCHEME (FULL PROGRAM)

### FIRST FLOOR

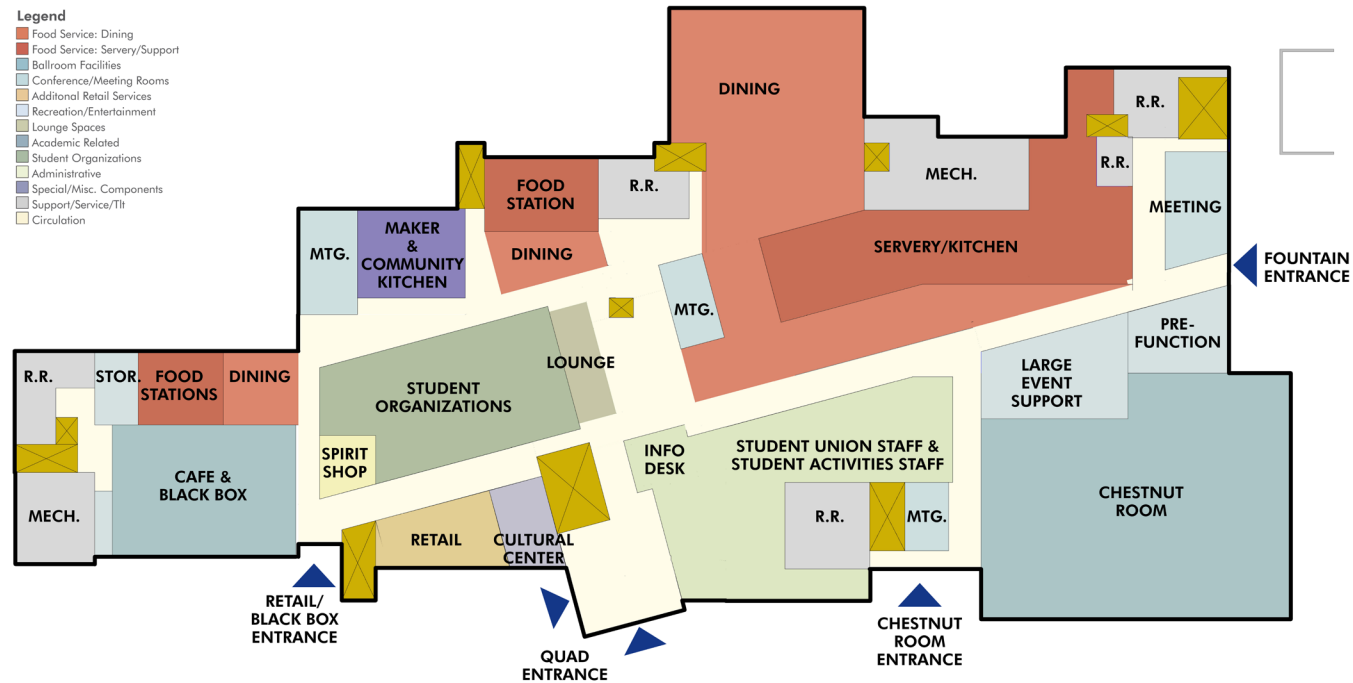
Both renovation schemes implement a simple but eclectic circulation strategy - taking the traditional orthogonal corridors found in Kilcawley Center and enlarging & rotating them, placing spaces strategically on this parti for easy discovery & wayfinding. An information desk, directly supported by the student union offices, is located at the crossroads of the building circulation.

Adding to the clarity of the plan is a set of four entrances on the lower level, creating openness and a welcoming experience with expansive views into the building that show off activity and program opportunities. An emphasis on leisure, entertainment, and event space takes place on the ground floor, which would all be supported by the proximity of new food service venues, which have been consolidated in comparison to the spread-out food service areas in the existing Kilcawley Center.

In both renovation concepts the Chestnut Room is expanded to the south and east. This takes advantage of the existing double height structure for the existing space and provides the opportunity to create a new, more appropriate façade for the room, while also meeting current occupancy goals. The addition of designated storage, staging, and pre-function spaces for the Chestnut room, and continued proximity to food service areas will support more streamlined catering and event support.

The schemes also consistently expand the central entrance off the quad and provide a community stair with atrium opening just inside this entrance. Meeting rooms and lounges are also provided in several locations on this level.

1



KILCAWLEY CENTER - UNION STUDY  
FIRST FLOOR  
RENOVATION - FULL PROGRAM

### Full program highlights:

Messy maker space and community kitchen are located close to a two story student organization space, and the spirit shop, located nearby is easily visible from the black box theater entrance. This concept locates a double height black box theater in the current location of the Resch Academic Center, and includes a dedicated food venue as a part of the theater.

This building scheme fills in the courtyard space and replaces it with the Student Organization Space and Spirit Shop, allowing the Student Organization space to increase by 26%, potentially satisfying the projected growth in YSU's student-run organizations.

Student organization space is stacked on both floors with interior circulation to promote visibility of their activities to all building users and visitors.

### Connectivity:

New entrances and wider corridors alone are not enough to make the whole building feel more welcoming. Due to the entrances on both levels of the building, as well as second floor connections to the Recreation Center, vertical visual connections through an atrium and/or community stair are also suggested to ensure that wayfinding and circulation are clear no matter which level one uses to enter. In these renovation schemes, there are elements that allows light to permeate the building, solving current concerns related to darkness and isolation.

The double height space needed for the Chestnut Room, the central atrium, and atrium over the social stairs all facilitate the vertical connection between the first floor spaces and the second floor spaces. This connection relieves student activities staff and the Kilcawley Center's administrative staff from working in closed off spaces with low levels of light in their offices while maintaining acoustic privacy and acoustic separation, as the first floor is meant to hold mostly noisy spaces that will likely always be occupied in a high magnitude and the second floor is meant to house spaces for users who need that acoustic privacy.

*"Bring dining spaces together - provide opportunities to stay on campus between or after classes. A more welcoming building is better for recruitment, especially for commuters."*

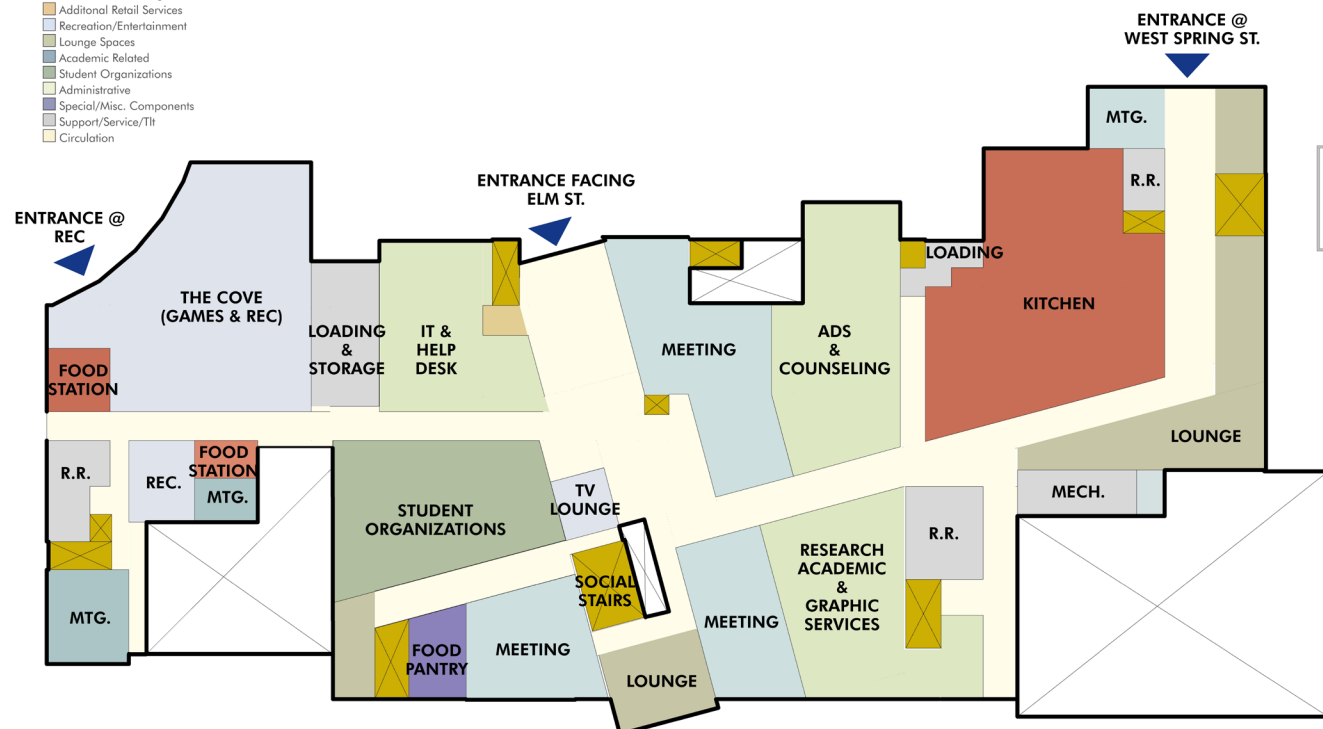
## SECOND FLOOR

The second level welcomes all users through the north entrance facing Elm Street, the entrance at West Spring Street, and the entrance through the Recreation Center into the Cove, which embraces that connection between the Kilcawley Center and the Recreation Center. The meeting rooms have been scattered and reduced by 16% and spread out for acoustic separation and to encourage building exploration amongst its users.

The majority of the east side of the second floor is lounge space, taking full advantage of exterior views of the Fountain and site of any outdoor activities held in that space. The users will have a connection to the activities behind the comfort and privacy of the lounge space. Food service exists in the same region of the second floor as existing to maintain use of the eastern loading dock and the vertical transportation of food for the first floor food service space. The student organization space is expanded by 500 sf and remains in the same region as existing, maintaining the storage needed and the connection between Student Activities and The Cove. Administrative staff at the IT & Help Desk and the members in the Student Organization spaces will be able to work on operations closer together without impeding the grandiose north entrance.

2

- Legend**
- Food Service: Dining
  - Food Service: Servery/Support
  - Ballroom Facilities
  - Conference/Meeting Rooms
  - Additional Retail Services
  - Recreation/Entertainment
  - Lounge Spaces
  - Academic Related
  - Student Organizations
  - Administrative
  - Special/Misc. Components
  - Support/Service/IT
  - Circulation



KILCAWLEY CENTER - UNION STUDY  
SECOND FLOOR  
RENOVATION - FULL PROGRAM

## RENOVATION SCHEME (SMALL PROGRAM)

Similar to the Full Program scheme, the Large Program, the Small Program accounts for the same considerations in regards to the three highlighted entrances on the south of the building. These three entrances meant to attract users and retain their interest as they navigate through the building.

The Black Box Entrance directs users to the black box theater, retail space, and spirit shop. The student activities staff and graphics services are combined to ensure students' academic needs are met with ease and minimal travel distance from the what may be one of the most popular entrances. The retail is an immediate opportunity to show off YSU-decked wares, facilitating school pride, thus drawing in more prospective students to enjoy the student union in the coming years.



The quad entrance, being the more grandiose, quickly introduces users to the cultural center, a program space meant to exist as the embodiment of diversity and inclusion, an element meant to attract students of ALL communities and cultures and emanate a sense of belonging in the student union and the campus as a whole. The small program scheme expands the dining area, holding together three different food station areas for students and other users to use without traveling far distances for other options.

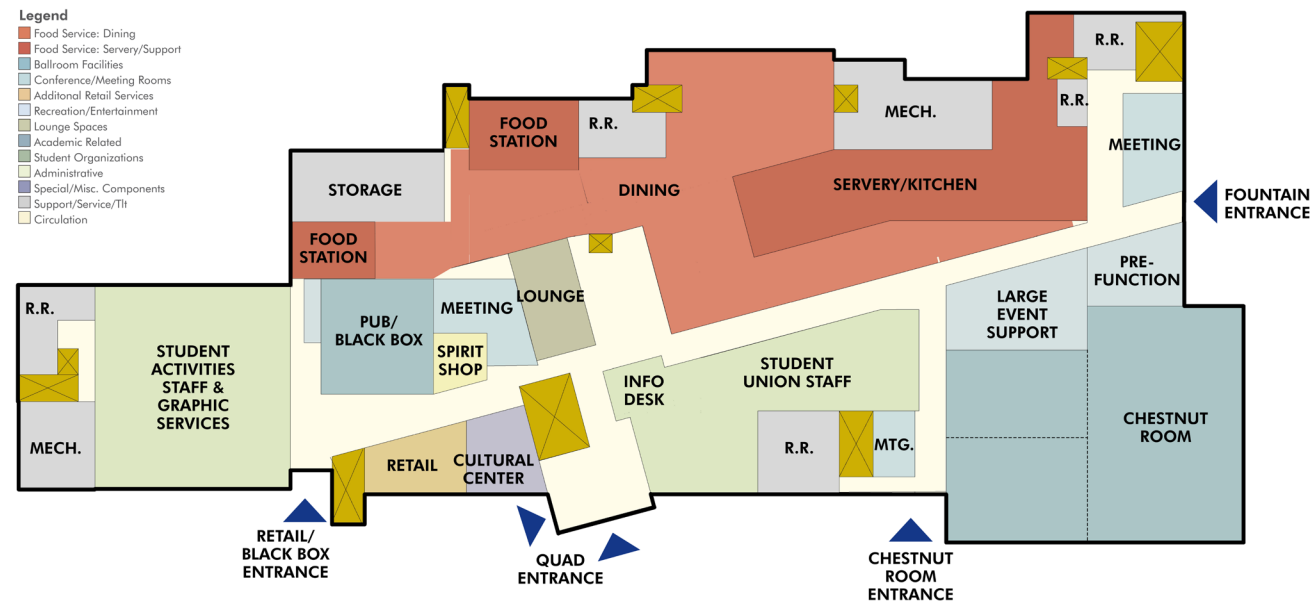
Meeting spaces are spread out along the first floor and second floor to ensure a variety of views, acoustic separation and privacy, close proximity to the dining services, and accessibility.

The administrative space are placed strategically by function to ensure the needs among each type of administrative space are met. The functions that remain in the building in the smaller program are the ones most focused on student interaction and student organization needs.

Student organization space is on the second floor, expanding on the current space and renovating it to accommodate more student organizations and to provide more collaboration area. It exists on the second floor with meeting rooms in multiple locations and close proximity in the event that the student organizations need to take advantage of those meeting rooms.

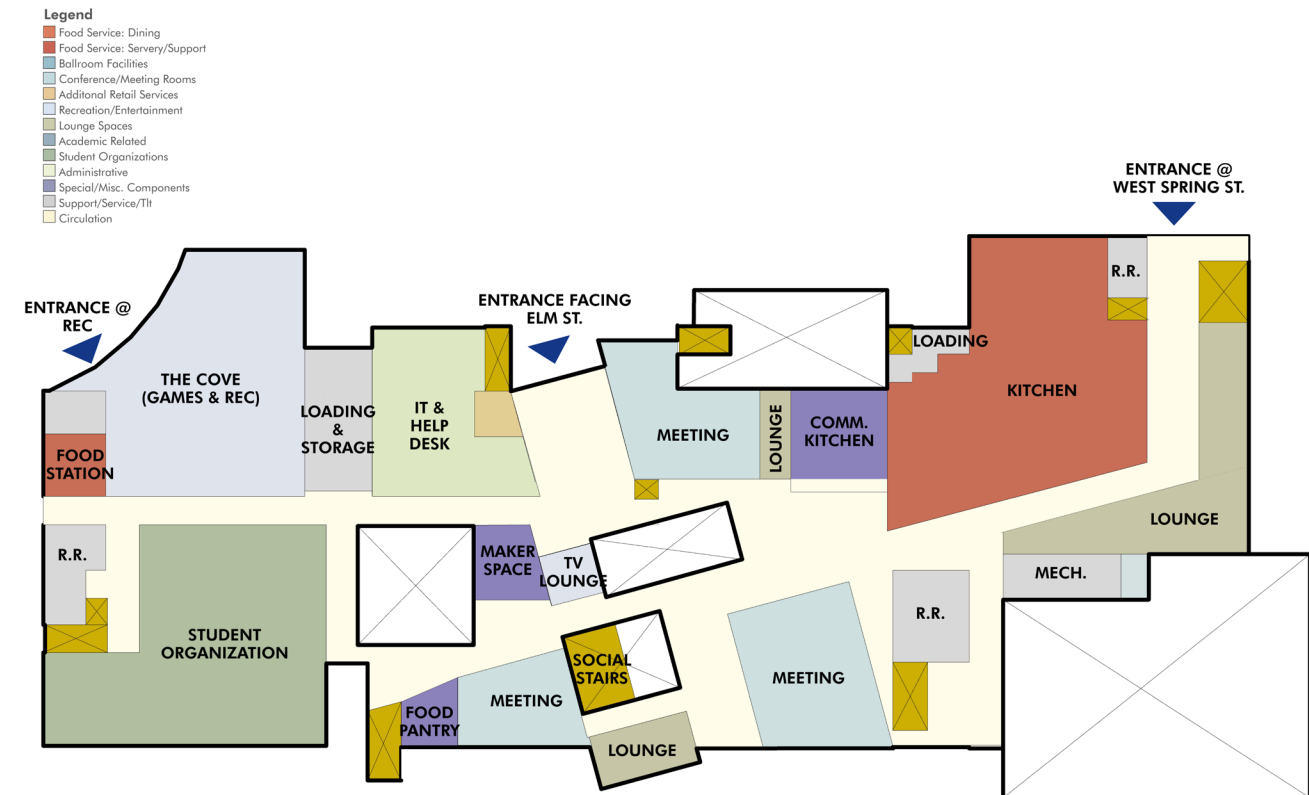
Knowing the building cannot be completely opened all hours of the day, there is an opportunity for closing the majority of the building and leaving certain student oriented spaces open during later hours.

1



KILCAWLEY CENTER - UNION STUDY  
FIRST FLOOR  
RENOVATION - SMALL PROGRAM

2



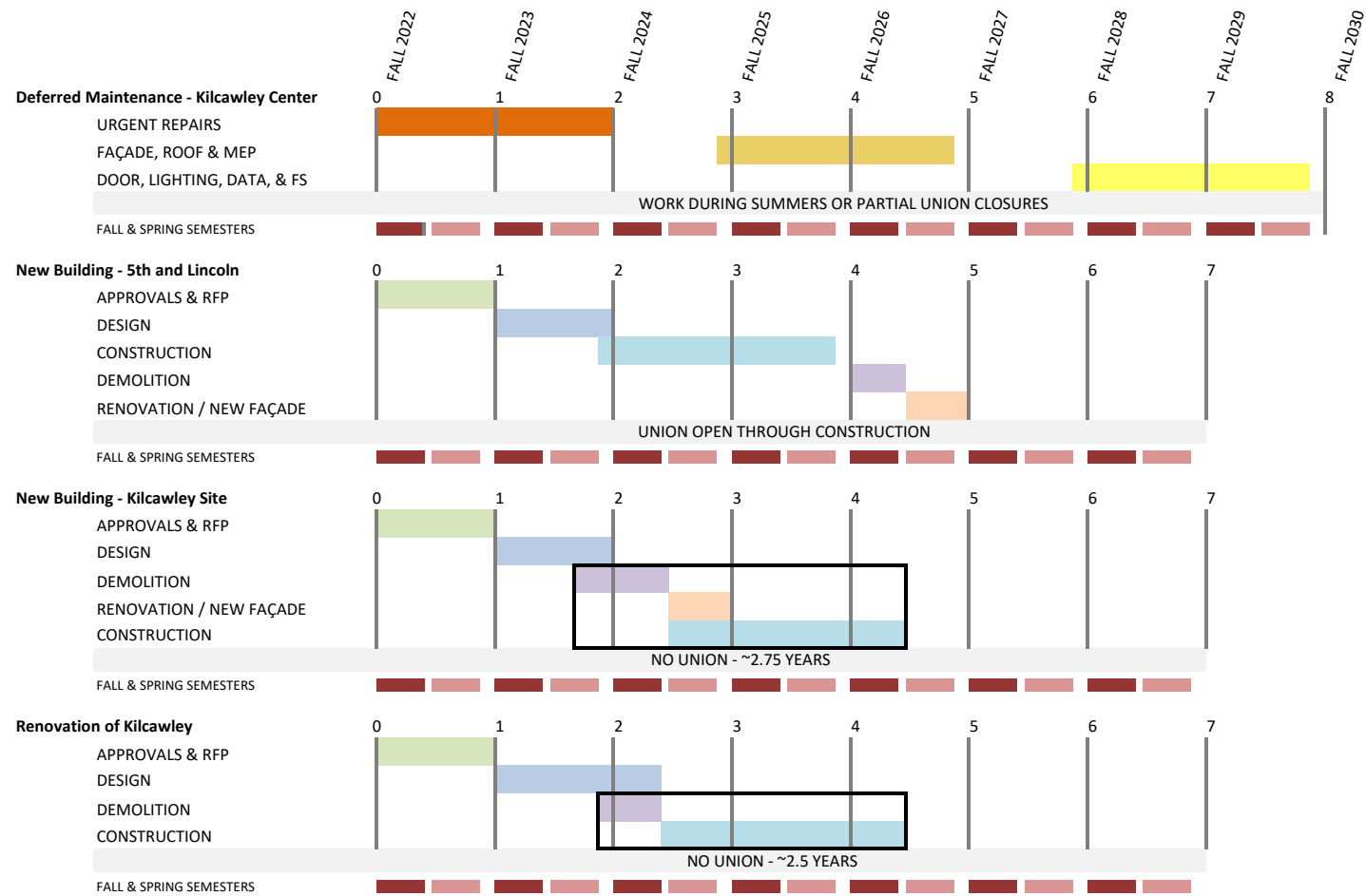
KILCAWLEY CENTER - UNION STUDY  
SECOND FLOOR  
RENOVATION - SMALL PROGRAM

“SGA officers expressed that students need access to spaces where they can study any time, including late at night and weekends. The renovated union might be the best and safest place.”



**TIME LINES**

Estimated timelines were put together in order to compare the possibility of new construction or renovation against the anticipated time frame required to respond to deferred maintenance needs using annual capitol funding. Comparisons also note that the first two options allow the campus to have continuous access to a student union, while the second two options involve a period of time with no union access. During the design process, it may be possible to develop a renovation strategy that lessens the timeframe that the full union needs to be off limits.



*"I'm excited about what the future holds for the Kilcawley Center when it is refreshed and renovated."*

**Appendix - Meeting Reports**





# Digital Transformation

Jim Yukech – AVP/CIO, YSU

Finance & Facilities Subcommittee Meeting  
September 2022



**YOUNGSTOWN  
STATE  
UNIVERSITY**

# What is Digital Transformation in Higher Education?

- Digital transformation in higher education refers to an organizational change realized by means of digital technologies and business models with the aim to improve an institution's operational performance and academic outcomes.
- In other words, it's the transformation of the entire academic and business models through digital technologies to better serve the campus community (faculty, staff students) ***and streamline operations.***



# Examples of digital transformation in Higher Education:

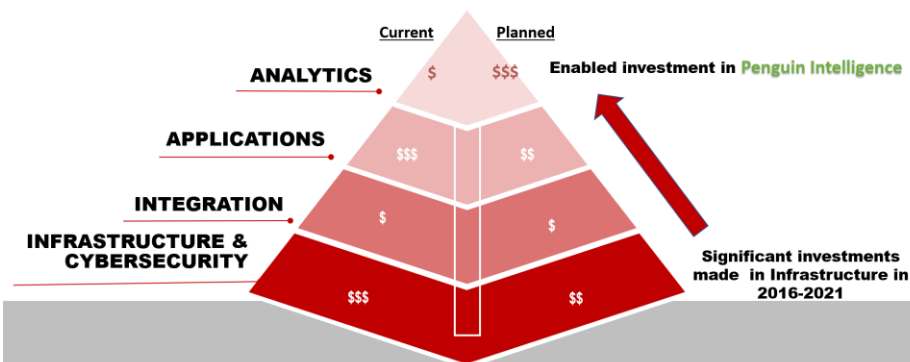
- Using more digital channels and tools like websites, social media, chatbots and email marketing to recruit and retain students => *CRM Advise workflows with student texting alerts*
- Collecting, connecting and activating data from across campus to inform decisions => *Penguin Intelligence implementation*
- Enabling students to complete tasks such as class registration, transcript requests and financial aid requests on their own through self-service capabilities => *Banner 9 self-service modules*
- Automating cross-departmental workflows to complete tasks faster and more accurately => *As we replace our Luminous portal this year, we will assess options that provide automated departmental workflows*



# Digital Transformation Investments

- Foundational Investments:
  - WiFi/Network Upgrades, PC Refresh Program, Student BYOD, Laptop Loaner Program, Cyber Security enhancements, (100) Classrooms of the Future, Cloud-printing, etc.
- Technology Training Investments:
  - Faculty, Staff Student offerings (online and in-person) plus faculty consulting engagements
- Application Investments
  - Degree Audit, CRM Suite (Recruit, Advise, Advance), Banner 9 Self-Service
- Business Intelligence Investments:
  - Penguin Intelligence

## Traditional Technology Investment Pyramid



# Most Common Digital Transformation Barriers

- Antiquated, siloed technology ecosystem => *Top priority the past five years has been modernizing and detangling our technology ecosystem*
- Lack of technology governance => *IT Governance has been in place since January 2017, very mature today*
- Lack of necessary skills => *Departmental Business Systems Administrators are filling this void with new tech skills and departmental knowledge; YSU TECH Academy will prepare the next generation to fill this void into the future*
- Change management difficulties => *Institute of Teaching and Learning in collaboration with the Technology Training Team are effectively managing this cultural shift with faculty*

# Digital Transformation Strategy

- Establish institutional goals => *Take Charge of Our Future Resolution*
- Recognize how technology can support objectives => *ITSP mapped to Take Charge of Our Future Resolution*
- Evaluate IT services and security risks => *ITS KPI'S, Ransomware Remediation focus*
- Gain buy-in from key stakeholders => *IT Governance & Deans Meeting*
- Secure funding => *IT Governance - ROI*
- Prioritize basic needs first => *Technology Pyramid*
- Transition to the cloud => *Approximately 60% (90% of our mission critical) of our computing resources are now in the Cloud (less than 25% five years ago)*
- Integrate the right tools => *Focus on core vendors (Ellucian, Blackboard, Microsoft)*
- Train and support users => *ITL & Technology Training Team*





# Reference Articles

- <https://er.educause.edu/articles/sponsored/2021/10/how-higher-education-can-overcome-barriers-to-digital-transformation>
- <https://collegiseducation.com/news/technology/proactive-it-strategy-for-digital-transformation/>
- <https://collegiseducation.com/resources/making-higher-eds-back-office-more-efficient-and-student-centric/>
- <https://er.educause.edu/articles/2020/1/how-colleges-and-universities-are-driving-to-digital-transformation-today>
- <https://eab.com/research/it/resource-center/digital-transformation-in-higher-education/>



# Questions ?



**YOUNGSTOWN  
STATE  
UNIVERSITY**



**YOUNGSTOWN STATE UNIVERSITY**  
**Reportable Budget and Interfund Transfers**  
**Quarter Ended June 30, 2022**

**BUDGET TRANSFERS WITHIN THE OPERATING BUDGET (i.e., General Fund and Auxiliaries):**

FROM	TO	AMOUNT	REASON
------	----	--------	--------

None.

**TRANSFERS OUTSIDE OF THE OPERATING BUDGET:**

FROM	TO	AMOUNT	REASON
------	----	--------	--------

Various Funds		Approved by Board in June.	
---------------	--	----------------------------	--

Parking Services Plant Reserve (Auxiliary Plant Fund)	M60 Parking Garage Demolition (Auxiliary Plant Fund)	\$1,000,000	
Parking Services Plant Reserve (Auxiliary Plant Fund)	M-60 Surface Lot (Auxiliary Plant Fund)	\$850,000	
Housing Services Plant Reserve (Auxiliary Plant Fund)	Lyden House Bathroom Renovations (Auxiliary Plant Fund)	\$600,000	
Sick Leave Conversion Fund (Unrestricted Designated Fund)	Stambaugh Stadium Classroom (Restricted Plant Fund)	\$525,000	

FY2022 Year End Operating Performance Transfers	Transfers of current year residual funds totaling \$6,455,406 to carryforward fund.		
---	---	--	--

General Funds		\$5,960,522	
Andrews Student Rec/Wellness Center (Auxiliary Fund)		\$191,485	
Kilcawley Center (Auxiliary Fund)		\$169,560	
Parking Services (Auxiliary Fund)		\$133,839	

Other Transfers		Includes Year End and 4th Quarter Transfers.	
-----------------	--	--	--

COVID-19 Projects Funds (Unrestricted Designated Fund)	Stabilization Reserve Fund (Designated Fund)	\$630,000	Transfer unallocated project funds.
General Fund	Research Incentive Carryforward Fund (Designated Fund)	\$369,405	Transfer residual funds to carryforward fund.

FROM	TO	AMOUNT	REASON
General Fund Plant Reserve (Unrestricted Plant Fund)	Watson Team Center Renovations (Unrestricted Plant Fund)	\$364,122	Transfer to fund project.
General Fund	Legal Contingency Reserve (Designated Fund)	\$218,368	Transfer to fund estimated legal liabilities.
Institutional Work Study 21-22 (Designated Fund)	General Fund and Auxiliaries	\$190,359	Transfer portion of current year funding back to operating budgets.
Institutional Work Study 21-22 (Designated Fund)	YSU Match FWS 21-22 (Restricted Fund)	\$187,870	Transfer funds equal to current year usage of Institutional Work Study funds.
YSU Match FWS 21-22 (Restricted Fund)	General Fund	\$181,741	Transfer residual match funds to General Fund.
Debt Services Reserve - Housing (Auxiliary Plant Fund)	Housing Services (Auxiliary Fund)	\$156,545	Transfer reserve funds to operating fund.
General Fund Plant Reserve (Unrestricted Plant Fund)	Beeghly Center Training Room Project (Restricted Plant Fund)	\$139,218	Transfer to project fund. .
J & M DiBacco Family Leadership Center Project Fund (Restricted Plant Fund)	Stambaugh Stadium Classroom (Restricted Plant Fund)	\$131,332	Transfer to project fund.
General Fund	Sick Leave Conversion Fund (Designated Fund)	\$119,907	Transfer to fund estimated sick leave liability.
Korandovich Family Sports Med Ctr (Restricted Fund)	Beeghly Center Training Room Project (Restricted Plant Fund)	\$100,000	Transfer to project fund.
General Fund	Capital Facilities Project (Unrestricted Plant Fund)	\$94,388	Transfer administrative fees earned on locally administered state projects.
Paula & Anthony Rich Center for Autism (Restricted Fund)	Rich Center Reserve (Restricted Fund)	\$93,277	Transfer current year residual funds to reserve fund.
Institutional Work Study 21-22 (Designated Fund)	Institutional Work Study 22-23 (Designated Fund)	\$79,387	Transfer current year residual funds to next award year fund.
President's Discretionary Gift Fund (Restricted Fund)	Watson Team Center (Restricted Plant Fund)	\$75,929	Transfer to fund project.
Constantini Entrance & Media Center (Restricted Fund)	Stambaugh Stadium Classroom (Restricted Plant Fund)	\$75,000	Transfer to project fund.
YSU Match FSEOG 21-22 (Restricted Fund)	General Fund	\$71,776	Transfer residual match funds to General Fund.

FROM	TO	AMOUNT	REASON
General Fund	Unrestricted Gifts Carryforward (Designated Fund)	\$47,128	Transfer current year residual funds to carryforward fund.
President's Discretionary Gift Fund (Restricted Fund)	J & M DiBacco Family Leadership Center Project Fund (Restricted Plant Fund)	\$37,482	Transfer to fund Stambaugh Stadium Classroom Project.
YSU Match FWS 21-22 (Restricted Fund)	YSU Match FWS 22-23 (Restricted Fund)	\$34,091	Transfer match funds to next award year fund.
YSUF Graduate Assistants (Restricted Fund)	Urdu Graduate Assistantship Fund (Restricted Fund)	\$27,063	Transfer to support fringes.

**Youngstown State University**  
**Fiscal Year 2022 Fourth Quarter Diversity Spend Report**  
**April 1, 2022 through June 30, 2022**

	FY2022				FY2021			
	4th QTR	Percent of Addressable	YTD	Percent of Addressable	4th QTR	Percent of Addressable	YTD	Percent of Addressable
<b>Diversity Spend - Goods and Services (excludes EDGE and construction)</b>								
MBE - Ohio Certified	\$ 206,320	3.90%	\$ 627,748	2.82%	\$ 83,454	2.02%	\$ 317,728	1.82%
MBE - Other Certified	0	0.00%	20,862	0.09%	2,463	0.06%	2,891	0.02%
Disability Challenged	0	0.00%	410,701	1.84%	189,728	4.59%	528,649	3.04%
Recycled Materials	0	0.00%	49,762	0.22%	260	0.01%	65,923	0.38%
Veteran Owned	732	0.01%	298,923	1.34%	0	0.00%	3,506	0.02%
Woman Owned	25,176	0.48%	78,828	0.35%	56,210	1.36%	81,863	0.47%
<b>Total Diversity Spend</b>	<b>\$ 232,228</b>	<b>4.39%</b>	<b>\$ 1,486,825</b>	<b>6.67%</b>	<b>\$ 332,114</b>	<b>8.04%</b>	<b>\$ 1,000,559</b>	<b>5.75%</b>
<b>Total Addressable Spend - Goods and Services</b>	<b>\$ 5,292,900</b>	<b>100.00%</b>	<b>\$ 22,289,081</b>	<b>100.00%</b>	<b>\$ 4,133,262</b>	<b>100.00%</b>	<b>\$ 17,412,475</b>	<b>100.00%</b>
<b>EDGE Spend - Goods, Services, and Construction*</b>								
EDGE - Ohio Certified - Construction	\$ 5,000	0.08%	\$ 2,328,845	9.04%	\$ 882,125	14.69%	\$ 1,267,125	5.42%
EDGE - Other	23,377	0.38%	23,377	0.09%	20,506	0.34%	20,506	0.09%
<b>Total EDGE Spend</b>	<b>\$ 28,377</b>	<b>0.46%</b>	<b>\$ 2,352,222</b>	<b>9.13%</b>	<b>\$ 902,631</b>	<b>15.03%</b>	<b>\$ 1,287,631</b>	<b>5.51%</b>
<b>Total Addressable Spend - Goods, Services, and Construction</b>	<b>\$ 6,189,919</b>	<b>100.00%</b>	<b>\$ 25,753,087</b>	<b>100.00%</b>	<b>\$ 6,005,943</b>	<b>100.00%</b>	<b>\$ 23,374,577</b>	<b>100.00%</b>

\* Includes payments to subcontractors

**Definitions:**

**MBE (Minority Business Enterprise):** The MBE program is designed to assist minority businesses in obtaining state government contracts for goods and services. (Unlike the Encouraging Diversity, Growth and Equity program, the MBE program does not apply to construction contracts.) The State of Ohio developed the program because it recognized the need to encourage, nurture and support the growth of minority businesses to foster their development and increase the number of qualified competitors in the marketplace.

**EDGE (Encouraging Diversity, Growth, and Equity Program):** The EDGE program is designed to assist socially and economically disadvantaged businesses in obtaining state government contracts in the following areas: construction, architecture and engineering; professional services; goods and services; and information technology services. (In contrast to the Minority Business Enterprise program, the EDGE program does apply to construction contracts.) The State of Ohio developed the program because it recognizes the need to encourage, nurture, and support the growth of economically and socially disadvantaged businesses to foster their development and increase the number of qualified competitors in the marketplace.

Youngstown State University (YSU) does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit YSU's Commitment to Accessibility webpage for contact information for persons designated to handle questions about this policy.

**Youngstown State University**  
**Diversity Spend Detail Report - Goods and Services**  
(excludes EDGE and construction)  
**April 1, 2022 through June 30, 2022**

<b>Minority Business Enterprise (MBE) - Ohio Certified</b>			
<b>Name</b>	<b>Address</b>	<b>Type of Contract</b>	<b>Purchases</b>
Brown Enterprise Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Computer Supplies	\$ 150,358
BES Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Office Supplies	55,963
<b>Subtotal - MBE - Ohio Certified</b>			<b>\$ 206,320</b>
<b>Minority Business Enterprise (MBE) - Other Certified</b>			
<b>Name</b>	<b>Address</b>	<b>Type of Contract</b>	<b>Purchases</b>
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$ -
<b>Subtotal - MBE - Other Certified</b>			<b>\$ -</b>
<b>Disability Challenged</b>			
<b>Name</b>	<b>Address</b>	<b>Type of Contract</b>	<b>Purchases</b>
Compass Family Services	535 Marmion Avenue, Youngstown, Ohio 44502	Janitorial Services	\$ -
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	-
<b>Subtotal - Disability Challenged</b>			<b>\$ -</b>
<b>Recycled Materials</b>			
<b>Name</b>	<b>Address</b>	<b>Type of Contract</b>	<b>Purchases</b>
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$ -
<b>Subtotal - Recycled Materials</b>			<b>\$ -</b>
<b>Veteran Owned</b>			
<b>Name</b>	<b>Address</b>	<b>Type of Contract</b>	<b>Purchases</b>
NPI Audio Visual	26500 Renaissance Parkway, Cleveland, Ohio 44128	Audio Visual Equipment	\$ 500.00
Test Equipment Depot	99 Washington Street, Melrose, Massachusetts 02176	Laboratory Supplies	232
<b>Subtotal - Veteran Owned</b>			<b>\$ 732</b>
<b>Woman Owned</b>			
<b>Name</b>	<b>Address</b>	<b>Type of Contract</b>	<b>Purchases</b>
Kdc	2100 Babcock Blvd, Pittsburgh, Pennsylvania 15209	Maintenance Supplies	\$ 1,005
Parr Public Safety Equipment Inc.	8495 Estates Court, Plain City, Ohio 43064	Safety Supplies	1,379
Protect-N-Shred	P.O. Box 85, Cortland, Ohio 44410	Document Shredding	1,345
Roar Postal Supplies & Solutions	10600 W. 108th Terrace, Overland Park, Kansas 66210	Postal Supplies	377
School Health Corporation	5600 Apollo Drive, Rolling Meadows, Illinois 60008	Exercise Equipment	13,810
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	235
The Workroom	301 Superior Stree, Rossford, Ohio 43460	Sewing Service	6,909
Union Eyes Optical Inc.	Suite B, 229 Churchill Hubbard Road, Youngstown, Ohio 44505	Public Safety Supplies	115
<b>Subtotal - Woman Owned</b>			<b>\$ 25,176</b>
<b>Total Diversity Spend</b>			<b>\$ 232,228</b>

**Youngstown State University**  
**EDGE Spend Detail Report**  
**April 1, 2022 through June 30, 2022**

<b>Encouraging Diversity, Growth, and Equity (EDGE) - Ohio Certified</b>			
	<b>Address</b>	<b>Project</b>	<b>Purchases</b>
Domokur Architects*	4651 Medina Road, Akron, OH 44321	YSU Elevator Safety Repairs and Replacements	\$ 2,750
SSOE Inc*	1001 Madison Ave, Toledo, OH 43604	Innovation Center Project	2,250
	<b>Total EDGE Certified Spend</b>		<b>\$ 5,000</b>
<b>Encouraging Diversity, Growth, and Equity (EDGE) - Other</b>			
	<b>Address</b>	<b>Project</b>	<b>Purchases</b>
Plante & Moran*	250 S High St Ste 100, Columbus, OH 43215	Audit Services	\$ 23,377
	<b>Total EDGE Other Spend</b>		<b>\$ 23,377</b>
	<b>Total EDGE Spend</b>		<b>\$ 28,377</b>

\*Reflects payments to subcontractors





**RESOLUTION TO AMEND  
THE *BYLAWS OF THE*  
*BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY***

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

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

**WHEREAS**, a motion was made and seconded at the June 22, 2022 meeting of the Governance Committee to amend the Bylaws that pertain to the definition of a Quorum for Board Committees, and

**WHEREAS**, the motion was to adjust the quorum for Board Committees from six to five, and

**WHEREAS**, this is the second reading of a proposed adjustment to the Bylaws

**NOW, THEREFORE, BE IT RESOLVED**, effective immediately, that the Board of Trustees of Youngstown State University does hereby amend its *Bylaws* and that (D) article IV Board committees item (4) Quorum and Conduct of committee meetings, the first sentence, shall now be, "Five members of a standing committee shall constitute a quorum, unless otherwise provided."



YOUNGSTOWN  
STATE  
UNIVERSITY

**Explanation of New *University Policy*:**

**3356-1-13 Electronic attendance of board of trustees' meetings.**

This policy is being recommended for adoption to permit the Youngstown state university board of trustees to allow its members to attend meetings of the board via means of electronic communication in accordance with section 3345.82 of the Revised Code.

**Board of Trustees Meeting**

**September 21, 2022**

**YR 2023-**



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE  
ELECTRONIC ATTENDANCE OF BOARD OF TRUSTEES' MEETINGS  
POLICY, 3356-1-13**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the creation of a University Policy governing Electronic Attendance of Board of Trustees' Meetings policy number 3356-1-13, attached hereto.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**

**3356-1-13 Electronic attendance of board of trustees' meetings.**

**NEW**

Responsible Division/Office: Office of the President

Responsible Officer: President

Board Committee: University Affairs

**Effective Date: September 21, 2022**

Next Review: 2027

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- (A) Policy statement. It is the policy of the Youngstown state university board of trustees to allow its members to attend meetings of the board via means of electronic communication in accordance with section 3345.82 of the Revised Code.
- (B) Definitions.
- (1) "Board meeting" – a regular, special or emergency meeting of the board of trustees as set forth in the board of trustees' bylaws. See 3356-1-01(B), Art. II Meetings.
  - (2) "Committee meeting" – a meeting held by any of the board standing committees, including subcommittee meetings of the standing committees, and ad hoc committees appointed from time to time.
  - (3) "Electronic communication" - means live, audio-enabled communication, as further defined in division (A) of section 3345.82 of the Revised Code, which permits trustees to attend board meetings remotely.
- (C) Electronic meeting attendance.
- (1) Trustees may attend board meetings via electronic communication, subject to the following requirements:
    - (a) A trustee shall attend in person at least one-half of the regular meetings of the board annually; and
    - (b) All meetings conducted using electronic communication shall meet the following minimum standards:

- (i) At least one-third of the trustees attending the meeting shall be present in person at the place where the meeting is conducted;
  - (ii) All votes taken at the meeting shall be taken by roll call vote; and
  - (iii) A trustee who intends to attend a meeting via means of electronic communication must notify the chair of that intent not less than forty-eight hours before the meeting, except in the case of a declared emergency.
- (2) A trustee who attends a board meeting via means of electronic communication will be considered to be present at the meeting, will be counted for purposes of establishing a quorum, and may vote at the meeting, consistent with the authority of division (C) of section 3345.82 of the Revised Code.
- (3) Electronic meeting attendance is also available for committee meetings. The same minimum standards set forth in paragraph (C)(1)(b)(i) to (iii) apply to committee meetings.

## A NEW WAY OF MEASURING VALUE IN HIGHER ED

(Based on Data from the U.S. Department of Education's College Scorecard:  
([https://collegescorecard.ed.gov/search/?page=0&sort=threshold\\_earnings:desc&toggle=institutions](https://collegescorecard.ed.gov/search/?page=0&sort=threshold_earnings:desc&toggle=institutions) )

### Michael Itzkowitz

Senior Fellow, Higher Education

“Unlike traditional college rankings—which prioritize selectivity and test scores—the **Economic Mobility Index (EMI)** places value on *how well institutions serve their low-income students in addition to the proportion of low- and moderate-income students a school enrolls.*”

Grouped into five tiers by 20% intervals the results for twelve of Ohio's main campuses are the following:

Tier 1: Cleveland State University; Wright State University–Main; University of Toledo

Tier 2: Ohio State University–Main; **Youngstown State University**; University of Cincinnati–Main

Tier 3: Kent State University – Main; Bowling Green State University

Tier 4: Miami University–Oxford; Ohio University–Main; Shawnee State University; University of Akron

Tier 5: None

The attributes of institutions in the five tiers, including YSU's data is illustrated below.

YSU added	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Annual Federal Student Aid Received	\$25.4 B	\$20.7 B \$73.1 M	\$14.3 B	\$13.6 B	\$8.8 B
Price-to-Earnings Premium	2.2 years	3.0 years 4.4 years	3.4 years	6.1 years	13.7 years
Percentage of Pell Grant Students	40.2%	29.3% 38.4%	26.4%	28.5%	38.9%
Median Net Cost to Earn Credential for Low-Income Students	\$40,304	\$54,690 \$34,224	\$65,492	\$69,088	\$76,040
Earnings Beyond High School Graduate for Low-Income Students*	\$18,692	\$18,353 \$7,692	\$19,179	\$11,317	\$5,553

**\*Note:** The median for each tier of institutions is used for the average total out-of-pocket costs that low-income students (\$0-30,000) pay to earn a bachelor's degree and the earnings beyond the typical high school graduate obtained by low-income students datapoint within this table. Therefore, if a tier includes 264 institutions, the net cost and earnings beyond a high school graduate for the 132nd ranked institution would be presented as the median in this analysis. Price-to-Earnings Premium (PEP) uses the outcomes of these medians to calculate the typical number of years it takes low-income students to recoup their costs at institutions within each of the tiers listed.

**Source:** Author's calculations are based off of data gathered from the US Department of Education's College Scorecard.

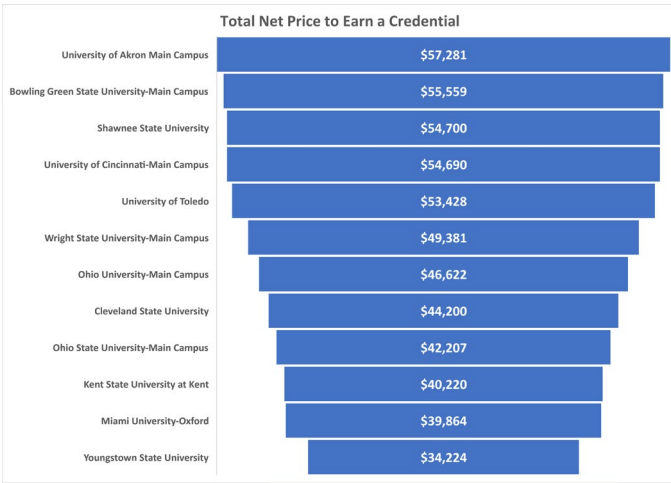


Compared to the values for Tier 2, YSU has a larger percentage of students receiving PELL grants (+9.1%) and a lower net cost to earn a credential (-\$20,466), while a YSU graduate takes 1.4 more years to recoup the cost of the credential as the earnings of a YSU degree recipient beyond those of a high school graduate is less (-\$10,661) than the median for the Tier. An increase in regional

prosperity will reduce this difference and positively influence the EMI.



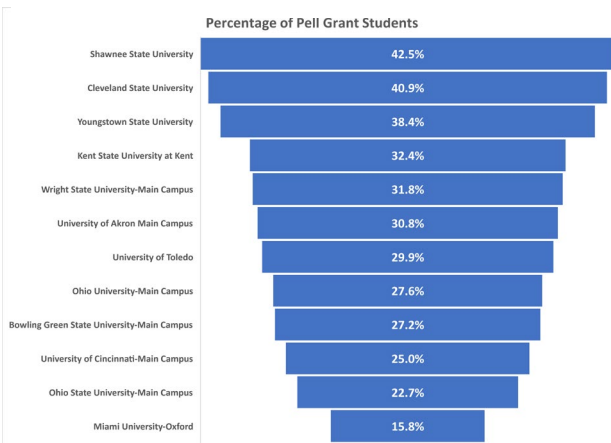
**Figure 1:** Youngstown State University ranks fifth of twelve for the Economic Mobility Index (compared to 12 main campuses in Ohio).



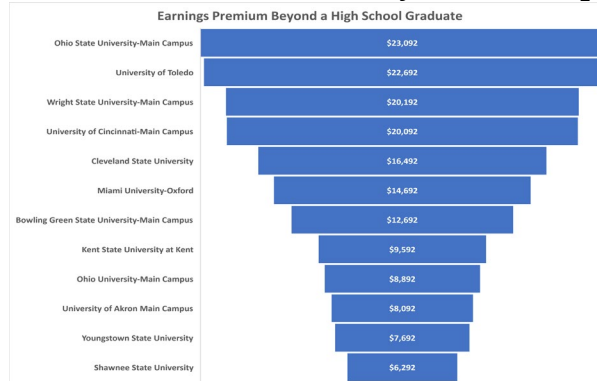
**Figure 2:** YSU has the lowest net price to earn a credential compared to 11 other university main campuses.

The net cost to earn a credential from YSU (\$34,224) is the lowest amongst the 12-university main campuses by \$23,057 versus the highest (Akron-main \$57,281). Compared to the average cost (\$47,234) to earn a credential from the Northeastern Ohio universities, YSU's net cost to earn a degree is \$13,009 less expensive

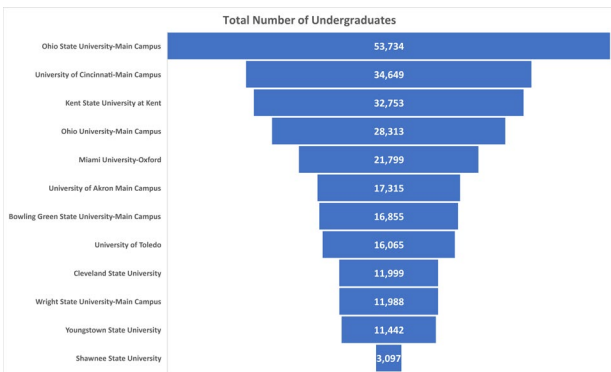
Of the 12 university main campuses, YSU has the third largest proportion of students receiving PELL grants while the absolute number of PELL recipients is the fourth smallest. YSU has the second lowest enrollment of the 12 university main campuses.



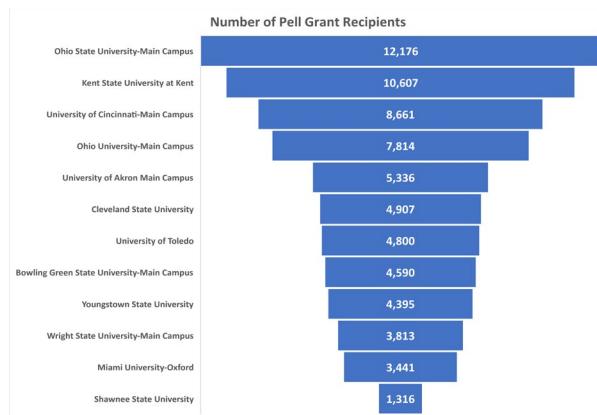
**Figure 6:** YSU has the third largest proportion of students receiving federal PELL Grants.



**Figure 7:** Of 12 main campuses, YSU has the second lowest enrollment (11,442).



**Figure 4:** YSU has 4,395 students receiving federal PELL Grants.



**Figure 5:** The difference between a high school graduate's compensation compared to that of an individual with a YSU credential (significant regional influence).



**Figure 3:** Given the earnings premium beyond a high school graduate, this is how long it takes to pay for the net price of the degree using that earnings premium.





Office of Academic Affairs

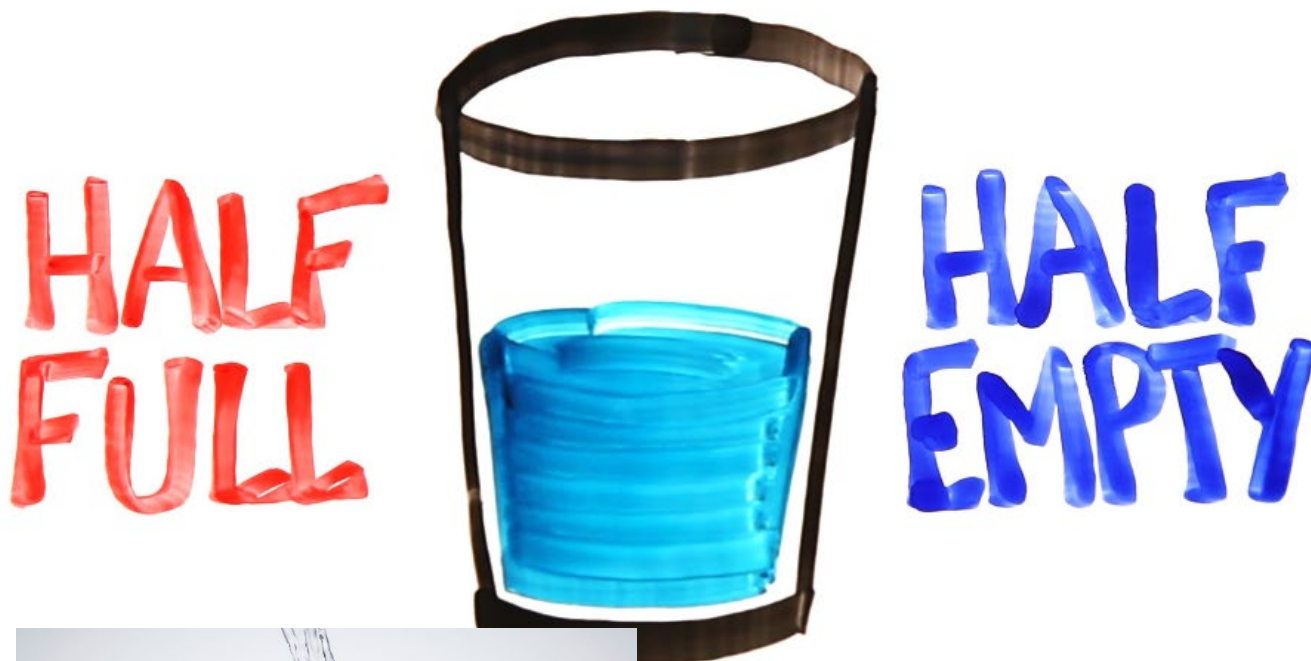
Fall 2022

Dean and Department Chair Conversation

## YSU Future State

Mike Sherman

Vice President for Institutional Effectiveness & Board Professional



YSU is neither a glass half full nor a glass half empty...YSU is many glasses over-flowing with opportunities.

Ponder the following as Provost Smith will moderate the follow-on discussion.

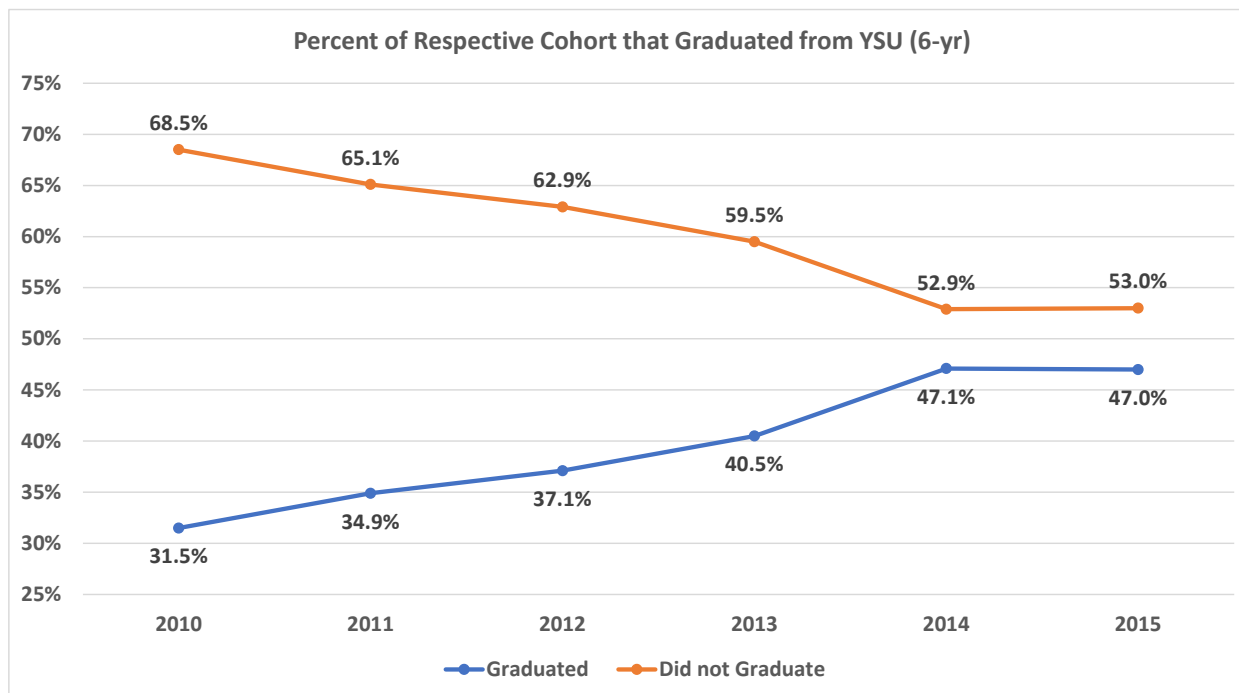
In consideration of the data presented answer the question:  
What is the Future State of Youngstown State University?

Given the answer to this question, what actions or steps should be taken, or will be taken by the departments and colleges?

What might we expect if no action is taken?

How many times to you see glasses overflowing with a value proposition or opportunities?





YSU has achieved a significant increase in the graduation rate of entering first-time, full-time cohorts of students. The increase has been from 31.5% to 47.0% between 2010 and 2015. This is a 15.5% increase in the rate of graduation.

Instead of 3 out of 10 graduating, nearly 5 out of 10 are graduating. The [national average for the graduation rate](#) is about 50%.

We have many initiatives in place to increase this even more (see Opportunities below).



### QUESTION

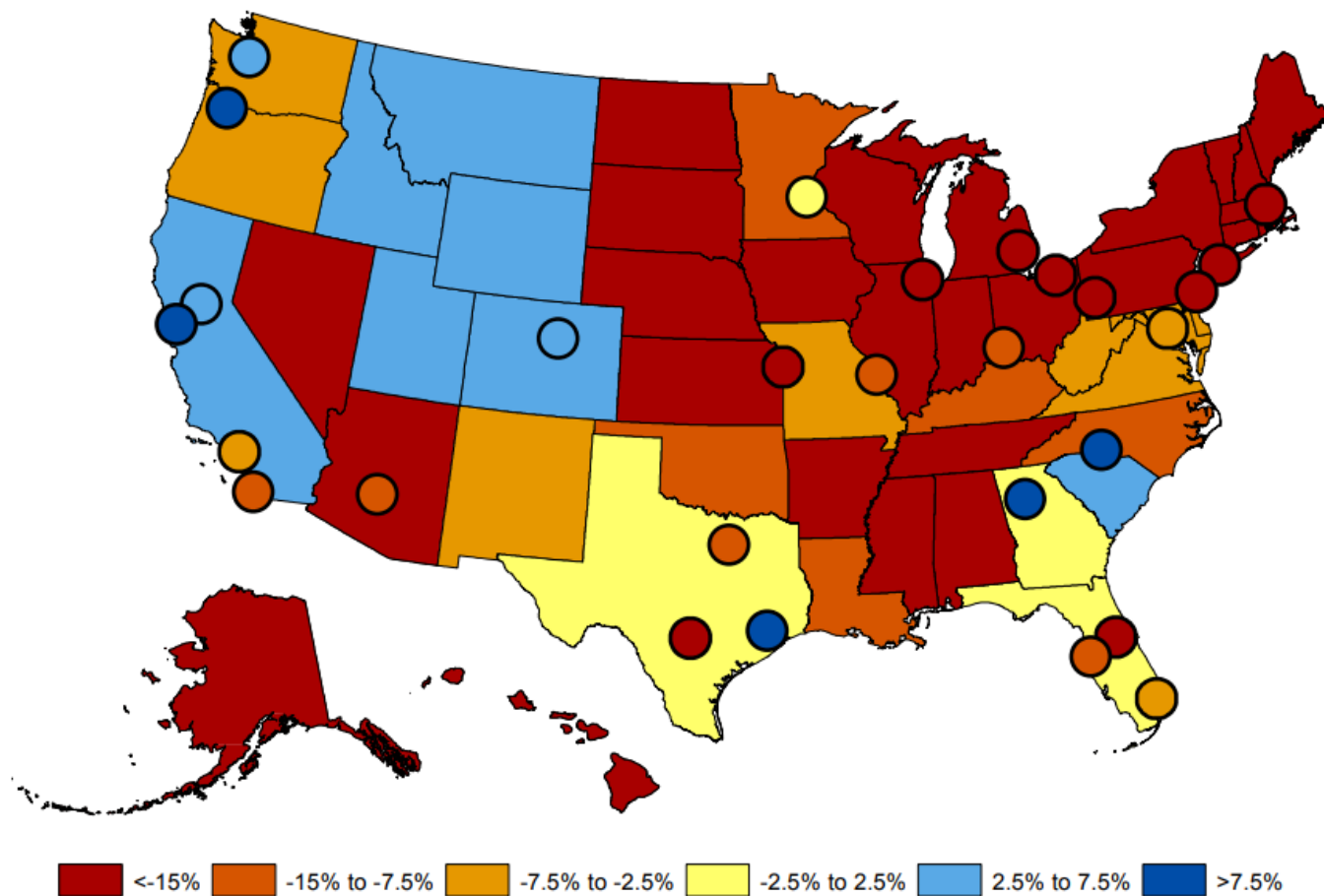
If the retention rate is 75% and the graduation rate is 50%, what has happened to the other 25% of students?

What are the attributes, both personal and institutional, of that 25% that can inform a persistence strategy?

What supports exist for the attributes/circumstances that are personal?

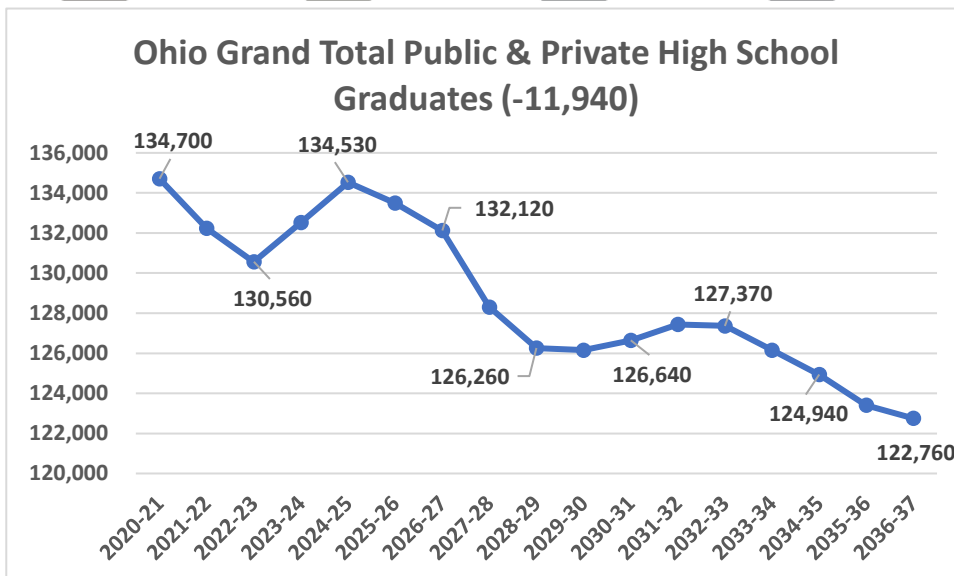
What adjustments will reduce institutional barriers or what opportunities for enhancements can be implemented?

**Figure 6.3 Forecasted growth in students who will attend a regional four-year institution, 2012 to 2029**—Grawe, Nathan. *Demographics and the Demand for Higher Education*. (2018) Baltimore, MD: Johns Hopkins University Press.



The analysis by Grawe is affirmed for Ohio via an entirely different and independent organization.

Figure 1: Western Interstate Commission for Higher Education, *Knocking at the College Door: Projections of High School Graduates, 2020*, [www.knocking.wiche.edu](http://www.knocking.wiche.edu).



**DID YOU KNOW:** Ohio has 14 four-year public universities with 24 branch campuses, 23 two-year community and technical colleges and more than 50 four-year private colleges and universities. 111 post-secondary locations advocating for nearly 12,000 fewer prospective students, and ~63% go to college.

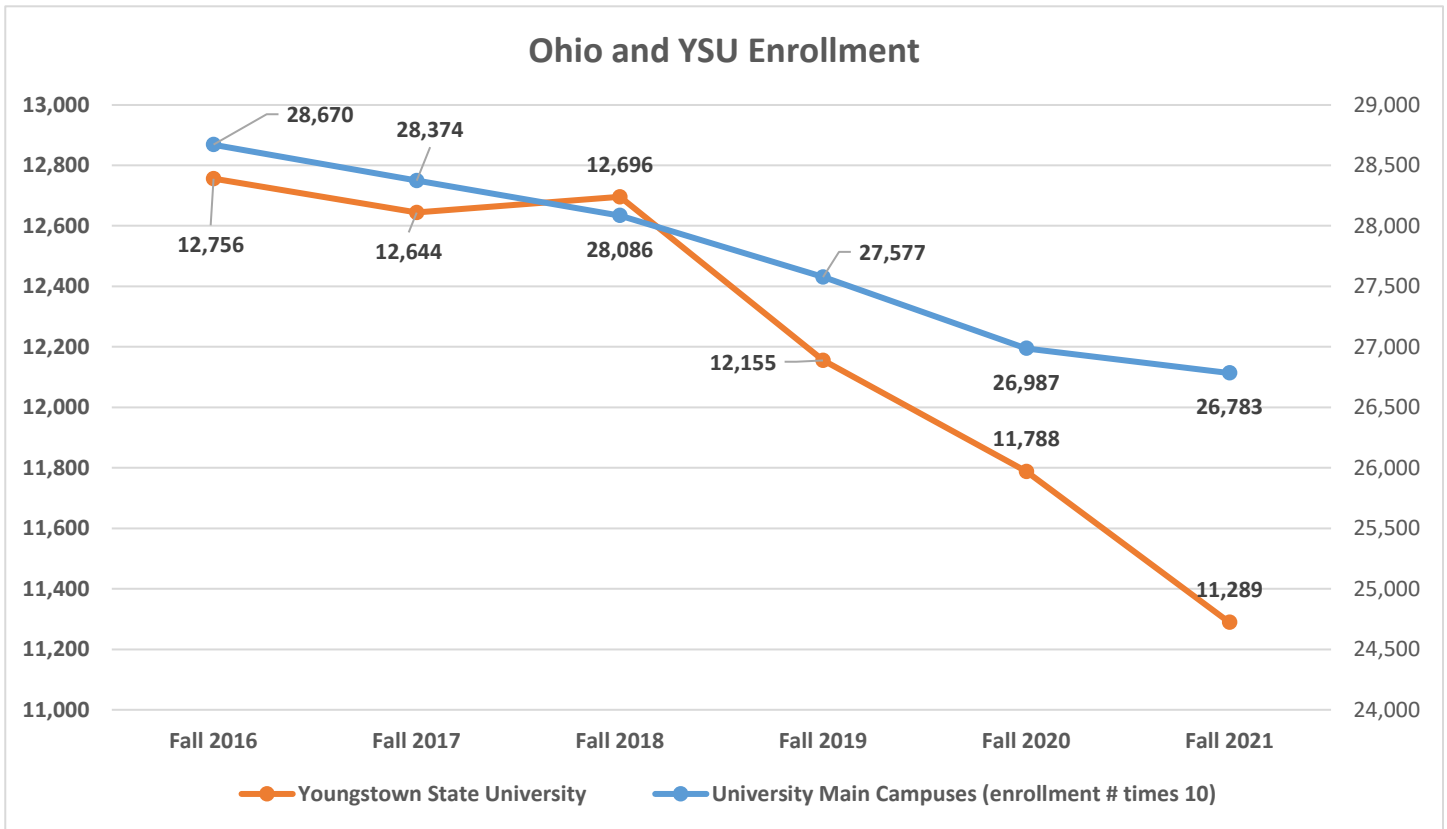


Figure 2: Enrollment at Ohio's University Main Campuses has been declining since Fall 2016, whereas enrollment at YSU has been declining since Fall 2018.

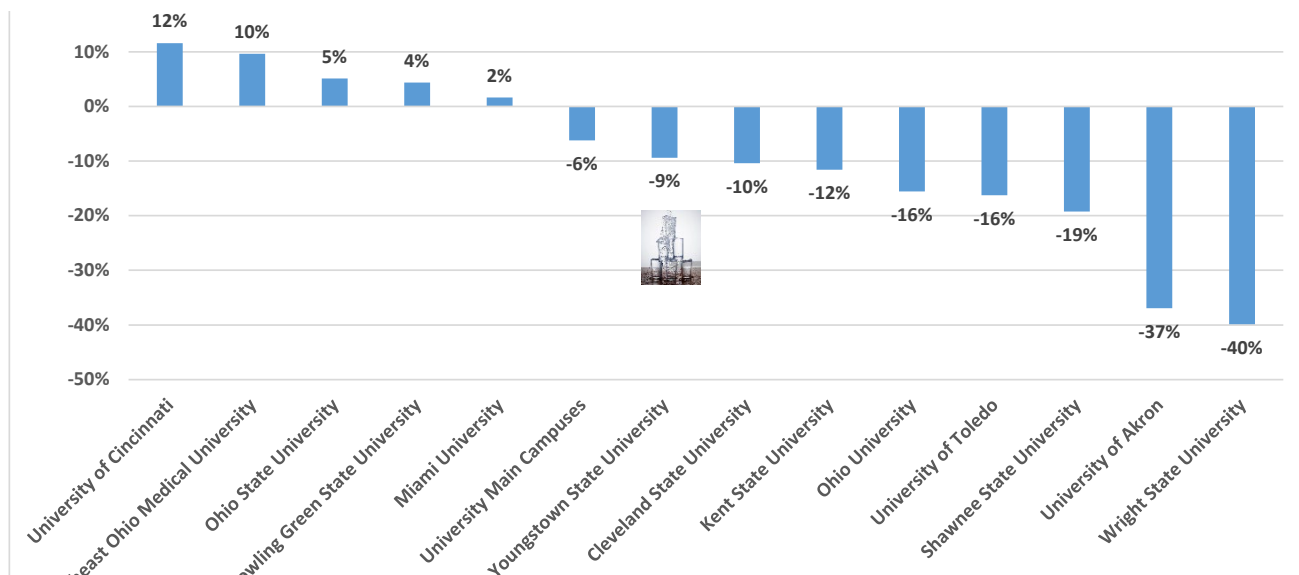
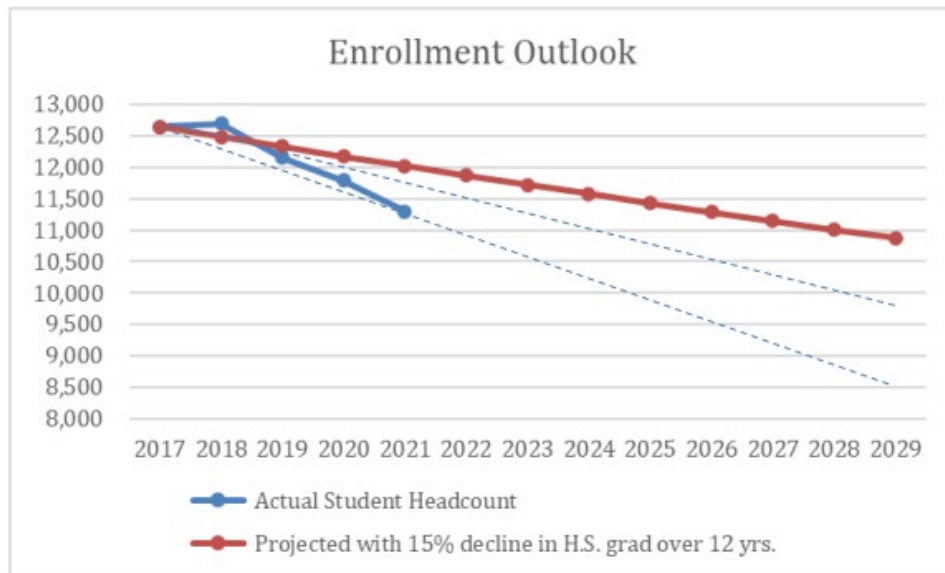


Figure 3: While Ohio experienced an average -6% decline in enrollment at the main campuses, of those with enrollment declines, the decline at YSU was the least while Akron and Wright State declined -37% and -40%, respectively.

## Youngstown State University FY-23 Budget Proposal

The graph below illustrates the potential effect this trend could have on YSU's enrollment levels over the next eight years.



Board of Trustees anticipates we will chart a course towards a sustainable future.

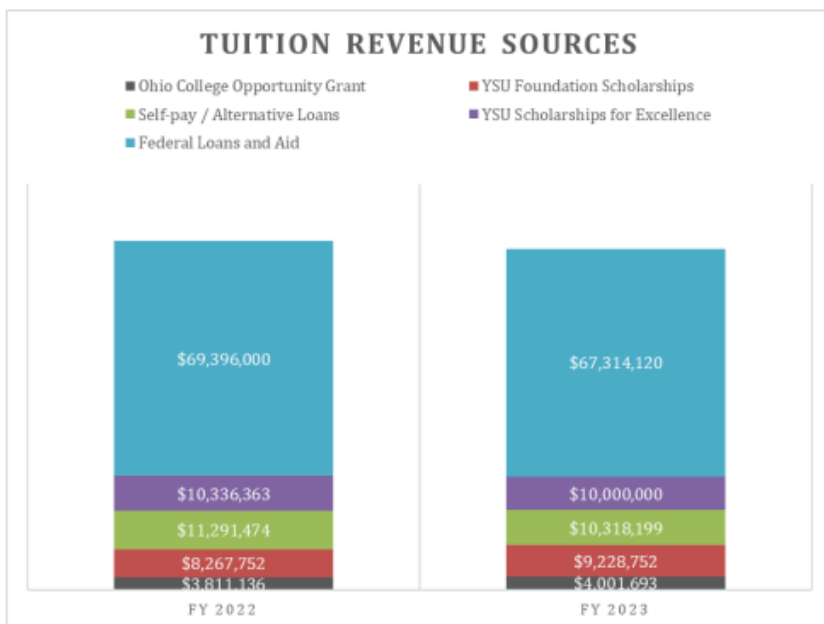
Figure 4: A different source (EAB), indicated a decline in high school graduates in Ohio through 2029 of 15%.

Between 2018 and 2021 overall enrollment decreased by 1,398 (11%). First-time Full-time decreased by 637 (29%).

The number of graduates in 2018-19, 2019-20, and 2020-21 were 2,218, 2,352, and 2,466, respectively.



The graph below depicts the estimated sources of tuition and fee revenues for FY 2022 and FY 2023.



Of \$153.2 million revenue, \$67.3 million via federal level and \$46.6 million SSI (YSU = +\$2 million SSI).



Nearly \$10 million from the YSU Foundation for scholarships.

Figure 5: ~70% of YSU revenue is through the federal government and the State of Ohio.



<https://www.mckinsey.com/industries/public-and-social-sector/our-insights/rising-costs-and-stagnating-completion-rates-who-is-bucking-the-trend>

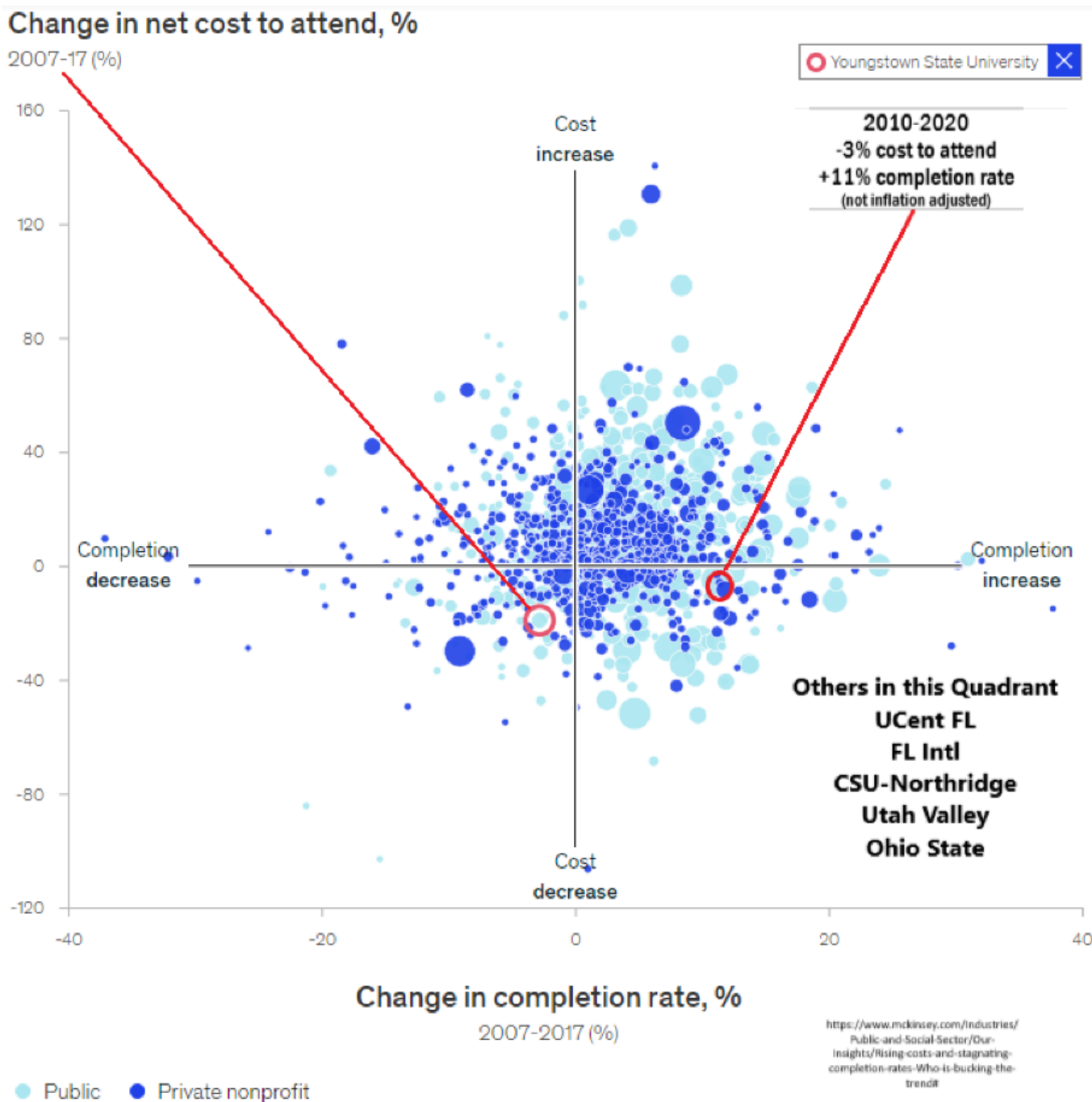


Figure 6: Over the period of 2010 through 2020, YSU increased the graduation rate and the change in net cost to attend declined slightly. The demonstrates that the value of the degree increased.

<https://www.thirdway.org/graphic/rating-colleges-by-economic-mobility>

Unlike traditional college rankings—which prioritize selectivity and test scores—the Economic Mobility Index places value on how well institutions serve their low-income students *in addition* to the proportion of low- and moderate-income students a school enrolls.

<https://www.insidehighered.com/news/2022/07/25/updating-tool-measuring-how-colleges-spur-economic-mobility>



Figure 7: YSU is in tier 2 (top 40%) for the Economic Mobility Index accompanied by Ohio State University and University of Cincinnati. This indicates the value of a YSU experience for those with low- and moderate-income families.



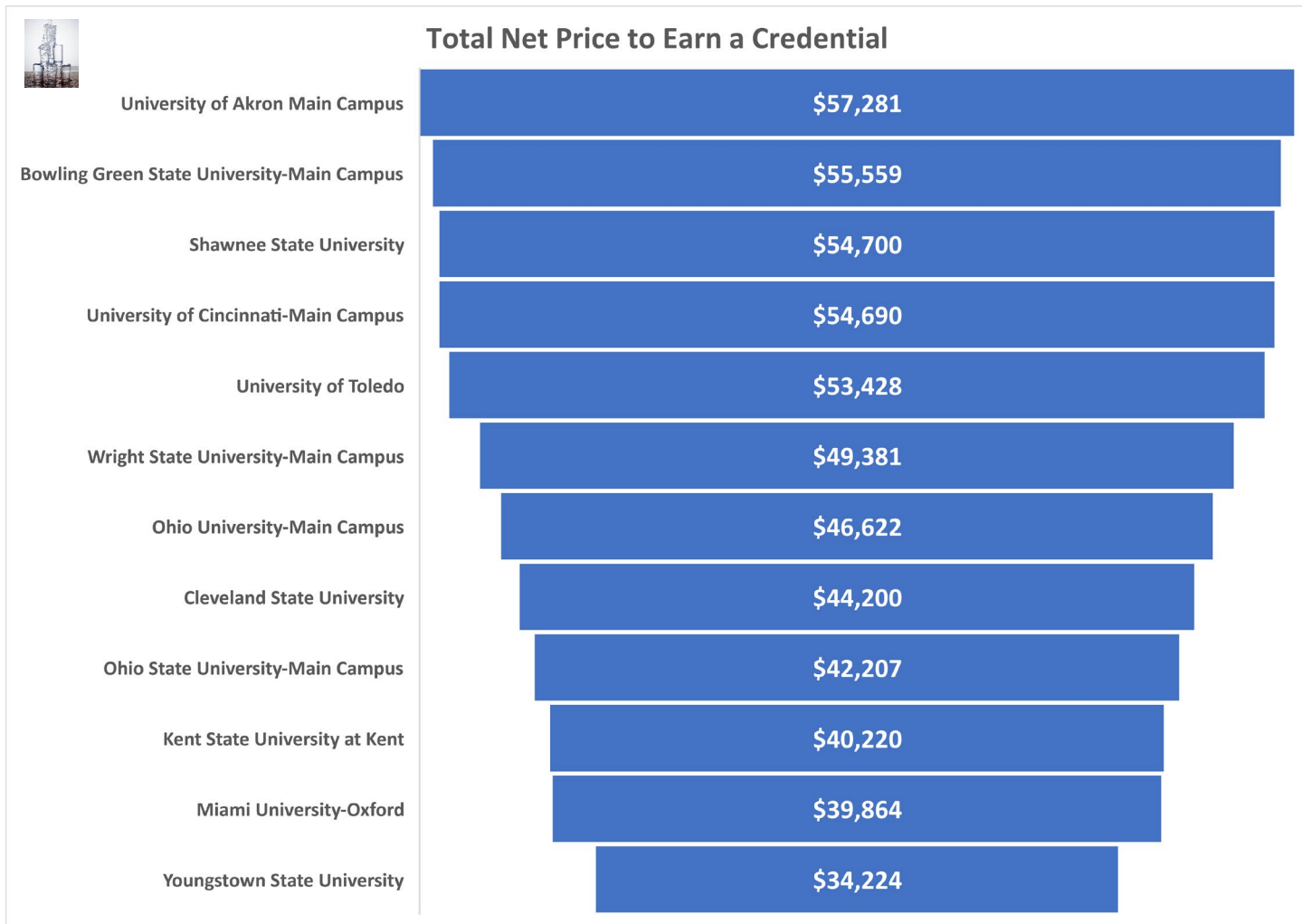


Figure 8: YSU lowest net cost to earn a credential (\$23,057 less vs. the highest-University of Akron; \$13,009 less vs. 12 campus average). YSU third highest % students receiving PELL (38.2%) vs. Cleveland State (40.9%) and Shawnee State (42.5%).



## Actions Underway to Increase Persistence

Reduce Attrition: Increase Persistence (Retention Rate approaching 78%)

Penguin Pass – program pathways

CRM Advise - alerts

Advising Redesign (deeper dive into lack of persistence; progress, etc.)

Curricular effectiveness & efficiency & transformation for distinction

Reconcile majors and concentrations

Reconcile use of pre-majors

New programs delivered across different pedagogies

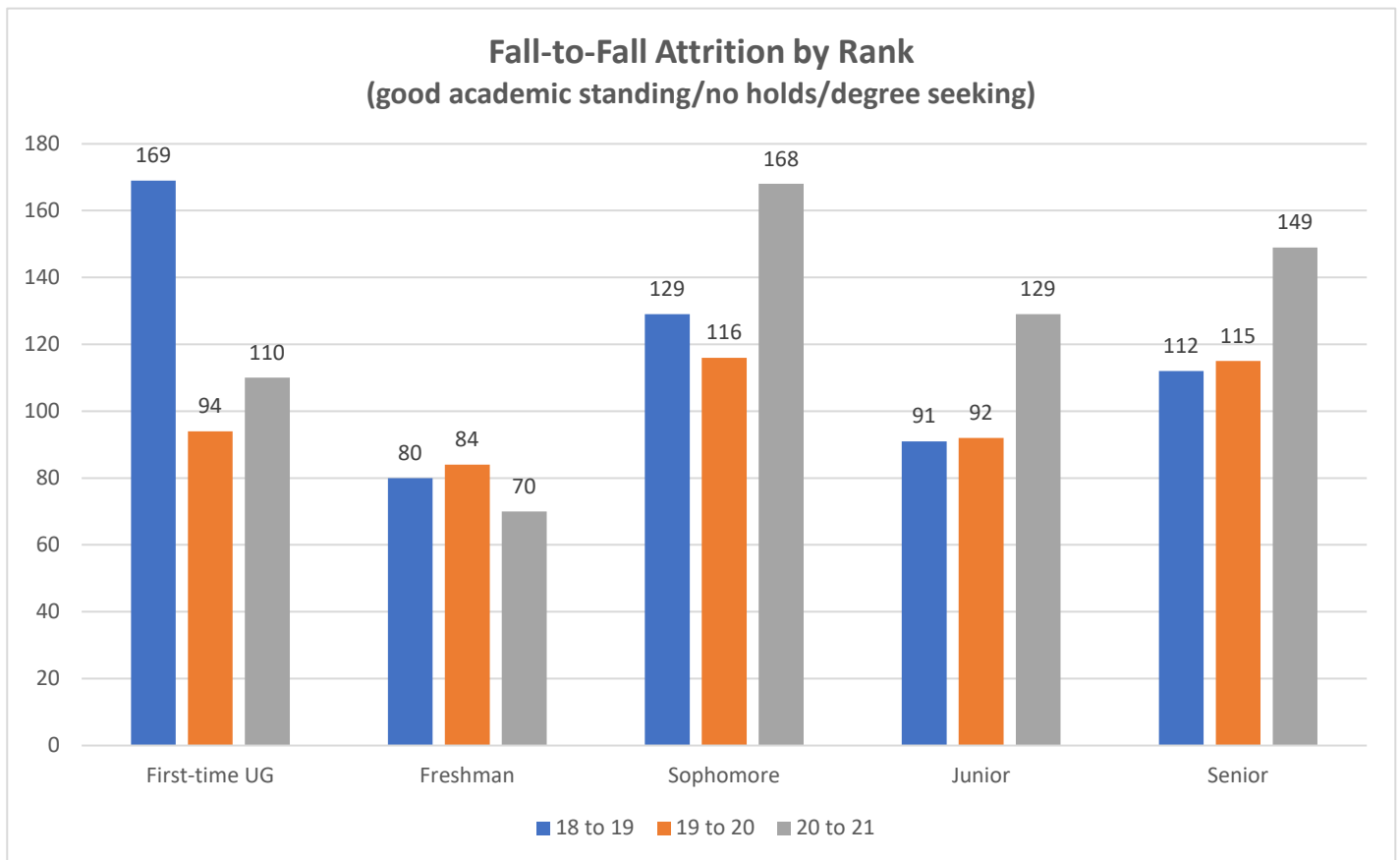


Figure 9: Fall-to-Fall attrition is about 900; ~700 good standing; ~425 had one or more of three attributes like the graduating class and might have reasonably graduated (~\$3 to 16 million).



## Actions Underway to Increase Enrollment

- Enhanced marketing strategy-linked to the YSU “brand” study
- Increase Enrollment Funnel
  - +743 Applied
  - +747 Admitted
- Increase Yield from Admitted to Orientation
  - ZeeMee
- Increase Yield Orientation to Matriculated
  - Objective: 93% to 97%
- Increase Yield College Credit Plus
  - Objective: 37% to 50% or higher
- Increase Enrolled International Students
  - Enrollment strategy & student success strategy endorsed
  - Objective: increase enrollment
- Increase Strategically Graduate On-Line
  - 2019 – 5 – 0.4% of fall 2019 grad enrollment (less than 1%)
  - 2020 – 400 – 30% of fall 2020 grad enrollment (nearly  $\frac{1}{3}$ )
  - 2021 – 1,021 – 55% of fall 2021 grad enrollment (nearly  $\frac{1}{2}$ )
- 120 or more credits earned - review for completion opportunity

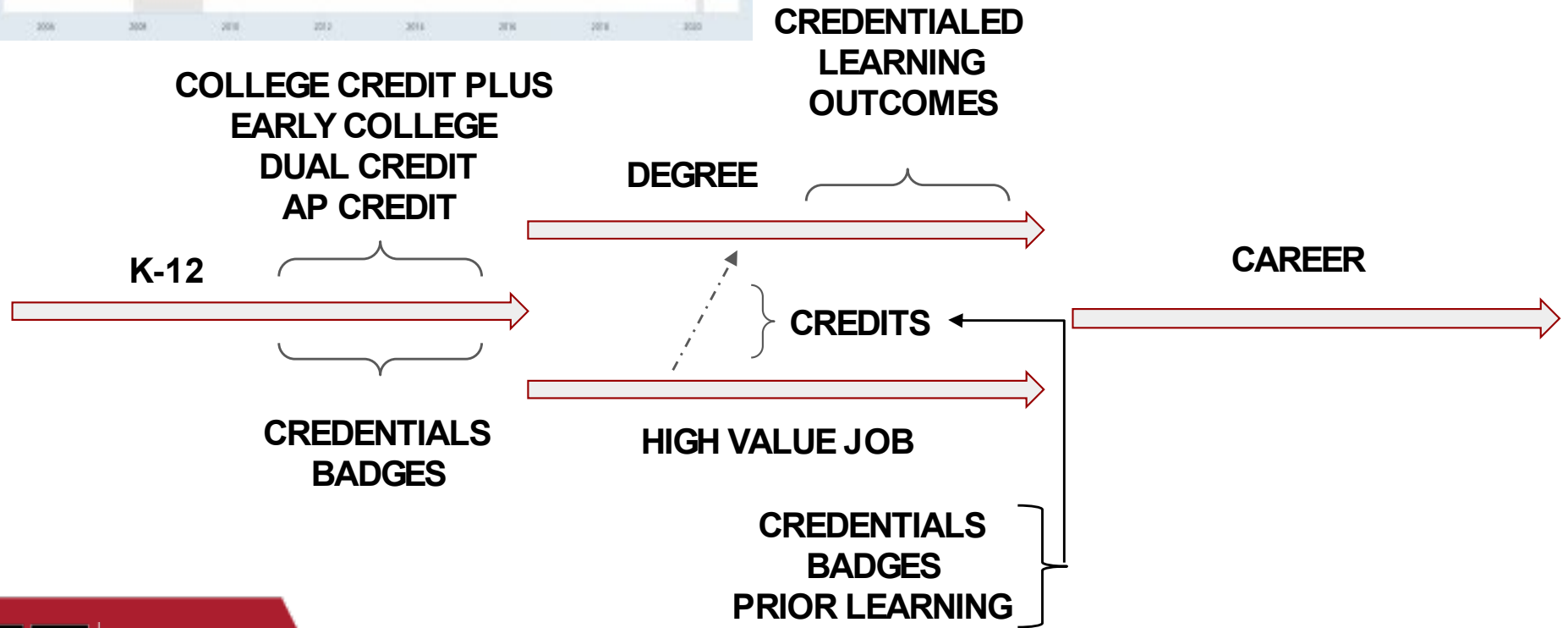


## **Actions in Development to Increase Enrollment**

- College Comeback for Degree Completion
  - Completion pathways (on-line primarily)
  - Debt relief (YSU initial n = 200 in the view-finder)
- Reverse transfer
- Stranded Credits
  - Associates degree awarded for appropriate credit earned
- Credentials
  - Transformative educational experience
  - Regional prosperity



Retain and Increase the Population is Essential for Sustainable Prosperity of the Region



DRAFT

Figure 10: Illustrates how YSU can be involved in the education to career pathway of the residents of the Mahoning Valley and beyond. The illustration represents how degree completion and earning credentials can help meet this workforce needs of the region. The illustrated approach can directly connect to the Plan for Strategic Actions to Take Charge of Our Future, particularly Collective Impact with the Community by linking to the areas of education, health, and arts/culture (prosperity) to experiential education, service learning, and virtually any community outreach initiative. The population of the Mahoning Valley is on a decline and supporting the workforce needs of the region in such a fashion might help reverse that trend, to the benefit to the region and to YSU.



Provost Smith facilitated discussion:

In consideration of the data presented answer the question:

What is the Future State of Youngstown State University?

Given the answer to this question, what actions or steps should be taken, or will be taken by the departments and colleges?

What might be expected to occur if no action is taken?



How many times did you see the glasses overflowing with opportunities?





[Home](#) > [Programs & Events](#) > [Events](#) > [National Conference on Trusteeship](#)

## 2023 National Conference on Trusteeship

**April 2–4, 2023**

Manchester Grand Hyatt San Diego  
San Diego, CA

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### EARLY BIRD

Register now to take advantage of early bird pricing, available through December 1, 2022.

[REGISTER NOW](#)

## Lead with confidence to transcend today's challenges.

**Many governing boards and executives will find themselves in high-stakes tests of leadership in 2023.** Most will emerge from pandemic governance just in time to cope with extraordinarily challenging annual budgets, daunting financial projections, student demographic shifts, and other concerning trends in student success, public trust, business model volatility, and employee turnover.

Join your fellow board members, chief executives, and a distinguished group of industry thought leaders at the 2023 National Conference on Trusteeship. The conference format is designed to intentionally connect you to the people, resources, and ideas you need to transcend significant governance and leadership challenges, including focused opportunities to:



#### **Develop Fresh Perspectives**

AGB brings diverse voices into the conference programming, giving you the opportunity to inspire new ideas with other trustees, committee chairs, board chairs, presidents, and prominent higher education thought leaders who are driving transformation in higher education.



#### **Network with Peers**

Share conversation, ideas, and leading practices with other attendees during peer group discussions, meals, and social events. The conference builds in time for intentional peer workshops and networking to spark creativity.



#### **Prepare for the Unique Role of a Higher Education Trustee**

Higher education boards are very different from other boards. Many new trustees attend the conference to gain insights into their responsibilities, while seasoned trustees return year after year to explore the questions and issues that might not make it onto regular board agendas but are critical to strategic governance.

## **Hear about the value of the National Conference on Trusteeship from past attendees.**



**Jim Clements**  
President  
Clemson University





**Sharon Reishus**  
Chairman of the Board of Trustees  
Unity College

## **Tackle critical governance issues.**

**The 2023 program will address challenges and opportunities facing governing boards and executives, including:**

- Governance for student success (guidance for the full board, as well as finance and other committees)
- Special programming for early-career trustees
- Presidential search and transition
- Oversight for talent management and retention
- Forward-looking strategies for campus mental health
- Trends in philanthropy and board roles in fundraising
- Opportunities in graduate education and outlook for research enterprise fundamentals
- New paradigms for trustee recruitment, orientation, and education
- Strategies for leveraging board and presidential assessment
- Strategic planning and strategic finance
- Organization-building for boards
- Shared governance under stress
- Post-graduate success and student debt
- Economic and political outlooks
- Endowment management
- Governance and leadership for social justice
- Difficult conversations: Getting to board value-add



### Featuring a special keynote speaker.

AGB welcomes **Danette Howard**, nationally acclaimed higher education leader, Lumina Foundation executive, and University of Southern California Race and Equity Center Executive in Residence, for a keynote presentation on equitable student success.

### Register as a group and save.

**Reserve your spot now.** Early bird pricing ends December 1, 2022.

Early Bird Price  
Individual Member\*

**\$1,425**

Early Bird Price  
Group\*\*

**\$1,295**

Regular Price  
Individual Member\*

**\$1,550**

Regular Price  
Group\*\*

**\$1,425**

Nonmember Price

**\$1,600**

# \$1,995

*\*Member exclusive pricing.*

*\*\*Three or more, members only. All members in the group must be registered at the same time.*

REGISTER→

### Key Dates

- **Early bird deadline:** December 1, 2022
- **Deadline for cancellation:** February 28, 2023
- **Deadline to receive discounted hotel rate:** March 9, 2023

### Cancellation Policy

All cancellations and requests for refunds must be submitted in writing to [cancellations@AGB.org](mailto:cancellations@AGB.org) and will be processed after the meeting. **Requests for refunds must be received by close of business on February 28, 2023, to receive a full refund minus a \$25 cancellation fee. No refunds will be issued for registrants who cancel after February 28, 2023.** If you are unable to attend, a substitute is welcome in your place at no additional charge. AGB is not responsible for cancellations due to airline disruption, inclement weather, COVID-19, or schedule changes.

Group Discounts: If a cancellation causes the group to fall below the required three registrations, the refund will be issued minus the discount benefit received by the original group.

### Hotel Information

AGB has secured a room block at the Manchester Grand Hyatt San Diego for National Conference on Trusteeship attendees at a group rate of \$309 per night (exclusive of 12.5% taxes). A link is included in the registration confirmation to allow registered attendees to book their hotel reservation.

### COVID-19 Guidelines

AGB encourages all conference attendees to review and follow CDC recommendations for individuals participating in large gatherings. AGB will comply with current federal, state, and local regulations regarding COVID-19 safety protocols and applicable policies of the Manchester Grand Hyatt San Diego. We will contact conference participants prior to the event with information on the most current recommendations and requirements.

## Get involved!

**Serving as part of the program faculty provides a great opportunity** to share experiential wisdom, showcase the work of your board, and connect with national peers on issues of common interest. Proposals will be accepted until August 31, but AGB will review submissions as they are received, so please submit early for best consideration. If you have questions about speaking or would like to discuss ideas in advance of submitting a proposal, please email [programs@AGB.org](mailto:programs@AGB.org).

**Browse the 2022 schedule of events for examples of sessions, speakers, and networking opportunities the conference typically includes→**

## With thanks to our 2023 sponsors.

**View our 2023 sponsors** and see how you can support the National Conference on Trusteeship.

Learn More→

**Access resources from the  
2022 National Conference on Trusteeship**  
Participants in the 2022 virtual conference can access session recordings

[Log in for access](#)→

## Contact.

### Registration

AGB is committed to excellence in member service. Should you have questions about registering for the National Conference on Trusteeship, contact the [AGB registrar](#).

### Become a Member and Save

If you currently are not an AGB member but want to take advantage of member pricing, contact [Matt Stevens](#), director of membership outreach.

### Sponsorship

To learn about sponsorship opportunities, contact [Steve Abbott](#), senior director of partnerships.

**All other inquiries may be directed to the [AGB concierge](#).**



## BOARD OF TRUSTEES

### 2023 Schedule

*The dates listed below are a general guideline for upcoming Board meetings. As the date for the Board meeting nears, please check for updates of meeting times and locations on the YSU website.*

[www.ysu.edu](http://www.ysu.edu)

\*Approximate start time; meeting will start immediately following preceding meeting.

## 2023

<b>Wednesday, March 1, 2023*</b>	<b>Board Meeting Room, 1st Floor, Tod Hall</b>
10:00 a.m.	Investment Subcommittee
10:30 a.m.	Audit Subcommittee
11:00 a.m.	Finance & Facilities Committee
12:00 p.m.	Lunch
12:30 p.m.	Governance Committee
1:30 p.m.	Academic Excellence and Student Success Committee
2:30 p.m.	Institutional Engagement Committee
3:00 p.m.	University Affairs Committee
5:00 p.m.	Executive Committee

<b>Thursday, March 2, 2023*</b>	<b>Board Meeting Room, 1st Floor, Tod Hall</b>
10:00 a.m.	Board Meeting

<b>Wednesday, June 21, 2023*</b>	<b>Board Meeting Room, 1st Floor, Tod Hall</b>
10:00 a.m.	Intercollegiate Athletics Committee
10:30 a.m.	Investment Committee
11:00 a.m.	Audit Subcommittee
11:30 a.m.	Finance & Facilities Committee
12:30 p.m.	Lunch
1:00 p.m.	Governance Committee
2:00 p.m.	Academic Excellence and Student Success Committee
3:00 p.m.	Institutional Engagement Committee
4:00 p.m.	University Affairs Committee
5:00 p.m.	Executive Committee

<b>Thursday, June 22, 2023*</b>	<b>Board Meeting Room, 1st Floor, Tod Hall</b>
10:00 a.m.	Board Meeting

**Tuesday, September 19, 2023\*** **Board Meeting Room, 1st Floor, Tod Hall**  
10:00 a.m. Intercollegiate Athletics Committee  
10:30 a.m. Investment Committee  
11:00 a.m. Audit Subcommittee  
11:30 a.m. Finance & Facilities Committee  
12:30 p.m. Lunch  
1:00 p.m. Governance Committee  
2:00 p.m. Academic Excellence and Student Success Committee  
3:00 p.m. Institutional Engagement Committee  
4:00 p.m. University Affairs Committee  
5:00 p.m. Executive Committee

**Wednesday, September 20, 2023\*** **Board Meeting Room, 1st Floor, Tod Hall**  
10:00 a.m. Board Meeting

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**Wednesday, December 6, 2023\*** **Board Meeting Room, 1st Floor, Tod Hall**  
10:00 a.m. Intercollegiate Athletics Committee  
10:30 a.m. Investment Committee  
11:00 a.m. Audit Subcommittee  
11:30 a.m. Finance & Facilities Committee  
12:30 p.m. Lunch  
1:00 p.m. Governance Committee  
2:00 p.m. Academic Excellence and Student Success Committee  
3:00 p.m. Institutional Engagement Committee  
4:00 p.m. University Affairs Committee  
5:00 p.m. Executive Committee

**Thursday, December 7, 2023\*** **Board Meeting Room, 1st Floor, Tod Hall**  
10:00 a.m. Board Meeting

\*Approximate start time; meeting will start immediately following preceding meeting.

*Meeting times and dates are subject to change. Please check for updates of meeting times and locations on the YSU website. [www.ysu.edu](http://www.ysu.edu)*



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**Explanation of Modifications to *University Policy*:**

**3356-8-01.1 The Student Code of Conduct**

This policy is being recommended for modification to provide that records related to the sanction of university expulsion will be retained indefinitely and will not be expunged after fifteen years. This change aligns The Student Code of Conduct with the university's current practice of notating sanctions of university expulsion on academic transcripts, previously approved by the Board of Trustees in September 2020. The recommended modifications further provide for the termination of interim measures issued prior to a student conduct board hearing or conduct conference when risk to members of the university community, damage to university property, and/or disruption of university operations has been mitigated.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**



**RESOLUTION TO MODIFY  
“THE STUDENT CODE OF CONDUCT” POLICY, 3356-8-01.1**

**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 “The Student Code of Conduct” 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 “The Student Code of Conduct”, policy number 3356-8-01.1, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.



### 3356-8-01.1 “The Student Code of Conduct.”

Responsible Division/Office:	Student Affairs / Dean of Students
Responsible Officer:	Dean of Students and Ombudsperson
Revision History:	March 1998; December 2010; June 2016; September 2017; September 2020; June 2021; September 2022
Board Committee:	Academic Excellence and Student Success
<b>Effective Date:</b>	<b>September 21, 2022</b>
Minor Revisions:	October 6, 2021 (paragraphs (D)(11), (E)(9)(a) and (E)(9)(c))
Next Review:	2027

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- (A) Policy statement/preamble. Youngstown state university (“YSU”) is a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership.

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors, believe in the dignity and worth of all people, strive to foster an appreciation of, and respect for, differences among the human race, and celebrate the diversity that enriches the university and the world. As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the university’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the university and is held responsible for compliance with them. All members of the university community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the university.

The policies and regulations in “The Student Code of Conduct” have been established to ensure a positive educational experience for every student. “The Student Code of Conduct” serves as an official university document that outlines conditions and regulations considered essential to the effective functioning of the university.

The student conduct process at Youngstown state university adheres to procedural due process and is intended to be part of the educational process at the university. This student conduct process provides a forum for the impartial and expedient resolution of alleged misconduct in the university community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the university's commitment to developing integrity, respect, and responsibility among all students.

(B) Article I. Rights and responsibilities.

- (1) Basic rights. The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:
  - (a) The right of free inquiry, expression, and/or assembly.
  - (b) The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and online.
  - (c) The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
  - (d) The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by section 3345.14 of the Revised Code.
- (2) Basic responsibilities. Students, as members of the university community, shall have the following responsibilities which are inherent in the basic rights delineated in this paragraph:
  - (a) To maintain standards of academic performance as established by their faculty.
  - (b) To be responsible for acting in such a manner as to ensure other students the basic rights enumerated in this policy.

- (c) To be responsible for their actions with respect to, and to follow, all university regulations and policies.
  - (d) To be responsible for their actions with respect to provisions of local, state, and federal law.
  - (e) To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the university community are respected.
  - (f) To have in their possession a valid university identification card when on university premises.
  - (g) To be responsible for adhering to the university policy 3356-7-20, "Drug-free environment" (rule 3356-7-20 of the Administrative Code).
  - (h) To ensure adherence to all university board of trustees' policies that apply to students.
- (C) Article II. Student conduct authority. The president has delegated the authority for the university student conduct system to the dean of students and ombudsperson (hereinafter referred to as the dean of students). The dean of students, or designee, serves as the student conduct administrator responsible for the administration and operation of "The Student Code of Conduct" and the student conduct process. Members of the university seeking formal disciplinary action for alleged student misconduct should make referrals to the office of community standards and student conduct.

The student conduct administrator shall determine the composition of student conduct bodies and appellate hearing panels.

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of "The Student Code of Conduct." The student conduct officer shall be the assistant dean of students for community standards, advocacy, and conduct (hereinafter referred to as the assistant dean of students). The student conduct administrator may also appoint one or more deputy conduct officers to

review reports of violations of “The Student Code of Conduct” and to conduct investigations. Deputy conduct officers shall be under the supervision of the student conduct officer and/or the student conduct administrator.

- (1) Jurisdiction of “The Student Code of Conduct.”
  - (a) “The Student Code of Conduct” shall apply to conduct which adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs whether it occurs on university premises, at university sponsored activities, or on non-university premises. It is important to note that a student and/or group/organization will be subject to the university student conduct process where the conduct has occurred on non-university premises when the conduct adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs.
  - (b) Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). “The Student Code of Conduct” shall apply to a student’s conduct even if the student withdraws from the university while an investigation into alleged misconduct is pending.
  - (c) An incident which results in a charge under “The Student Code of Conduct” may also lead to a proceeding outside of the university for a violation of local, state, or federal law. In these instances, university proceedings are not subject to challenge based on concurrent criminal or civil proceedings or that such proceeding has been or will be dismissed, reduced, withdrawn, resolved, or settled. The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws. In all cases, hearings within the university will be held according to the student conduct procedures set forth

in this policy. Since the university student conduct process is educational in nature and differing judgements may result between university action and outside legal action, the university, in its sole discretion, may pursue student conduct action and impose sanctions against a student for a violation of law:

- (i) Regardless of where the behavior occurs;
  - (ii) When a student is charged with a violation of law but not with any other violation of “The Student Code of Conduct”;
  - (iii) When a student is charged with a violation of law which is also a violation of “The Student Code of Conduct”;
  - (iv) While the student is also subject to criminal proceedings, arrest and/or prosecution or civil litigation.
  - (v) University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
  - (vi) The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.
- (2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the dean of students, or designee, in consultation with the associate vice president for student experience. The policies and regulations that apply to student groups/organizations are outlined in the “Penguin Student Handbook,” which houses all student organization policies.

Student groups/organizations that violate any of the student organization policies may be charged with violating “The Student Code of Conduct” and be subject to the student conduct procedures set forth in this policy.

- (3) Student conduct authority.
  - (a) The enforcement of regulations, policies, and guidelines that apply to students, student organizations/groups are within the jurisdiction of the dean of students, or designee.
  - (b) Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.
  - (c) Student groups and registered student organizations may be charged with violations of “The Student Code of Conduct” in the following circumstances:
    - (i) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the university’s student organization policies, and/or university policies or regulations.
    - (ii) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with city, state, or federal law.
    - (iii) A student group (as defined in the glossary of terms section of this policy) or registered student organization and its officers may be held collectively or individually responsible for violations of “The Student Code of Conduct.”
- (D) Article III. Student conduct standards/prohibited conduct. The student conduct process aspires to develop and maintain conduct standards in support of character, civility, and community. This section of “The Student Code of Conduct” provides a set of expectations regarding student conduct in support of the university community.

A student or student group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by a member of a student group/organization, the entire group/organization may be held responsible, in addition to the student, when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under “The Student Code of Conduct”:

- (1) Academic integrity. Violations of academic integrity include:
  - (a) Plagiarism, which includes the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, or the misrepresentation of another person’s work as one’s own.
  - (b) The use of any unauthorized assistance or tools:
    - (i) In taking quizzes, tests, assignments, or examinations;
    - (ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.
  - (c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
  - (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
  - (e) Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.

- (f) Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.
  - (g) Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
  - (h) Bribes, threats, or intimidation, including exchange of payment for assignments or parts of assignments, and threats to entice others to engage in violations of the academic integrity policy.
  - (i) Impersonation, pretending to be another person in the completion of a quiz, exam, or other assignment.
  - (j) Altering or destroying the work of others unless given permission.
  - (k) Lying to obtain an academic advantage, which includes falsification of documents or other information used to request makeup work.
  - (l) Assisting another person in any of the behaviors mentioned above is itself academic dishonesty.
  - (m) Asking others to engage in any of the behavior described above is academic dishonesty;
  - (n) Attempting to engage in any of the above behaviors is academic dishonesty.
- (2) Alcohol.
- (a) Use or possession of alcoholic beverages, except as permitted by law and university policy.
  - (b) Public intoxication.



- (c) Manufacturing or distribution of alcoholic beverages to any person under twenty-one years of age except as permitted by law.
- (3) Bullying and harassment. Unwelcome or unreasonable behavior that harasses or intimidates people, either as individuals or as a group, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. See university policy 3356-2-03, "Discrimination/ harassment" (rule 3356-2-03 of the Administrative Code) for prohibited conduct based on an individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status, or any other basis protected by law. See also university policy 3356-4-21, "Campus free speech" (rule 3356-4-21 of the Administrative Code) for harassment that is severe, pervasive, and objectively offensive).
- (4) Complicity. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting or encouraging a violation or an attempted violation.
- (5) Student conduct system.
- (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct process.
  - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
  - (c) Institution of a student conduct proceeding knowingly without cause.
  - (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

- (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the student conduct process.
  - (f) Unwelcome or unreasonable behavior that harasses or intimidates a member of a student conduct body, participants, or witnesses prior to, during or after a student conduct proceeding, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.
  - (g) Failure to comply with the sanction(s) imposed by a student conduct body.
  - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
  - (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) Disorderly conduct. Conduct which obstructs teaching, research, administration, or university activities or functions.
- (7) Drugs.
- (a) Use, possession, manufacturing, or distribution of marijuana, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia.
  - (b) The misuse of materials as an intoxicant.
  - (c) Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.
- (8) Failure to comply. Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.

- (9) Financial obligations. Failure to meet all financial obligations to the university.
- (10) Gambling. Gambling or wagering of any form except as expressly permitted by law and/or university policy.
- (11) Hazing. Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.
- (12) Information technology. Theft or other abuse of information technology and resources, including, but not limited to:
  - (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - (b) Unauthorized transfer of a file.
  - (c) Unauthorized use of another individual's identification and password.
  - (d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.
  - (e) Use of computing facilities and resources to send unwelcome or unreasonable messages that harass or intimidate individuals or groups that are sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.
  - (f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.

- (g) Use of computing facilities and resources in violation of copyright laws.
  - (h) Any violation of the university policy 3356-4-09, “Acceptable use of university technology resources” (rule 3356-4-09 of the Administrative Code).
- (13) Dishonesty.
- (a) Furnishing false information to any university official, faculty member, or office.
  - (b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.
  - (c) Tampering with the election of any university recognized student organization.
  - (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
  - (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.
- (a) Intentionally, knowingly, or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person, including one’s self.
  - (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.

- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property on or off campus, or acts of vandalism even if this behavior does not cause damage.
- (17) Published university policies. Violation of published university policies, rules, or regulations, including those available electronically on the university website.
- (18) Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following categories:
  - (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo). An individual does not have to submit to the conduct for quid pro quo sexual harassment to occur.
  - (b) Unwelcome conduct determined by the reasonable person's standard to be so severe and pervasive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment).
  - (c) Sexual assault as defined in the Clery Act (which includes rape, fondling, incest, or statutory rape as defined in this paragraph).
    - (i) Rape (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. See university policy 3356-2-05, "Title IX sexual harassment policy," rule 3356-2-05 of the Administrative Code, for definitions of consent, coercion, force, and incapacitation.
    - (ii) Fondling. The touching of the private body parts of another person for sexual gratification without the consent of the victim, including instances where the

victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

- (iii) Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - (iv) Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
- (d) Dating violence, domestic violence, or stalking pursuant to the Violence Against Women Act (also defined in this paragraph).
- (i) Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - (ii) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
  - (iii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

- (e) Sexual misconduct. Conduct of a sexual nature that is nonconsensual or is carried out through force, threat, or coercion. Sexual misconduct includes, but is not limited to, sexual exploitation and voyeurism.
  - (i) Sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for their own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
  - (ii) Voyeurism. Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.
- (f) Sex offenses. See Chapter 2907. of the Revised Code which defines sex offenses under Ohio law.
- (19) Theft. Attempted or actual theft, including possession of stolen property.
- (20) Unauthorized entry.
  - (a) Unauthorized entry to or use of university premises, including access to residential spaces other than one's own assigned space.
  - (b) Unauthorized possession, duplication, or use of keys to any university premises.
- (21) Unauthorized recording.

- (a) Unauthorized use of electronic or other devices to make an audio or video record or photograph of any person while on university premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
    - (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person's consent, when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
  - (22) Violation of law. Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university's mission or its educational objectives and programs.
  - (23) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
  - (24) Sexual harassment as defined in Title IX of the Education Amendments of 1972 as set forth in university Title IX sexual harassment policy. (See rule 3356-2-05 of the Administrative Code and university policy 3356-2-05, "Title IX sexual harassment policy." Students, faculty, employees, volunteers, third parties, campus visitors and other individuals should refer to the Title IX policy referenced in this paragraph for processes and procedures under Title IX). The complaint, adjudication, resolution, and appeal process for an allegation of a Title IX violation, as well as possible sanctions, is delineated in university policy 3356-2-05, "Title IX sexual harassment policy."
- (E) Article IV. Student conduct procedures.
- (1) General. This overview gives a general idea of how the university's campus student conduct proceedings work, but it



should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not the same in every situation.

- (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
- (b) Any member of the university community may report alleged violations of “The Student Code of Conduct” by a student or a student group/organization. The report shall be prepared in writing and directed to the office of community standards and student conduct. A report of a violation of “The Student Code of Conduct” shall be submitted as soon as possible after the incident occurs but not later than thirty days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in their discretion.
- (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of “The Student Code of Conduct” to determine if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or student groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a student conduct board hearing. Additionally, students alleged to have violated the university’s sexual misconduct policy will automatically be provided a student conduct board hearing.
- (d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

- (2) Student conduct conference.
- (a) Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the student conduct standards of “The Student Code of Conduct” will first be scheduled for a conduct conference with the conduct officer assigned to review the allegation. The respondent will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
- (i) The specific charges pending against the respondent;
  - (ii) A brief summary of the referral;
  - (iii) Statement of rights and responsibilities; and
  - (iv) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.
- (b) The conduct conference is the first step in the student conduct process and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the violation(s) in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, and if the case does not warrant suspension or expulsion, the respondent will have an opportunity to accept or deny responsibility for the charge(s).

- (c) If the respondent accepts responsibility for the charge(s), the conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign a conduct conference agreement which will outline all of the sanctions offered to the respondent. While the student may sign the agreement immediately, they have up to three university working days to do so. The respondent has the option to accept the charge(s) but contest the sanction(s) or agree to both the charge(s) and sanction(s). Once the agreement is signed, the decision is final and there is no appeal process. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the conduct officer will refer the case for a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing.
  
- (d) Complainants, or harmed parties in a case, are also scheduled for a conduct conference with the conduct officer assigned to review the allegation. This meeting occurs prior to the respondent's conduct conference and serves to provide the complainant with the opportunity to discuss the allegations that led to the referral. The complainant will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the respondent should the charges be substantiated. The complainant will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
  - (i) The specific charges pending against the respondent;
  - (ii) A brief summary of the referral; and
  - (iii) Statement of rights and responsibilities.
  
- (e) If a respondent accepts responsibility for the charges and agrees to the sanctions issued by the conduct officer, the

complainant will be notified in writing of the outcome of the respondent's conduct conference. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the complainant will be invited to participate in a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing, for which the complainant will receive notice.

- (3) Student conduct board hearing.
  - (a) The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct board hearing panel will decide by the preponderance of evidence whether the respondent is found responsible for the charge(s). All hearings are closed to the public, except for the complainant, respondent, advisors for the complainant and/or respondent, witnesses, hearing panel, hearing panel advisor, and the conduct officer. All parties directly participating in the hearing (the respondent, complainant, advisors, and conduct officer) may remain present the entire time, excluding deliberations.
  - (b) Student conduct board hearing panels consist of three members of the student conduct board. Hearing panels are comprised of a combination of trained faculty, staff, and students. Each student conduct board hearing will have a faculty/staff hearing panel chair. The chair is responsible for keeping the proceedings moving forward.
  - (c) If the respondent or complainant fails to appear at a scheduled student conduct board hearing and the absence is not excused, the hearing may proceed in their absence or may be rescheduled at the discretion of the chair. Additionally, if the complainant, respondent, or witnesses are unable to attend the hearing in person, video technology may be used to enable participants to simultaneously see/hear each other. Video technology may also be used if the complainant or respondent prefers to participate in the hearing from a different room than the opposing party.

- (d) Each student conduct board hearing panel will have a hearing panel advisor. The role of the hearing panel advisor is to ensure the student conduct process is adhered to and to answer procedural questions posed by any party during the hearing. The hearing panel advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing panel advisor will remain present during deliberations to answer questions and provide guidance as necessary.
- (4) Hearing procedures.
- (a) Guidelines.
    - (i) The chair will explain the rights and responsibilities of the respondent and the complainant.
    - (ii) The chair and hearing panel advisor are responsible for assuring that these rights as well as the process described in this paragraph are adhered to during the hearing.
    - (iii) The respondent or the complainant may ask for the removal of a hearing panel member by providing written or verbal evidence of bias. The charge of bias is made to the chair who will determine whether it is valid. If the charge of bias is against the chair, the hearing panel advisor will decide whether it is valid. If bias is found, or is unable to be determined, the hearing will be rescheduled.
    - (iv) The conduct officer may ask questions of any party at any time throughout the hearing.
    - (v) The chair and hearing panel advisor are responsible for determining the relevancy of questions asked during a hearing and may deem certain questions irrelevant and not allow them to be answered. The chair must explain to the party proposing questions any decision to exclude a question as not relevant.

- (vi) The chair may exclude persons from the hearing if they are disruptive or postpone the hearing because of disruptive behavior by participants or observers.
- (b) Introduction.
- (i) Each party in the room will introduce themselves and explain their role in the hearing.
  - (ii) The chair will then explain the process and procedures for the hearing.
  - (iii) All witnesses will then be dismissed from the room.
- (c) Presentation of information.
- (i) Following the introduction, the chair will present the respondent with the charges against them. The respondent will respond to each charge by acknowledging that they are responsible for the charge or by denying responsibility for the charge.
  - (ii) The conduct officer will explain why the case was referred for a hearing and will provide a detailed summary of the incident and any subsequent investigation undertaken.
  - (iii) If there is a complainant, they will then have an opportunity to provide the hearing panel with a summary of their role and perspective on the incident.
  - (iv) The hearing panel will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing.
  - (v) The conduct officer, complainant, and respondent will then present any relevant witnesses or documentary information. The conduct officer,

complainant and respondent will each, in turn, have the opportunity to ask questions regarding the information presented.

- (vi) The complainant and respondent, in turn, will have the opportunity to cross-examine one another. If the complainant and respondent have mutual no-contact orders against one another, questions for opposing parties will be submitted to the hearing panel chair in writing.
  - (vii) The conduct officer will have an opportunity to make a summary statement including any sanctioning recommendations.
  - (viii) The complainant will have an opportunity to make a summary statement including any sanctioning recommendations.
  - (ix) The respondent will have an opportunity to make a summary statement including any sanctioning recommendations.
- (d) Deliberation and finding.
- (i) The hearing panel will go into closed session to determine by the preponderance of evidence whether the respondent will be found responsible for the charge(s) pending in this matter. Student conduct hearing panels determine findings by majority vote.
  - (ii) If the respondent is found responsible for a violation of one or more of the pending charges, the hearing panel will proceed to sanctioning. At this time, the hearing panel will be presented with any relevant information pertaining to the respondent's prior student conduct cases and sanctions.
  - (iii) The hearing will reconvene for the announcement of the findings and any subsequent sanction(s).

- (iv) Written notification of the decision will be sent to the complainant and respondent simultaneously via their official university email addresses.
- (5) Student rights and responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process to uphold due process.
  - (a) Rights of respondent. All respondents in the student conduct process have the following rights:
    - (i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).
    - (ii) In matters that could result in a sanction of suspension or expulsion, the above-mentioned notification will alert the respondent to the possible severity of the outcome.
    - (iii) The right to an advisor. It is the respondent's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the respondent signs an authorization for the release of information, thus allowing the office of community standards and student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.
    - (iv) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."
    - (v) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled



proceedings will generally occur within five university working days of the initially scheduled proceeding.

- (vi) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
  - (vii) Explanation of the resolution options available to them through the student conduct process.
  - (viii) To be presumed not responsible for an alleged violation until found in violation by a preponderance of the evidence.
  - (ix) To speak or not speak on their own behalf.
  - (x) The opportunity to respond to information used as part of the decision-making process.
  - (xi) To deny responsibility for the charge(s) facing them and request that the case be referred to a student conduct board hearing.
  - (xii) To question any witness who participates as part of a hearing.
  - (xiii) The right to appeal.
  - (xiv) To waive any of the above stated rights provided that the waiver is made freely and in writing.
- (b) Rights of the complainant. All complainants in the conduct process have the following rights:
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).

- (ii) Explanation of the resolution options available to them through the conduct process.
- (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
- (iv) The right to an advisor. It is the complainant's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the complainant signs an authorization for the release of information, thus allowing the office of student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.
- (v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
- (vi) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."
- (vii) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within five university working days of the initially scheduled proceeding.
- (viii) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.

- (ix) The opportunity to appear at any hearing that may take place to provide relevant information.
  - (x) The opportunity to submit a written or recorded impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
  - (xi) To question any witness who participates as part of a hearing.
  - (xii) The right to appeal.
- (c) Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:
- (i) To be honest and forthright in all information they provide during the student conduct process. Presenting false and misleading information during this process is a violation of student conduct standards as outlined in this policy.
  - (ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made (in the case of witnesses) or notice is provided in advance (in the case of complainants and respondents).
  - (iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this policy. See paragraph (D) of this policy, “Student conduct standards/ prohibited conduct.”
  - (iv) Complainants and respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on their behalf.
- (6) Reasonable accommodation for students with disabilities. Any student with a disability involved in the student conduct process has the right to request reasonable accommodation to ensure their

full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to accessibility services. Students do not have to disclose information about the complaint or charge to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations.

Accommodations are determined on an individual basis by accessibility services staff and implemented in consultation with the office of community standards and student conduct. Examples of reasonable accommodation include sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

- (7) Sanctions. If the student or student group/organization is found responsible for a violation of a policy, sanctions will be issued in accordance with the office of community standards and student conduct's sanctioning rubric. The student conduct administrator may adjust recommended sanctions on a case-by-case basis, as appropriate.

A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the respondent. The notification will be sent to the respondent's official university email account. In cases involving a student group/organization, notification will be sent to the official university email account for the president or student group/organization leader.

The decision of a student conduct body may be appealed, as outlined in paragraph (E)(9) of this policy. If the respondent files a request for appeal, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.

- (a) The following sanctions may be imposed upon any student who has been found responsible for a violation of "The Student Code of Conduct." Sanctions are typically issued in a progressive fashion; however, each situation differs

and many factors, including the severity of a violation and the impact of the violation on the campus community, will be taken into consideration in determining sanctioning.

- (i) **Warning.** A written notification statement that the student is violating or has violated “The Student Code of Conduct.” Continuation or repetition of inappropriate conduct may be cause for increased sanctioning.
- (ii) **Conduct probation.** Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation(s) of university regulations may result in imposition of additional restrictions or conditions, suspension, or expulsion.
- (iii) **Conduct probation with loss of good standing.** Notice in writing that the violation of university regulations is serious and that any subsequent violation(s) of “The Student Code of Conduct” may result in suspension or expulsion. In addition, an order preventing the student from holding university elective office, student employment, participating in any intercollegiate activity or sport, participating in any university sponsored program/organization, or representing the university in any other manner will be attached to this sanction.
- (iv) **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- (v) **Educational sanctions.** Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, educational assignments, referrals to student outreach and support and other campus offices, or other similar sanctions designed to assist the respondent in reflecting upon their behavior and the impact of their behavior on self or others.

- (vi) Residential probation. Issued to students living in university-owned or university-sponsored housing. Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation of university regulations and/or resident handbook/lease policies may result in imposition of additional restrictions or conditions, residential suspension, or residential expulsion.
- (vii) Guest restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from signing in to other residential communities as guests for a designated period.
- (viii) Host restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from hosting other guests for a designated period.
- (ix) Relocation. Issued to students living in university-owned or university-sponsored housing. Requiring a student to move to another floor, residence hall, or apartment because of community disruption.
- (x) Deferred residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residential community is deferred for a specified period. If the student is found responsible for any subsequent violations of “The Student Code of Conduct,” residential suspension is automatically issued as a sanction.
- (xi) Residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residence halls for a specified period after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university

housing facilities. This may include residential dining facilities.

- (xii) University suspension. Separation of the student from the university for a specified period after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities. This may include residential dining facilities. A university suspension is noted on an addendum attached to a student's transcript during the period of suspension.
- (xiii) Residential expulsion. Issued to students living in university-owned or university-sponsored housing. Permanent separation of the student from the residential community. An expulsion denies the student access to all university housing facilities on a permanent basis. This may include residential dining facilities.
- (xiv) University expulsion. Permanent separation of the student from the university. An expulsion denies the student access to the university, including any campus facilities, any campus programs or activities, and any class sessions on a permanent basis. A university expulsion is permanently noted on a student's transcript.
- (xv) Revocation of admission and/or degree. Revocation of admission to or awarding of a degree from the university for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for serious violations committed by a student prior to graduation.
- (xvi) Withholding degree. Withholding the awarding of a degree otherwise earned until the completion of the process set forth in "The Student Code of Conduct,"

including the completion of all sanctions imposed, if any.

- (xvii) Fines. Fines for violations of “The Student Code of Conduct” will be assessed and charged to the student’s account. A list of fines for all violations will be determined at the discretion of the dean of students, or designee, who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of “The Student Code of Conduct” when published and presented to students.
  - (xviii) No-contact order. The student is restricted from making contact in any verbal, written, electronic, third-party, or physical manner with a designated individual. If a student is found in violation of the no contact order, they may be subject to arrest and removed from campus. No-contact orders are always issued mutually to involved parties.
  - (xix) Parental/guardian notification. The office of community standards and student conduct staff will coordinate parental/guardian notification in cases of alcohol use or drug use when the student is under twenty-one years of age, their behavior demonstrates a risk of harm to self or others, or constitutes a violation of law involving a controlled substance.
- (b) More than one of the sanctions listed in paragraph (E)(7) of this policy may be imposed for any single violation.
  - (c) The following sanctions may be imposed upon student groups/organizations:
    - (i) Those sanctions as outlined in paragraph (E)(7) of this policy.
    - (ii) Deactivation. Loss of all privileges, including university recognition, for a specified period.



(d) The student conduct administrator shall be responsible for ensuring that sanctions imposed by hearing panels and conduct officers are consistent with the violation and sanctions imposed for similar violations in other similar cases.

(8) Interim measures. In certain circumstances, the dean of students, or designee, may impose an interim measure prior to a student conduct board hearing or conduct conference. This includes university or residential suspension. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in paragraph (E)(4) of this policy and may proceed before, during, or after any criminal proceedings.

(a) Interim measures may be imposed only:

(i) To ensure the safety and well-being of members of the university community or to preserve university property;

(ii) To ensure the respondent's own physical or emotional safety and well-being;

(iii) If the respondent poses a threat of disruption or interference with the normal operations of the university; or

(iv) If the respondent is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.

(b) In the event that an interim measure is imposed, the student or student group/organization will be notified either in person or by regular U.S. or certified mail of the cause for the interim measure. The respondent will also be notified via their official university email address. The interim measure becomes effective immediately upon notification and will remain in place until it is determined to no longer be necessary. Interim measures may be determined to no longer be necessary when:

- (i) There is no longer a risk to the safety and well-being of members of the University community or a risk to university property;
    - (ii) Interim measures are no longer needed to ensure the respondent's physical or emotional safety and well-being; or
    - (iii) The respondent no longer poses a threat of disruption or interference with the normal operations of the university.
  - (c) Any alterations, amendments, or modifications to the interim measures shall be documented. Notice of modification of interim measures will be served to affected parties in the same manner in which the original notice of interim measures was served.
  - (d) In the case of an interim suspension, the student or student group/organization shall be denied access to all housing facilities and/or to the campus (including physical classes) and/or all other university activities or privileges for which the student or student group/organization might otherwise be eligible, unless determined otherwise by the student conduct administrator.
- (9) Appeals.
- (a) The decision or sanction imposed by a student conduct body may be appealed by the respondent or complainant ("the appellant") within five university working days of notification of the decision. If an appeal is not received by five p.m. Eastern time on the fifth university working day of this time frame, the decision reached by the student conduct body will be final.
  - (b) Requests for appeals shall be made in writing and shall be submitted via electronic form to the office of community standards and student conduct. The request for appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the

appeal (see paragraph (E)(9)(d) of this policy) along with supporting information.

- (c) Once a request for appeal has been submitted and until the appeal decision has been communicated to the appellant, all sanctions except any active interim measures, such as interim suspensions, will be held in abeyance.
- (d) Appellate hearings are not a live re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appellate hearing shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following grounds:
  - (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in “The Student Code of Conduct” and to determine whether these violations could have affected the outcome of the hearing.
  - (ii) A claim that the decision reached regarding the respondent did not have a reasonable basis for the conclusion reached and that it was not based on proof by a preponderance of the evidence.
  - (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of “The Student Code of Conduct” for which the respondent was found responsible.
  - (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not presented in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (e) The burden of proof rests with the appellant.
- (f) The appellant may, in preparing the request for appeal, have access to records of the case, which may be reviewed

electronically via secure link sent by the office of community standards and student conduct.

- (g) A request for appeal in a case adjudicated by a student conduct board hearing panel will be reviewed by an appellate hearing panel. An appellate hearing panel is composed of three members from the student conduct board selected by the student conduct administrator.
- (h) Once a request for appeal has been submitted by the complainant or respondent, the other party shall receive a copy of the request for appeal and may submit a written response to the request for appeal to the office of community standards and student conduct, which will be considered alongside the request for appeal. Any written response must be submitted within five university working days of notification of the submission of a request for appeal.
- (i) The appellate hearing panel will review the appeal to determine whether one of the grounds listed in this policy has been met.
- (j) If an appellate hearing panel determines that a request for appeal has met one or more of the grounds, the following options are available:
  - (i) Remand the case to the original panel for reconsideration if new information sufficient to alter a decision or other relevant facts not presented in the original hearing becomes available because such information and/or facts were not known by the appellant at the time of the original hearing.
  - (ii) Uphold the original decision.
  - (iii) Alter the findings/sanctions issued by the original hearing panel.

- (k) If the appellate hearing panel determines that the request for appeal does not meet one of the grounds, the appeal will be dismissed and the original decision will be upheld.
  - (l) The decision of the appellate hearing panel is final.
- (10) Conduct procedures for university housing. Deputy conduct officers have been designated by the student conduct administrator to assist in the review of alleged violations of policy originating within university housing.
- (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence halls, as outlined in the “Resident Handbook,” is delegated by the student conduct administrator to a conduct officer. This may be a deputy conduct officer, as described in this paragraph.
  - (b) Any student, faculty member, or university official may file a written report against any student living in a residence hall for alleged violations of policy within the residence hall, campus dining facilities, or at any residence hall function.
  - (c) Upon receipt of a written report, the conduct officer will investigate to determine whether there is reasonable cause to believe that a violation of “The Student Code of Conduct” may have occurred. If the conduct officer believes that such a violation did occur they will follow the procedures outlined in paragraph (E)(4) of this policy to address the alleged violation.
- (11) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
- (a) Student conduct records shall be expunged seven years after final disposition of the case, excluding students who were sanctioned with residential suspension, residential expulsion, university suspension, or revocation or withholding of a degree, which shall be expunged fifteen

years after final disposition of the case resulting in such action. Sanctions of university expulsion will remain on a student's conduct record indefinitely. Upon graduation, the student may petition the student conduct officer for immediate removal of all files contained in their student conduct records if the following conditions are met:

- (i) The violation(s) was determined to not have threatened or endangered the health or safety of any person, including sexual misconduct.
- (ii) University or residential suspension and/or expulsion or revocation or withholding of a degree were not issued as sanctions.
- (iii) All sanction requirements, including associated probationary periods, have been completed.
- (iv) An online petition form is completed and submitted to the office of community standards and student conduct.

The student may appeal a negative response of the student conduct officer to the student conduct administrator.

- (b) Records regarding university suspension or university expulsion of a student group/organization shall be kept indefinitely.
  - (c) All material gathered from a substantiated conduct case (residential, academic, and other) shall become part of any new case against the same respondent(s) after the new charges have been substantiated.
  - (d) Student conduct records are maintained only in the names of respondents found responsible for violations of university policy, or local, state or federal law.
- (12) Special procedures. To ensure continued participation of students, faculty, and administration in the student conduct process and to ensure speedy disposition of conduct cases, the president of the

university is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and adjudicate cases in accordance with the provisions of “The Student Code of Conduct” and shall ensure that all elements of procedural due process delineated in this article are observed.

- (13) Responsible action exemption. The university encourages students to seek immediate medical attention for themselves or others during alcohol and/or drug-related emergencies. When students act as responsible bystanders, the university may choose to resolve alcohol and/or drug violations informally rather than through the student conduct process. The office of community standards and student conduct determines when students are eligible for responsible action exemption on a case-by-case basis. In instances involving possible sexual misconduct, the office of community standards and student conduct may seek input from the Title IX office before making a determination. For exemption to be considered, the following must occur:
- (a) Students must directly contact law enforcement, medical personnel, or university staff to request medical assistance.
  - (b) Students must identify themselves and the student(s) of concern to first responders.
  - (c) Students must comply with specific instructions given by responding personnel.

Students exempted from alcohol and/or drug charges will not face formal sanctions, but are required to meet with a conduct officer to discuss the incident and learn about campus and community resources. If a student is under twenty-one years of age at the time of the incident, the conduct officer may notify parents or guardians of the exemption.

Documentation of exemptions will be maintained by the office of community standards and student conduct as informational records and are not considered part of a student’s conduct record. Incident information will not be released by the office of community

standards and student conduct when contacted for background checks/transfer verifications.

The university reserves the right to deny exemption for any case in which violations are repeated or egregious, including activities related to hazing. Students will only receive one exemption during their tenure at the university.

Members of student organizations that actively seek medical assistance during alcohol and/or drug-related emergencies may be granted exemption from organizational conduct charges. Incidents involving student organization intervention will be considered on a case-by-case basis. The same standards outlined in this paragraph apply.

- (14) Serious misconduct policy. “Serious misconduct” is defined as “any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, any assault that employs the use of a deadly weapon,” as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury.

Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

- (F) Article V. Title IX sexual harassment procedures (per university policy and rule 3356-2-05 of the Administrative Code).



- (1) Grievance process.
  - (a) Time frame. The process outlined below is expected to occur within ninety calendar days from the date a complaint is filed. The Title IX coordinator, or designee, may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes, but is not limited to, the absence of party, a party's advisor or a witness, or the accommodation for disabilities.
  - (b) Report. Information, however received, alleging sexual harassment, as defined in this policy, and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint, depending on the alleged facts and circumstance.
  - (c) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted by mail, email, in person, by telephone or electronically at [TitleIX@ysu.edu](mailto:TitleIX@ysu.edu).
- (2) Notice.
  - (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined in this paragraph, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
  - (b) If in the course of an investigation the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university

shall provide notice of the additional allegations to the parties whose identities are known.

- (c) Notice to the university staff listed below of sexual harassment or allegation of sexual harassment constitutes actual notice to the university and triggers the university's obligation to respond.
  - (i) Title IX coordinator and deputy Title IX coordinators.
  - (ii) Director of equal opportunity and policy development.
  - (iii) Vice presidents and associate vice presidents.
  - (iv) Academic deans and chairpersons.
  - (v) Supervisors/managers.
  - (vi) Coaches and assistant coaches.

- (3) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

- (4) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.
  - (a) Mandatory dismissal.
    - (i) Would not constitute sexual harassment as defined in this policy even if proved.

- (ii) The alleged sexual harassment did not occur in the university's education program or activity.
    - (iii) The alleged conduct did not occur in the United States.
  - (b) Discretionary dismissal.
    - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
    - (ii) The respondent is no longer enrolled or employed by the university.
    - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
  - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
  - (d) A dismissal of a formal complaint may be appealed pursuant to paragraph (F)(10) of this policy.
  - (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, 3356-2-03, "Discrimination/ harassment," rule of 3356-2-03 of the Administrative Code, or 3356-7-04, "Workplace and off-campus violence, threats, and disruptive behavior," rule of 3356-7-04 of the Administrative Code, or under "The Student Code of Conduct."
- (5) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
  - (a) Both parties' voluntary, written consent to the informal resolution process is necessary. At any time prior to

agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

- (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (6) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.
- (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
  - (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
  - (c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section or as permitted by law.
  - (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
  - (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or

proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.

- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
  - (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
  - (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
  - (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
  - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten calendar days prior to any hearing. Either party can submit a written response to the investigator during these ten days.
- (7) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.

- (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
- (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally.
- (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

- (g) If a party does not have an advisor present at the live hearing, the university shall provide, without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.
  - (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility, provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
  - (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
  - (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.
  - (k) The decision-maker shall create an audio recording for a live hearing and an audiovisual recording for a virtual live hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.
- (8) Findings.
- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
  - (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is

filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

- (c) The written determination shall include:
  - (i) Identification of the allegations potentially constituting sexual harassment.
  - (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination.
  - (iii) The finding of facts that support the determination.
  - (iv) A conclusion applying the appropriate definition of the university's policy to the facts.
  - (v) A rationale for the result of each allegation regarding the determination of responsibility.
  - (vi) For respondents who are students, the hearing decision-maker shall consult with the vice president of student experience or their designee regarding sanctions. For respondents who are employees or faculty members the hearing decision maker shall consult with the chief human resources officer, or their designee, regarding discipline.
  - (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
  - (viii) The procedures and bases for the complainant and respondent to appeal the determination.
- (9) Sanctions/discipline.
  - (a) Students.



- (i) Possible sanctions for student respondents: warning, conduct probation with or without loss of good standing, restitution, educational sanctions, residential suspension, university suspension, residential expulsion, university expulsion, revocation of admission and/ or degree, withholding degree, and fines.
- (ii) Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury. Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

- (b) Possible sanctions/discipline for employee or faculty respondents: employment probation, demotion or reassignment, suspension with or without pay for a specific period of time, termination of employment, ineligibility for rehire, and/or other sanctions or remedies as deemed appropriate under the circumstances.

- (10) The appeal process.
  - (a) Filing an appeal.
    - (i) Appeals are not a re-hearing of the allegation(s).
    - (ii) Only a complainant or respondent (referred to as party or parties) may request an appeal.
    - (iii) An appeal must be submitted in writing to the Title IX coordinator within five working days from receipt of a decision using the “Title IX Appeal Request Form” and include all supporting material.
    - (iv) A party may appeal the determination regarding responsibility, sanctions/discipline and/or the university’s dismissal of a formal complaint or any allegations therein.
    - (v) There are four grounds for appeal:
      - (1) Procedural irregularity that significantly impacted the outcome of the matter (for example material deviation from established procedures). The appeal request must cite specific procedures and how they were in error; and/or
      - (2) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: Failure to participate or provide information during an investigation or hearing, even based on concern over a pending criminal or civil proceeding, does not make information unavailable during the original investigation or hearing); and/or
      - (3) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or

bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. The appeal must cite specific examples of how the bias affected the outcome.

- (4) The discipline/sanction(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding party.
- (b) Title IX appellate review officer (hereinafter referred to as appellate review officer). Upon receipt of a request for appeal, the Title IX coordinator will designate a Title IX appellate review officer as follows:
- (i) Appeals where the respondent is a student, the appellate officer will be either the vice president for student affairs or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
  - (ii) Appeals where the respondent is a faculty member or employee, the appellate officer will be either the chief human resources officer or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
  - (iii) The appellate officer cannot be the investigator, Title IX coordinator, or the person who acted as the decision-maker regarding the determination of responsibility/policy violation, or dismissal.
- (c) Appeal procedures:
- (i) Generally, within five business days after receipt of the request for appeal by the appellate review officer, the appellate review officer will conduct an initial review of the appeal request(s) to determine whether the appeal is timely and satisfies the grounds for appeal.

- (ii) If the appeal request is not timely or does not satisfy the grounds for appeal, the appeal request will be denied, the parties will be notified, and the finding and sanction or responsive action/remedies will stand. The decision not to accept an appeal request is final and is not subject to further appeal.
- (iii) If the appeal request is timely and meets the ground for appeal, the Title IX coordinator will notify the parties that the appeal has been accepted and will notify the non-appealing party that they may file a response within three business days from notification.
- (iv) The appellate review officer will then review the issues presented in the appeal and any response(s).
- (v) The standard on appeal is whether there is relevant evidence/information such that a reasonable person would support the decision(s).
- (vi) The appellate review officer can take one of the following actions:
  - (1) Affirm the original findings;
  - (2) Remand the case to the original investigators or hearing panel for consideration of new evidence or to remedy a procedural irregularity;
  - (3) Remand the case to a new investigator in a case of bias. The appellate review officer, may order a new investigation with a new investigator or hearing panel; or
  - (4) Administratively alter the finding if bias, procedural irregularity or new evidence, unknown or unavailable during the original investigation, substantially affected the original finding, and the associated sanctions or responsive action.

- (vii) Decisions rendered by the appellate review officer or actions taken following the decisions appellate review officer's decision are final and not subject to further appeal.
  - (viii) Cases that are sent back to the investigator or hearing panel are not eligible for a second appeal.
- (G) Article VI. Academic integrity violation procedures.
  - (1) General.
    - (a) Academic honesty is essential to the educational process and serves to protect the integrity of the university community. Therefore, all members of the university community have a responsibility for maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of university policy, as outlined in paragraph (D) of this policy. Students should consult with the faculty member if they are not sure what may constitute a violation of the academic integrity policy.
    - (b) Students suspected of violations of the academic integrity policy may be charged with a violation of university policy under the student conduct standards as outlined in paragraph (D)(1) of this policy. Cases of alleged violations of the academic integrity policy shall be resolved as outlined in this paragraph.
    - (c) The process outlined in this paragraph is the only approved process by which faculty members can address alleged violations of the academic integrity policy. Failure to follow this process or use of any process other than this will result in nullification of any charges against the student and nullification of any sanctions levied against the student. If, following nullification of the charges and sanctions, the faculty member refuses to rectify the impacted grades or assignments, the student has the right to file a grievance against the faculty member. Any internal college, departmental, or program processes used to address alleged

violations of policy or concerns about student conduct are secondary to the processes outlined herein.

- (2) Academic integrity conference.
  - (a) After the faculty member has gathered evidence of a possible violation, they shall notify the student within two university working days in writing, via university email, of the allegations and invite the student to participate in an academic integrity conference. The faculty member and student may hold the conference without written notification. This academic integrity conference shall occur within five university working days of the written notification to the student.
  - (b) The academic integrity conference is the first step in this process, and serves to provide the student with the opportunity to discuss the allegations made by the faculty member. During this meeting, the student should have the opportunity to address the allegations, and to review all relevant information and documentation to the allegations.

In situations where the course is taught primarily online and/or where the student is unable to physically present for the academic integrity conference, the meeting may be conducted via email, phone, or video conference, as appropriate. The faculty member may consult with the judicial chair of the academic grievance subcommittee or the office of community standards and student conduct for direction in such situations.

- (c) If, after meeting with the student, the faculty member determines that no violation of the academic integrity policy occurred and/or the student is not responsible for a violation of the academic integrity policy, the faculty member can dismiss the charges by not filling out the academic integrity form.
- (d) If the faculty member concludes that the student is responsible for a violation of the academic integrity policy, the faculty member shall select an appropriate sanction, as

outlined in paragraph (F)(3) of this policy, and will complete the academic integrity form. While the student may sign the form immediately, they have up to five university working days to do so. The student has the option to accept the charge but contest the sanction, or they can agree to both the charge and sanction.

- (e) If the student signs the academic integrity form, acknowledging responsibility for the alleged violation and accepting the sanction, the decision is final and there is no appeal process.
  - (i) The student will return the form to the faculty member. The faculty member will sign the form, and will submit copies of any documentation or statements with the academic integrity form.
  - (ii) The faculty member will forward the form to the departmental chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the academic integrity form.
  - (iii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the academic integrity form.
  - (iv) The dean will then forward the form and all documents to the office of community standards and student conduct to be placed in the student's file.
  - (v) The dean of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.

- (vi) No further action is required unless the recommended sanction includes program removal, suspension, or expulsion. In cases where one of these sanctions is recommended, the case will be forwarded to the judicial chair of the academic grievance subcommittee for review.
- (3) Failure to appear, respond or sign.
- (a) If the student fails to respond to the faculty member's request for an academic integrity conference, or fails to attend an academic integrity conference within five university working days of notice by the faculty member, the following will occur:
    - (i) The faculty member will complete and sign the academic integrity form without the student's signature. They will then submit the form along with copies of any documentation or statements to the chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the form.
    - (ii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the form.
    - (iii) The dean will then forward the form and all documents to the office of community standards and student conduct to be placed in the student's file. The office of community standards and student conduct will then forward the academic integrity form and all documents to the judicial chair of the academic grievance subcommittee for further action.



- (iv) The dean of the college of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
  - (b) If the student declines to accept responsibility for the charges and/or declines to accept the sanctions selected by the faculty member, the faculty member should complete the form as outlined in this paragraph.
- (4) Academic grievance subcommittee referrals.
  - (a) If the student declines to accept responsibility for the charges, and/or declines to accept the sanctions selected by the faculty member, the case will be referred to the office of community standards and student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee.
  - (b) Regardless of whether the academic integrity form is signed, in cases where program removal, suspension, or expulsion is recommended by the faculty member, the case will be referred to the office of community standards and student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee. A representative from the office of community standards and student conduct must be present at all such hearings to serve in an advisory capacity.
- (5) Academic grievance subcommittee structure.
  - (a) Judicial chair. Associate provost for academic administration or designee appointed by the provost.
  - (b) Faculty members are appointed by the academic senate and serve a two-year term. One faculty member shall be selected from each of the six colleges. At least three of these appointees will have graduate faculty status. In cases involving graduate matters, only graduate faculty will be appointed. Six faculty members with graduate faculty status will be appointed by graduate council to hear cases involving graduate students.

- (c) Undergraduate student members are appointed by the dean of students, or designee, and may serve up to three years on the subcommittee. In addition, six graduate students (preferably one from each college) will be appointed by the graduate council to hear cases involving graduate students.
  - (i) Students must complete an application available through the office of community standards and student conduct.
  - (ii) At least one undergraduate student member is selected from each of the six colleges.
  - (iii) Students must have a minimum GPA of 2.5 for undergraduate students and a 3.0 for graduate students.
  - (iv) Students must not have a previous student conduct record.
  - (v) Students should be sophomore status or above.
- (6) Academic grievance subcommittee hearing procedures.
  - (a) In cases where the student failed to respond to a request from the faculty member for an academic integrity conference, cases where the student failed to return the signed academic integrity form to the faculty member within the given timeframe, cases wherein the student disputes the charges or sanctions, or in cases when the faculty member recommends program removal, suspension, or expulsion, a hearing by the academic grievance subcommittee is initiated.
  - (b) Within five university working days of receiving the academic integrity form and any supporting documentation of evidence from the faculty member, the judicial chair, or designee, shall contact the student involved and request a statement and any documentation or evidence they would like to have considered in the hearing. The student will

have five university working days to submit these items to the office of community standards and student conduct.

- (c) Within two university working days of receiving the statement and evidence, the judicial chair, or designee, shall distribute copies of the academic integrity form and any documentation or evidence produced by the student and faculty member to the academic grievance subcommittee members, the student, faculty member, department chairperson, and appropriate dean. The academic integrity form, course syllabus (submitted by the faculty member, student, or both), and any documentation or evidence produced by the student, faculty member, chairperson, or dean compose the academic integrity hearing packet.
- (d) A hearing date, time, and location for the academic grievance subcommittee hearing will be established by the judicial chair, or designee. Academic grievance subcommittee members shall have a minimum of three university working days to review all written materials in the academic integrity hearing packet. The hearing notice shall be sent to the parties directly involved in the grievance procedure, excluding advisors and witnesses. Parties directly involved include:
  - (i) Faculty/student. The party who files the academic integrity form and the party who is alleged to have violated the academic integrity policy. If either party cannot or refuses to attend the hearing, they may provide written or recorded statements to be submitted for evidence. Faculty members are permitted to have a substitute who will exercise all the rights and responsibilities of the absent faculty member.
  - (ii) Department chairperson. The chairperson of the department in which the faculty member resides. The chairperson's attendance is optional. If the chairperson is in attendance they will be brought in to speak with the hearing panel after the

presentation of information by the faculty member and student and without the faculty member or student present. The chairperson's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the culture of the department or expectations of students in the department.

- (iii) Dean. The dean of the college in which the faculty member's department is housed. The dean's attendance is optional. In addition, the dean of graduate studies has the option to attend in cases that involve graduate students and graduate faculty members. If the dean is in attendance, they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The dean's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the culture of the department or expectations of students in the department.
- (iv) Academic grievance subcommittee hearing panel members. Derived from the membership of the student academic grievance subcommittee of the academic senate. At minimum, each hearing panel consists of three faculty members, three undergraduate students, and the judicial chair. In hearings involving allegations against a graduate student, graduate college representatives will form the hearing panel. The hearing panel conducts the formal hearing and renders a decision. No member of a hearing panel will hear a case directly involving themselves.
- (v) Advisors. The student and the faculty member may each avail themselves of the services of an advisor throughout the academic integrity process. An

advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the party whom they are advising. They are permitted, however, to give notes or whisper instructions/advice to the party whom they are advising. Examples of advisors include a parent/guardian, attorney, clergy, other faculty member, or coach. The advisor may not be the chairperson or dean for the college in which the faculty member or student is housed. In situations where a graduate assistant is considered the instructor of record and is the party who submitted the academic integrity form, the chairperson may serve as an advisor to the graduate assistant and is permitted to stay throughout the hearing.

In cases in which the student is a dully enrolled high school and university student (through the Youngstown early college or the college credit plus program), the student may have both a parent/guardian and a secondary advisor present for the hearing.

- (vi) Witness(es). Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number of witnesses that present repetitive testimony may be limited at the discretion of the judicial chair.
  - (e) If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the same electronic means to provide equal treatment to all parties. This may include either teleconference or video conferencing platforms, as deemed appropriate by the judicial chair.
- (7) Rights of hearing parties.

- (a) The following rights are guaranteed to the student and the faculty member:
  - (i) The right to be present.
  - (ii) The right to be accompanied by an advisor of their choice.
  - (iii) The right to speak in support of their argument.
  - (iv) The right to bring witnesses in support of their case.
  - (v) The right to present any relevant information directly supporting their written items in the academic integrity packet, including oral testimony.
  - (vi) The right to refute information presented.
  - (vii) The right to consult with the judicial chair or the office of community standards and student conduct regarding the hearing, their testimony or the presentation of any testimony in support of their case.
  
- (b) The judicial chair has the right to:
  - (i) Limit the amount of time testimony is presented by any given individual;
  - (ii) Remove disruptive individuals from the room;
  - (iii) Ensure that only the members of the hearing panel, student, and faculty member are present in the room;
  - (iv) Ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented;
  - (v) Extend the timeline for the hearing process.

(8) Deliberation and findings.

- (a) The hearing panel shall meet in closed session to review the information presented and reach a decision. The hearing panel shall vote using secret ballots tallied by the judicial chair. The judicial chair will only vote in circumstances of a tie among the hearing panel members.
- (b) If the hearing panel determines that the student is responsible for a violation of the academic integrity policy, the hearing panel may consider previously resolved cases (on file with the office of community standards and student conduct) involving the student when assigning an appropriate sanction. The judicial chair will present such information to the hearing panel only after a determination of responsibility on the case in question has been reached.

The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

- (c) Both parties shall be informed of the hearing panel's decision in writing within three university working days. This statement shall be prepared and signed by the judicial chair and forwarded to the office of community standards and student conduct, the graduate school dean when appropriate, the provost and all parties directly involved in the hearing, except advisors and witnesses.
  - (i) Notice of the hearing panel's decision ends the academic grievance subcommittee's involvement in the disposition of the case.
  - (ii) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of the provost and the office of community standards and student conduct.

- (iii) Any change of grade as a result of the hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five university working days. If the faculty member, chairperson and/or dean refuse to sign the grade change form, then the provost will do so.

(9) Appeals.

- (a) Only students may appeal the decision of the academic grievance subcommittee regarding for cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five university working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal is submitted in writing to the judicial chair.
- (b) The judicial chair will forward the written appeal to the academic senate executive committee within two university working days.
  - (i) If the academic senate executive committee determines that no procedural violations occurred or that any procedural violations were minor and did not affect the original hearing panel's decision, the original hearing panel's decision is upheld and the case is closed.
  - (ii) If the academic senate executive committee determines that procedural violations may have occurred and were potentially substantive enough to have affected the hearing panel's decision, the case will be referred to a three-person appellate hearing panel consisting of one student and two faculty members. This appellate hearing will take place within twelve university working days of receipt of the written appeal.



- (c) Appellate hearing panel.
    - (i) No member of the appellate hearing panel will hear a case directly affecting themselves.
    - (ii) Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.
    - (iii) The chair of the appellate hearing panel shall inform both parties of the decision as soon as reasonably possible. A written statement of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, the office of community standards and student conduct, and office of the provost within five university working days of the decision via university email.
    - (iv) A file of all pertinent documents for all appeals shall be kept by the office of community standards and student conduct and/or the office of the provost.
    - (v) The decision reached by the appellate hearing panel is final and may not be appealed.
  - (d) At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.
  - (e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three university working days. If the faculty member, chairperson, and/or dean refuse to sign the grade change form, then the provost will do so.
- (10) Sanctions. Sanctions for violations of the academic integrity policy may include, but are limited to, the following:
- (a) Issuing an official warning.

- (b) Lowering the grade on the exam, paper or assignment in question.
  - (c) Lowering the final grade for the course.
  - (d) Requesting additional action from the academic grievance subcommittee, including removal from a course, removal from an academic program, university suspension, or expulsion.
  - (e) Other sanctions as deemed appropriate by the faculty member. The faculty member may consult with the judicial chair, the office of community standards and student conduct, chairperson or dean regarding appropriate sanctions.
- (11) Role of the student conduct administrator (SCA). The student conduct administrator, or designee, has the following responsibilities with regards to all cases involving alleged violations of the academic integrity policy.
- (a) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.
  - (b) To expunge all records as outlined in this policy.
  - (c) In cases where the academic integrity form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.
  - (d) In cases where the student has already been found responsible for a previous academic integrity violation, any additional violation will result in a review of all cases by the office of community standards and student conduct for possible additional charges and sanctioning.
- (H) Article VI. Section 3345.22 of the Revised Code, the “1219 hearing” process.

- (1) Background. Disruptive behavior and the “1219” procedure. The Ohio campus disruption act, also known as Ohio House Bill 1219, is codified in sections 3345.22 and 3345.23 of the Revised Code. The purpose of the law is to protect university students, faculty, staff, and other members of the campus community from crimes of violence committed near the university or upon people or property at the university.

A “1219 hearing” is appropriate when a student is arrested for a crime of violence committed on or near the university. If a student is convicted of an offense of violence that occurred on or near the university, the student will be automatically suspended pursuant to section 345.23 of the Revised Code. The purpose of the “1219 hearing” is to remove students from campus who may be a threat to the safety and security of the student body or campus community.

- (2) Definition of a “crime of violence.” There are over thirty crimes of violence considered violations of the “1219” law, including but not limited to the following: arson, assault, burglary, domestic violence, discharged firearm, felonious assault, gross sexual imposition, inciting to violence, inducing panic, intimidation, kidnapping, menacing, murder, rape, riot, robbery, sexual battery, and voluntary manslaughter.
- (3) Jurisdiction of the “1219 hearing.”
  - (a) If a student is arrested for a crime of violence referenced in division (D) of section 3345.23 of the Revised Code, they may be temporarily suspended from the university according to “The Student Code of Conduct,” which is referred to as an interim suspension. This suspension will last during the process of the “1219 hearing” and continue until the student meets with the office of community standards and student conduct. The results of the “1219 hearing” discussed in this paragraph does not alter the student’s status under an interim suspension.
  - (b) A “1219 hearing,” which is distinctly separate from a conduct conference or a student conduct board hearing, will be held shortly after a student’s arrest for a crime of

violence. The hearing can be continued for good cause. The purpose of the “1219 hearing” is to determine by a preponderance of the evidence whether the student committed an offense of violence.

- (c) If the referee, as appointed by the university (office of the general counsel), finds that the student did commit an offense of violence on or near the university, the referee will then determine if the student should be under strict probation or suspended from the university pending the outcome of the criminal case. However, as previously noted, if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the referee, until the conclusion of the student conduct process administered by the office of community standards and student conduct.
- (d) Following the “1219 hearing,” the criminal case outcome will determine the student’s status under section 345.23 of the Revised Code. If the student is convicted of an offense of violence in the criminal case, the student will be suspended from the university for at least one year.
- (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates and the student in question shall be reinstated and the record of the “1219” suspension expunged from the person’s university record. The criminal process and “1219 hearing” are separate. The outcome of the “1219 hearing” has no bearing on the criminal case.
- (f) When a student is found not guilty, they may return to school, but upon conclusion of the “1219 hearing” and possibly while the criminal case is still underway, the university may, and in nearly all cases, will initiate the student conduct process. The student may also be under the restriction of an interim suspension. If the student is not under an interim suspension or has been found not responsible of a violation of “The Student Code of

Conduct,” the student would be permitted to return to school.

- (g) If the student is found guilty at the criminal trial for an offense of violence on or near the university, they will be suspended from Youngstown state university for the period of one year. The student will receive a written notice of the suspension from the office of community standards and student conduct. The student must receive approval from the board of trustees to be permitted to return to the university. This one-year suspension will still be imposed even if the student is found not responsible for a violation of “The Student Code of Conduct.”
- (4) The “1219 hearing” process. The “1219 hearing” will be an adversary proceeding. Unlike a student conduct hearing, a “1219 hearing” will be conducted by a referee appointed by the university. A university attorney will present the evidence at the hearing on behalf of the university. The student has the right to:
- (a) Be represented by an attorney.
  - (b) To cross-examine witnesses called by the state (the university).
  - (c) Call upon their own witnesses.
  - (d) To present evidence.
  - (e) To give a statement (but not required to do so). If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the student.
- (5) Burden of proof. Preponderance of the evidence is the standard used for all “1219 hearings.” Preponderance of the evidence is known as the balance of probabilities met if the proposition is more likely to be true than not true. Effectively, the standard is

satisfied if there is greater than fifty per cent chance that the proposition is true. The referee must find that the student committed the offense by a preponderance of the evidence.

- (I) Article VII. Parental/guardian notification policy. Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students who may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under twenty-one years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, to create a positive support network for students.
  - (1) Parameters.
    - (a) This policy will be applied in situations where students under the age of twenty-one have been found responsible for a violation of university policies regarding drugs or alcohol.
    - (b) The office of community standards and student conduct shall be responsible for administering all procedures of the parental/guardian notification policy.
  - (2) Procedures.
    - (a) Parents/guardians shall be notified when the underage student is found responsible for a violation of the drug or alcohol policies.
    - (b) The dean of students, or designee, may make an exception to the parental/guardian notification policy if in their judgment it is determined that harm would come to the student because of parental/guardian notification.
    - (c) The notification will be provided in writing from the office of community standards and student conduct and will be mailed to the student's home address.

- (d) The notification letter will inform parents or guardians that their student has been found responsible for a violation of an alcohol or drug policy. Included with the letter will be answers to frequently asked questions. Parents or guardians will be encouraged to discuss the incident with the student.
  - (e) The office of community standards and student conduct will be responsible for responding to questions from parents/guardians. If a parent or guardian is interested in reviewing their student's conduct file, the student generally must sign a waiver to release this information. There are exceptions to this that will be determined on a case-by-case basis.
- (J) Article VIII. Interpretation and revisions. Any question of interpretation or application regarding "The Student Code of Conduct" shall be referred to the student conduct administrator for final determination.

"The Student Code of Conduct" shall be reviewed every three years under the direction of the student conduct administrator. Any member of the university community may recommend a change to "The Student Code of Conduct" to the dean of students, or designee. The dean of students, or designee, shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the dean of students, or designee, the change shall be presented to the board of trustees for adoption.
- (K) Glossary of terms when used in "The Student Code of Conduct."
  - (1) The term "due process" is an assurance that all accused students will receive notice of charges, notice of the evidence to be used against them, and the opportunity to participate in a hearing prior to the deprivation of any educational property interest.
  - (2) The term "academic grievance subcommittee" is a group of university students and faculty selected and trained to adjudicate hearings wherein a student has allegedly violated the academic integrity policy for the university. Each hearing has a hearing panel consisting of at least six members from the academic grievance subcommittee.

- (3) The term “appellate hearing panel” shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider a request for appeal from a student conduct body’s determination that a student has violated “The Student Code of Conduct” or from the sanctions imposed by the student conduct body.
- (4) The terms “can,” “may,” or “should” specify a discretionary provision of “The Student Code of Conduct.”
- (5) The term “complainant” shall mean any party harmed by the actions of a student who allegedly violated “The Student Code of Conduct.”
- (6) The term “deputy conduct officer” shall mean a university official authorized on a case-by-case basis by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct.”
- (7) The term “faculty member” shall mean any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a situation shall be determined by the relevant circumstances.
- (8) The terms “file” or “records” mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.
- (9) The term “function” shall mean all student activities or events occurring at the university or sponsored by registered student organizations, groups, or members of the academic community.
- (10) The term “group” shall mean a number of students who are associated with each other and who have not complied with university requirements for registration as an organization.



- (11) The terms “hearing panel” or “hearing panel members” shall mean individuals who have been selected or assigned to adjudicate a hearing. These individuals are selected from a trained body, including the student conduct board and the academic grievance subcommittee.
- (12) The term “hearing panel advisor” shall mean the student conduct administrator, or designee, or appointee. The hearing panel advisor has responsibility for ensuring that policies and procedures within this document are adhered to within any student conduct process. The hearing panel advisor may be involved in any part of the student conduct process, and may provide input or answers, or otherwise answer questions asked by any parties.
- (13) The term “may” is used in the permissive sense.
- (14) The term “member of the university community” shall include any person who is a student, faculty member, university official, any other person employed by the university, or any person lawfully present on university premises.
- (15) The term “organization” shall mean a university-registered student organization which has complied with formal requirements of official registration.
- (16) The term “policy” shall be defined as the written regulations of the university as found in, but not limited to, “The Student Code of Conduct,” “Resident Handbook,” the university website, undergraduate/graduate catalogs, university policies, and board of trustees policies.
- (17) The term “respondent” shall mean any student accused of violating “The Student Code of Conduct.”
- (18) The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of the code.
- (19) The term “student” shall include all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or

continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, whether enrolled at the university.

- (20) The term “student conduct administrator” is the dean of students, or designee, who shall be responsible for the administration of the code and the university student conduct process.
- (21) The term “student conduct board” is a group of university students, staff, and faculty selected and trained to adjudicate hearings wherein students have allegedly violated university policy. Each hearing has a hearing panel consisting of three members from the student conduct board.
- (22) The term “student conduct body” shall mean student conduct officer, any deputy conduct officer, or any hearing panel of the student conduct board authorized by the student conduct administrator to determine whether a student has violated “The Student Code of Conduct” and to recommend imposition of sanctions.
- (23) The term “student conduct officer” is the assistant dean of students for community standards, advocacy, and conduct who is the university official assigned to serve as the primary charging administrator by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct.”
- (24) The terms “university” or “institution” mean Youngstown state university and collectively those responsible for its operation.
- (25) The term “university premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university including adjacent streets, sidewalks, and parking lots.
- (26) The term “university official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the university.

- (27) The term “university working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.
- (28) The term “weapon” shall have the same meaning as in university policy 3356-7-03 concerning weapons on campus (rule 3356-7-03 of the Administrative Code).
- (29) All other terms have their natural meaning unless the context otherwise dictates.

**3356-8-01.1 “The Student Code of Conduct.”**

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Responsible Officer: Dean of Students and Ombudsperson  
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- (A) Policy statement/preamble. Youngstown state university (“YSU”) is a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership.

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors, believe in the dignity and worth of all people, strive to foster an appreciation of, and respect for, differences among the human race, and celebrate the diversity that enriches the university and the world.

As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the university’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the university and is held responsible for compliance with them. All members of the university community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the university.

The policies and regulations in “The Student Code of Conduct” have been established to ensure a positive educational experience for every student. “The Student Code of Conduct” serves as an official university document that outlines conditions and regulations considered essential to the effective functioning of the university.

The student conduct process at Youngstown state university adheres to procedural due process and is intended to be part of the educational process at the university. This student conduct process provides a forum for the impartial and expedient resolution of alleged misconduct in the university community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the university's commitment to developing integrity, respect, and responsibility among all students.

(B) Article I. Rights and responsibilities.

- (1) Basic rights. The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:
  - (a) The right of free inquiry, expression, and/or assembly.
  - (b) The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and online.
  - (c) The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
  - (d) The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by section 3345.14 of the Revised Code.
- (2) Basic responsibilities. Students, as members of the university community, shall have the following responsibilities which are inherent in the basic rights delineated in this paragraph:
  - (a) To maintain standards of academic performance as established by their faculty.
  - (b) To be responsible for acting in such a manner as to ensure other students the basic rights enumerated in this policy.

- (c) To be responsible for their actions with respect to, and to follow, all university regulations and policies.
  - (d) To be responsible for their actions with respect to provisions of local, state, and federal law.
  - (e) To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the university community are respected.
  - (f) To have in their possession a valid university identification card when on university premises.
  - (g) To be responsible for adhering to the university policy 3356-7-20, "Drug-free environment" (rule 3356-7-20 of the Administrative Code).
  - (h) To ensure adherence to all university board of trustees' policies that apply to students.
- (C) Article II. Student conduct authority. The president has delegated the authority for the university student conduct system to the dean of students and ombudsperson (hereinafter referred to as the dean of students). The dean of students, or designee, serves as the student conduct administrator responsible for the administration and operation of "The Student Code of Conduct" and the student conduct process. Members of the university seeking formal disciplinary action for alleged student misconduct should make referrals to the office of community standards and student conduct.

The student conduct administrator shall determine the composition of student conduct bodies and appellate hearing panels.

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of "The Student Code of Conduct." The student conduct officer shall be the assistant dean of students for community standards, advocacy, and conduct (hereinafter referred to as the assistant dean of students). The student conduct administrator may also appoint one or more deputy conduct officers to

review reports of violations of “The Student Code of Conduct” and to conduct investigations. Deputy conduct officers shall be under the supervision of the student conduct officer and/or the student conduct administrator.

- (1) Jurisdiction of “The Student Code of Conduct.”
  - (a) “The Student Code of Conduct” shall apply to conduct which adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs whether it occurs on university premises, at university sponsored activities, or on non-university premises. It is important to note that a student and/or group/organization will be subject to the university student conduct process where the conduct has occurred on non-university premises when the conduct adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs.
  - (b) Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). “The Student Code of Conduct” shall apply to a student’s conduct even if the student withdraws from the university while an investigation into alleged misconduct is pending.
  - (c) An incident which results in a charge under “The Student Code of Conduct” may also lead to a proceeding outside of the university for a violation of local, state, or federal law. In these instances, university proceedings are not subject to challenge based on concurrent criminal or civil proceedings or that such proceeding has been or will be dismissed, reduced, withdrawn, resolved, or settled. The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws. In all cases, hearings within the university will be held according to the student conduct procedures set forth

in this policy. Since the university student conduct process is educational in nature and differing judgements may result between university action and outside legal action, the university, in its sole discretion, may pursue student conduct action and impose sanctions against a student for a violation of law:

- (i) Regardless of where the behavior occurs;
  - (ii) When a student is charged with a violation of law but not with any other violation of “The Student Code of Conduct”;
  - (iii) When a student is charged with a violation of law which is also a violation of “The Student Code of Conduct”;
  - (iv) While the student is also subject to criminal proceedings, arrest and/or prosecution or civil litigation.
  - (v) University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
  - (vi) The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.
- (2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the dean of students, or designee, in consultation with the associate vice president for student experience. The policies and regulations that apply to student groups/organizations are outlined in the “Penguin Student Handbook,” which houses all student organization policies.



Student groups/organizations that violate any of the student organization policies may be charged with violating “The Student Code of Conduct” and be subject to the student conduct procedures set forth in this policy.

- (3) Student conduct authority.
  - (a) The enforcement of regulations, policies, and guidelines that apply to students, student organizations/groups are within the jurisdiction of the dean of students, or designee.
  - (b) Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.
  - (c) Student groups and registered student organizations may be charged with violations of “The Student Code of Conduct” in the following circumstances:
    - (i) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the university’s student organization policies, and/or university policies or regulations.
    - (ii) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with city, state, or federal law.
    - (iii) A student group (as defined in the glossary of terms section of this policy) or registered student organization and its officers may be held collectively or individually responsible for violations of “The Student Code of Conduct.”
- (D) Article III. Student conduct standards/prohibited conduct. The student conduct process aspires to develop and maintain conduct standards in support of character, civility, and community. This section of “The Student Code of Conduct” provides a set of expectations regarding student conduct in support of the university community.

A student or student group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by a member of a student group/organization, the entire group/organization may be held responsible, in addition to the student, when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under "The Student Code of Conduct":

- (1) Academic integrity. Violations of academic integrity include:
  - (a) Plagiarism, which includes the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, or the misrepresentation of another person's work as one's own.
  - (b) The use of any unauthorized assistance or tools:
    - (i) In taking quizzes, tests, assignments, or examinations;
    - (ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.
  - (c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
  - (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
  - (e) Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.

- (f) Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.
  - (g) Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
  - (h) Bribes, threats, or intimidation, including exchange of payment for assignments or parts of assignments, and threats to entice others to engage in violations of the academic integrity policy.
  - (i) Impersonation, pretending to be another person in the completion of a quiz, exam, or other assignment.
  - (j) Altering or destroying the work of others unless given permission.
  - (k) Lying to obtain an academic advantage, which includes falsification of documents or other information used to request makeup work.
  - (l) Assisting another person in any of the behaviors mentioned above is itself academic dishonesty.
  - (m) Asking others to engage in any of the behavior described above is academic dishonesty;
  - (n) Attempting to engage in any of the above behaviors is academic dishonesty.
- (2) Alcohol.
- (a) Use or possession of alcoholic beverages, except as permitted by law and university policy.
  - (b) Public intoxication.

- (c) Manufacturing or distribution of alcoholic beverages to any person under twenty-one years of age except as permitted by law.
- (3) Bullying and harassment. Unwelcome or unreasonable behavior that harasses or intimidates people, either as individuals or as a group, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. See university policy 3356-2-03, "Discrimination/ harassment" (rule 3356-2-03 of the Administrative Code) for prohibited conduct based on an individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status, or any other basis protected by law. See also university policy 3356-4-21, "Campus free speech" (rule 3356-4-21 of the Administrative Code) for harassment that is severe, pervasive, and objectively offensive).
- (4) Complicity. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting or encouraging a violation or an attempted violation.
- (5) Student conduct system.
  - (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct process.
  - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
  - (c) Institution of a student conduct proceeding knowingly without cause.
  - (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

- (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the student conduct process.
  - (f) Unwelcome or unreasonable behavior that harasses or intimidates a member of a student conduct body, participants, or witnesses prior to, during or after a student conduct proceeding, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.
  - (g) Failure to comply with the sanction(s) imposed by a student conduct body.
  - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
  - (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) Disorderly conduct. Conduct which obstructs teaching, research, administration, or university activities or functions.
- (7) Drugs.
- (a) Use, possession, manufacturing, or distribution of marijuana, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia.
  - (b) The misuse of materials as an intoxicant.
  - (c) Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.
- (8) Failure to comply. Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.

- (9) Financial obligations. Failure to meet all financial obligations to the university.
- (10) Gambling. Gambling or wagering of any form except as expressly permitted by law and/or university policy.
- (11) Hazing. Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.
- (12) Information technology. Theft or other abuse of information technology and resources, including, but not limited to:
  - (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - (b) Unauthorized transfer of a file.
  - (c) Unauthorized use of another individual's identification and password.
  - (d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.
  - (e) Use of computing facilities and resources to send unwelcome or unreasonable messages that harass or intimidate individuals or groups that are sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.
  - (f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.

- (g) Use of computing facilities and resources in violation of copyright laws.
  - (h) Any violation of the university policy 3356-4-09, “Acceptable use of university technology resources” (rule 3356-4-09 of the Administrative Code).
- (13) Dishonesty.
- (a) Furnishing false information to any university official, faculty member, or office.
  - (b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.
  - (c) Tampering with the election of any university recognized student organization.
  - (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
  - (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.
- (a) Intentionally, knowingly, or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person, including one’s self.
  - (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.

- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property on or off campus, or acts of vandalism even if this behavior does not cause damage.
- (17) Published university policies. Violation of published university policies, rules, or regulations, including those available electronically on the university website.
- (18) Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following categories:
  - (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo). An individual does not have to submit to the conduct for quid pro quo sexual harassment to occur.
  - (b) Unwelcome conduct determined by the reasonable person's standard to be so severe and pervasive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment).
  - (c) Sexual assault as defined in the Clery Act (which includes rape, fondling, incest, or statutory rape as defined in this paragraph).
    - (i) Rape (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. See university policy 3356-2-05, "Title IX sexual harassment policy," rule 3356-2-05 of the Administrative Code, for definitions of consent, coercion, force, and incapacitation.
    - (ii) Fondling. The touching of the private body parts of another person for sexual gratification without the consent of the victim, including instances where the



victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

- (iii) Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - (iv) Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
- (d) Dating violence, domestic violence, or stalking pursuant to the Violence Against Women Act (also defined in this paragraph).
- (i) Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - (ii) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
  - (iii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

- (e) Sexual misconduct. Conduct of a sexual nature that is nonconsensual or is carried out through force, threat, or coercion. Sexual misconduct includes, but is not limited to, sexual exploitation and voyeurism.
  - (i) Sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for their own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
  - (ii) Voyeurism. Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.
- (f) Sex offenses. See Chapter 2907. of the Revised Code which defines sex offenses under Ohio law.
- (19) Theft. Attempted or actual theft, including possession of stolen property.
- (20) Unauthorized entry.
  - (a) Unauthorized entry to or use of university premises, including access to residential spaces other than one's own assigned space.
  - (b) Unauthorized possession, duplication, or use of keys to any university premises.
- (21) Unauthorized recording.

- (a) Unauthorized use of electronic or other devices to make an audio or video record or photograph of any person while on university premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
    - (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person's consent, when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
  - (22) Violation of law. Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university's mission or its educational objectives and programs.
  - (23) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
  - (24) Sexual harassment as defined in Title IX of the Education Amendments of 1972 as set forth in university Title IX sexual harassment policy. (See rule 3356-2-05 of the Administrative Code and university policy 3356-2-05, "Title IX sexual harassment policy." Students, faculty, employees, volunteers, third parties, campus visitors and other individuals should refer to the Title IX policy referenced in this paragraph for processes and procedures under Title IX). The complaint, adjudication, resolution, and appeal process for an allegation of a Title IX violation, as well as possible sanctions, is delineated in university policy 3356-2-05, "Title IX sexual harassment policy."
- (E) Article IV. Student conduct procedures.
- (1) General. This overview gives a general idea of how the university's campus student conduct proceedings work, but it

should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not the same in every situation.

- (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
- (b) Any member of the university community may report alleged violations of “The Student Code of Conduct” by a student or a student group/organization. The report shall be prepared in writing and directed to the office of community standards and student conduct. A report of a violation of “The Student Code of Conduct” shall be submitted as soon as possible after the incident occurs but not later than thirty days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in their discretion.
- (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of “The Student Code of Conduct” to determine if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or student groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a student conduct board hearing. Additionally, students alleged to have violated the university’s sexual misconduct policy will automatically be provided a student conduct board hearing.
- (d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

- (2) Student conduct conference.
- (a) Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the student conduct standards of “The Student Code of Conduct” will first be scheduled for a conduct conference with the conduct officer assigned to review the allegation. The respondent will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
- (i) The specific charges pending against the respondent;
  - (ii) A brief summary of the referral;
  - (iii) Statement of rights and responsibilities; and
  - (iv) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.
- (b) The conduct conference is the first step in the student conduct process and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the violation(s) in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, and if the case does not warrant suspension or expulsion, the respondent will have an opportunity to accept or deny responsibility for the charge(s).

- (c) If the respondent accepts responsibility for the charge(s), the conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign a conduct conference agreement which will outline all of the sanctions offered to the respondent. While the student may sign the agreement immediately, they have up to three university working days to do so. The respondent has the option to accept the charge(s) but contest the sanction(s) or agree to both the charge(s) and sanction(s). Once the agreement is signed, the decision is final and there is no appeal process. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the conduct officer will refer the case for a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing.
- (d) Complainants, or harmed parties in a case, are also scheduled for a conduct conference with the conduct officer assigned to review the allegation. This meeting occurs prior to the respondent's conduct conference and serves to provide the complainant with the opportunity to discuss the allegations that led to the referral. The complainant will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the respondent should the charges be substantiated. The complainant will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
  - (i) The specific charges pending against the respondent;
  - (ii) A brief summary of the referral; and
  - (iii) Statement of rights and responsibilities.
- (e) If a respondent accepts responsibility for the charges and agrees to the sanctions issued by the conduct officer, the

complainant will be notified in writing of the outcome of the respondent's conduct conference. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the complainant will be invited to participate in a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing, for which the complainant will receive notice.

- (3) Student conduct board hearing.
  - (a) The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct board hearing panel will decide by the preponderance of evidence whether the respondent is found responsible for the charge(s). All hearings are closed to the public, except for the complainant, respondent, advisors for the complainant and/or respondent, witnesses, hearing panel, hearing panel advisor, and the conduct officer. All parties directly participating in the hearing (the respondent, complainant, advisors, and conduct officer) may remain present the entire time, excluding deliberations.
  - (b) Student conduct board hearing panels consist of three members of the student conduct board. Hearing panels are comprised of a combination of trained faculty, staff, and students. Each student conduct board hearing will have a faculty/staff hearing panel chair. The chair is responsible for keeping the proceedings moving forward.
  - (c) If the respondent or complainant fails to appear at a scheduled student conduct board hearing and the absence is not excused, the hearing may proceed in their absence or may be rescheduled at the discretion of the chair. Additionally, if the complainant, respondent, or witnesses are unable to attend the hearing in person, video technology may be used to enable participants to simultaneously see/hear each other. Video technology may also be used if the complainant or respondent prefers to participate in the hearing from a different room than the opposing party.

- (d) Each student conduct board hearing panel will have a hearing panel advisor. The role of the hearing panel advisor is to ensure the student conduct process is adhered to and to answer procedural questions posed by any party during the hearing. The hearing panel advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing panel advisor will remain present during deliberations to answer questions and provide guidance as necessary.
- (4) Hearing procedures.
- (a) Guidelines.
    - (i) The chair will explain the rights and responsibilities of the respondent and the complainant.
    - (ii) The chair and hearing panel advisor are responsible for assuring that these rights as well as the process described in this paragraph are adhered to during the hearing.
    - (iii) The respondent or the complainant may ask for the removal of a hearing panel member by providing written or verbal evidence of bias. The charge of bias is made to the chair who will determine whether it is valid. If the charge of bias is against the chair, the hearing panel advisor will decide whether it is valid. If bias is found, or is unable to be determined, the hearing will be rescheduled.
    - (iv) The conduct officer may ask questions of any party at any time throughout the hearing.
    - (v) The chair and hearing panel advisor are responsible for determining the relevancy of questions asked during a hearing and may deem certain questions irrelevant and not allow them to be answered. The chair must explain to the party proposing questions any decision to exclude a question as not relevant.



- (vi) The chair may exclude persons from the hearing if they are disruptive or postpone the hearing because of disruptive behavior by participants or observers.
- (b) Introduction.
- (i) Each party in the room will introduce themselves and explain their role in the hearing.
  - (ii) The chair will then explain the process and procedures for the hearing.
  - (iii) All witnesses will then be dismissed from the room.
- (c) Presentation of information.
- (i) Following the introduction, the chair will present the respondent with the charges against them. The respondent will respond to each charge by acknowledging that they are responsible for the charge or by denying responsibility for the charge.
  - (ii) The conduct officer will explain why the case was referred for a hearing and will provide a detailed summary of the incident and any subsequent investigation undertaken.
  - (iii) If there is a complainant, they will then have an opportunity to provide the hearing panel with a summary of their role and perspective on the incident.
  - (iv) The hearing panel will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing.
  - (v) The conduct officer, complainant, and respondent will then present any relevant witnesses or documentary information. The conduct officer,

complainant and respondent will each, in turn, have the opportunity to ask questions regarding the information presented.

- (vi) The complainant and respondent, in turn, will have the opportunity to cross-examine one another. If the complainant and respondent have mutual no-contact orders against one another, questions for opposing parties will be submitted to the hearing panel chair in writing.
  - (vii) The conduct officer will have an opportunity to make a summary statement including any sanctioning recommendations.
  - (viii) The complainant will have an opportunity to make a summary statement including any sanctioning recommendations.
  - (ix) The respondent will have an opportunity to make a summary statement including any sanctioning recommendations.
- (d) Deliberation and finding.
- (i) The hearing panel will go into closed session to determine by the preponderance of evidence whether the respondent will be found responsible for the charge(s) pending in this matter. Student conduct hearing panels determine findings by majority vote.
  - (ii) If the respondent is found responsible for a violation of one or more of the pending charges, the hearing panel will proceed to sanctioning. At this time, the hearing panel will be presented with any relevant information pertaining to the respondent's prior student conduct cases and sanctions.
  - (iii) The hearing will reconvene for the announcement of the findings and any subsequent sanction(s).

- (iv) Written notification of the decision will be sent to the complainant and respondent simultaneously via their official university email addresses.
- (5) Student rights and responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process to uphold due process.
  - (a) Rights of respondent. All respondents in the student conduct process have the following rights:
    - (i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).
    - (ii) In matters that could result in a sanction of suspension or expulsion, the above-mentioned notification will alert the respondent to the possible severity of the outcome.
    - (iii) The right to an advisor. It is the respondent's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the respondent signs an authorization for the release of information, thus allowing the office of community standards and student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.
    - (iv) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."
    - (v) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled

proceedings will generally occur within five university working days of the initially scheduled proceeding.

- (vi) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
  - (vii) Explanation of the resolution options available to them through the student conduct process.
  - (viii) To be presumed not responsible for an alleged violation until found in violation by a preponderance of the evidence.
  - (ix) To speak or not speak on their own behalf.
  - (x) The opportunity to respond to information used as part of the decision-making process.
  - (xi) To deny responsibility for the charge(s) facing them and request that the case be referred to a student conduct board hearing.
  - (xii) To question any witness who participates as part of a hearing.
  - (xiii) The right to appeal.
  - (xiv) To waive any of the above stated rights provided that the waiver is made freely and in writing.
- (b) Rights of the complainant. All complainants in the conduct process have the following rights:
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).

- (ii) Explanation of the resolution options available to them through the conduct process.
- (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
- (iv) The right to an advisor. It is the complainant's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the complainant signs an authorization for the release of information, thus allowing the office of student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.
- (v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
- (vi) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."
- (vii) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within five university working days of the initially scheduled proceeding.
- (viii) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.

- (ix) The opportunity to appear at any hearing that may take place to provide relevant information.
  - (x) The opportunity to submit a written or recorded impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
  - (xi) To question any witness who participates as part of a hearing.
  - (xii) The right to appeal.
- (c) Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:
- (i) To be honest and forthright in all information they provide during the student conduct process. Presenting false and misleading information during this process is a violation of student conduct standards as outlined in this policy.
  - (ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made (in the case of witnesses) or notice is provided in advance (in the case of complainants and respondents).
  - (iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this policy. See paragraph (D) of this policy, "Student conduct standards/ prohibited conduct."
  - (iv) Complainants and respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on their behalf.
- (6) Reasonable accommodation for students with disabilities. Any student with a disability involved in the student conduct process has the right to request reasonable accommodation to ensure their

full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to accessibility services. Students do not have to disclose information about the complaint or charge to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations.

Accommodations are determined on an individual basis by accessibility services staff and implemented in consultation with the office of community standards and student conduct. Examples of reasonable accommodation include sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

- (7) Sanctions. If the student or student group/organization is found responsible for a violation of a policy, sanctions will be issued in accordance with the office of community standards and student conduct's sanctioning rubric. The student conduct administrator may adjust recommended sanctions on a case-by-case basis, as appropriate.

A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the respondent. The notification will be sent to the respondent's official university email account. In cases involving a student group/organization, notification will be sent to the official university email account for the president or student group/organization leader.

The decision of a student conduct body may be appealed, as outlined in paragraph (E)(9) of this policy. If the respondent files a request for appeal, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.

- (a) The following sanctions may be imposed upon any student who has been found responsible for a violation of "The Student Code of Conduct." Sanctions are typically issued in a progressive fashion; however, each situation differs

and many factors, including the severity of a violation and the impact of the violation on the campus community, will be taken into consideration in determining sanctioning.

- (i) **Warning.** A written notification statement that the student is violating or has violated “The Student Code of Conduct.” Continuation or repetition of inappropriate conduct may be cause for increased sanctioning.
- (ii) **Conduct probation.** Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation(s) of university regulations may result in imposition of additional restrictions or conditions, suspension, or expulsion.
- (iii) **Conduct probation with loss of good standing.** Notice in writing that the violation of university regulations is serious and that any subsequent violation(s) of “The Student Code of Conduct” may result in suspension or expulsion. In addition, an order preventing the student from holding university elective office, student employment, participating in any intercollegiate activity or sport, participating in any university sponsored program/organization, or representing the university in any other manner will be attached to this sanction.
- (iv) **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- (v) **Educational sanctions.** Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, educational assignments, referrals to student outreach and support and other campus offices, or other similar sanctions designed to assist the respondent in reflecting upon their behavior and the impact of their behavior on self or others.



- (vi) Residential probation. Issued to students living in university-owned or university-sponsored housing. Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation of university regulations and/or resident handbook/lease policies may result in imposition of additional restrictions or conditions, residential suspension, or residential expulsion.
- (vii) Guest restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from signing in to other residential communities as guests for a designated period.
- (viii) Host restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from hosting other guests for a designated period.
- (ix) Relocation. Issued to students living in university-owned or university-sponsored housing. Requiring a student to move to another floor, residence hall, or apartment because of community disruption.
- (x) Deferred residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residential community is deferred for a specified period. If the student is found responsible for any subsequent violations of “The Student Code of Conduct,” residential suspension is automatically issued as a sanction.
- (xi) Residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residence halls for a specified period after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university

housing facilities. This may include residential dining facilities.

- (xii) University suspension. Separation of the student from the university for a specified period after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities. This may include residential dining facilities. A university suspension is noted on an addendum attached to a student's transcript during the period of suspension.
- (xiii) Residential expulsion. Issued to students living in university-owned or university-sponsored housing. Permanent separation of the student from the residential community. An expulsion denies the student access to all university housing facilities on a permanent basis. This may include residential dining facilities.
- (xiv) University expulsion. Permanent separation of the student from the university. An expulsion denies the student access to the university, including any campus facilities, any campus programs or activities, and any class sessions on a permanent basis. A university expulsion is permanently noted on a student's transcript.
- (xv) Revocation of admission and/or degree. Revocation of admission to or awarding of a degree from the university for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for serious violations committed by a student prior to graduation.
- (xvi) Withholding degree. Withholding the awarding of a degree otherwise earned until the completion of the process set forth in "The Student Code of Conduct,"

including the completion of all sanctions imposed, if any.

- (xvii) Fines. Fines for violations of “The Student Code of Conduct” will be assessed and charged to the student’s account. A list of fines for all violations will be determined at the discretion of the dean of students, or designee, who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of “The Student Code of Conduct” when published and presented to students.
  - (xviii) No-contact order. The student is restricted from making contact in any verbal, written, electronic, third-party, or physical manner with a designated individual. If a student is found in violation of the no contact order, they may be subject to arrest and removed from campus. No-contact orders are always issued mutually to involved parties.
  - (xix) Parental/guardian notification. The office of community standards and student conduct staff will coordinate parental/guardian notification in cases of alcohol use or drug use when the student is under twenty-one years of age, their behavior demonstrates a risk of harm to self or others, or constitutes a violation of law involving a controlled substance.
- (b) More than one of the sanctions listed in paragraph (E)(7) of this policy may be imposed for any single violation.
  - (c) The following sanctions may be imposed upon student groups/organizations:
    - (i) Those sanctions as outlined in paragraph (E)(7) of this policy.
    - (ii) Deactivation. Loss of all privileges, including university recognition, for a specified period.

- (d) The student conduct administrator shall be responsible for ensuring that sanctions imposed by hearing panels and conduct officers are consistent with the violation and sanctions imposed for similar violations in other similar cases.
- (8) Interim measures. In certain circumstances, the dean of students, or designee, may impose an interim measure prior to a student conduct board hearing or conduct conference. This includes university or residential suspension. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in paragraph (E)(4) of this policy and may proceed before, during, or after any criminal proceedings.
- (a) Interim measures may be imposed only:
    - (i) To ensure the safety and well-being of members of the university community or to preserve university property;
    - (ii) To ensure the respondent's own physical or emotional safety and well-being;
    - (iii) If the respondent poses a threat of disruption or interference with the normal operations of the university; or
    - (iv) If the respondent is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.
  - (b) In the event that an interim measure is imposed, the student or student group/organization will be notified either in person or by regular U.S. or certified mail of the cause for the interim measure. The respondent will also be notified via their official university email address. The interim measure becomes effective immediately upon notification and will remain in place until it is determined to no longer be necessary. Interim measures may be determined to no longer be necessary when:

(i) There is no longer a risk to the safety and well-being of members of the University community or a risk to university property;

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(ii) Interim measures are no longer needed to ensure the respondent's physical or emotional safety and well-being; or

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(iii) The respondent no longer poses a threat of disruption or interference with the normal operations of the university.

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(c) Any alterations, amendments, or modifications to the interim measures shall be documented. Notice of modification of interim measures will be served to affected parties in the same manner in which the original notice of interim measures was served.

(d) In the case of an interim suspension, the student or student group/organization shall be denied access to all housing facilities and/or to the campus (including physical classes) and/or all other university activities or privileges for which the student or student group/organization might otherwise be eligible, unless determined otherwise by the student conduct administrator.

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(9) Appeals.

(a) The decision or sanction imposed by a student conduct body may be appealed by the respondent or complainant ("the appellant") within five university working days of notification of the decision. If an appeal is not received by five p.m. Eastern time on the fifth university working day of this time frame, the decision reached by the student conduct body will be final.

(b) Requests for appeals shall be made in writing and shall be submitted via electronic form to the office of community standards and student conduct. The request for appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the

appeal (see paragraph (E)(9)(d) of this policy) along with supporting information.

- (c) Once a request for appeal has been submitted and until the appeal decision has been communicated to the appellant, all sanctions except any active interim measures, such as interim suspensions, will be held in abeyance.
- (d) Appellate hearings are not a live re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appellate hearing shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following grounds:
  - (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in “The Student Code of Conduct” and to determine whether these violations could have affected the outcome of the hearing.
  - (ii) A claim that the decision reached regarding the respondent did not have a reasonable basis for the conclusion reached and that it was not based on proof by a preponderance of the evidence.
  - (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of “The Student Code of Conduct” for which the respondent was found responsible.
  - (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not presented in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (e) The burden of proof rests with the appellant.
- (f) The appellant may, in preparing the request for appeal, have access to records of the case, which may be reviewed

electronically via secure link sent by the office of community standards and student conduct.

- (g) A request for appeal in a case adjudicated by a student conduct board hearing panel will be reviewed by an appellate hearing panel. An appellate hearing panel is composed of three members from the student conduct board selected by the student conduct administrator.
- (h) Once a request for appeal has been submitted by the complainant or respondent, the other party shall receive a copy of the request for appeal and may submit a written response to the request for appeal to the office of community standards and student conduct, which will be considered alongside the request for appeal. Any written response must be submitted within five university working days of notification of the submission of a request for appeal.
- (i) The appellate hearing panel will review the appeal to determine whether one of the grounds listed in this policy has been met.
- (j) If an appellate hearing panel determines that a request for appeal has met one or more of the grounds, the following options are available:
  - (i) Remand the case to the original panel for reconsideration if new information sufficient to alter a decision or other relevant facts not presented in the original hearing becomes available because such information and/or facts were not known by the appellant at the time of the original hearing.
  - (ii) Uphold the original decision.
  - (iii) Alter the findings/sanctions issued by the original hearing panel.

- (k) If the appellate hearing panel determines that the request for appeal does not meet one of the grounds, the appeal will be dismissed and the original decision will be upheld.
  - (l) The decision of the appellate hearing panel is final.
- (10) Conduct procedures for university housing. Deputy conduct officers have been designated by the student conduct administrator to assist in the review of alleged violations of policy originating within university housing.
- (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence halls, as outlined in the “Resident Handbook,” is delegated by the student conduct administrator to a conduct officer. This may be a deputy conduct officer, as described in this paragraph.
  - (b) Any student, faculty member, or university official may file a written report against any student living in a residence hall for alleged violations of policy within the residence hall, campus dining facilities, or at any residence hall function.
  - (c) Upon receipt of a written report, the conduct officer will investigate to determine whether there is reasonable cause to believe that a violation of “The Student Code of Conduct” may have occurred. If the conduct officer believes that such a violation did occur they will follow the procedures outlined in paragraph (E)(4) of this policy to address the alleged violation.
- (11) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
- (a) Student conduct records shall be expunged seven years after final disposition of the case, excluding students who were sanctioned with residential suspension, residential expulsion, university suspension, or revocation or withholding of a degree, which shall be expunged fifteen

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years after final disposition of the case resulting in such action. Sanctions of university expulsion will remain on a student's conduct record indefinitely. Upon graduation, the student may petition the student conduct officer for immediate removal of all files contained in their student conduct records if the following conditions are met:

- (i) The violation(s) was determined to not have threatened or endangered the health or safety of any person, including sexual misconduct.
- (ii) University or residential suspension and/or expulsion or revocation or withholding of a degree were not issued as sanctions.
- (iii) All sanction requirements, including associated probationary periods, have been completed.
- (iv) An online petition form is completed and submitted to the office of community standards and student conduct.

The student may appeal a negative response of the student conduct officer to the student conduct administrator.

- (b) Records regarding university suspension or university expulsion of a student group/organization shall be kept indefinitely.
  - (c) All material gathered from a substantiated conduct case (residential, academic, and other) shall become part of any new case against the same respondent(s) after the new charges have been substantiated.
  - (d) Student conduct records are maintained only in the names of respondents found responsible for violations of university policy, or local, state or federal law.
- (12) Special procedures. To ensure continued participation of students, faculty, and administration in the student conduct process and to ensure speedy disposition of conduct cases, the president of the

university is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and adjudicate cases in accordance with the provisions of "The Student Code of Conduct" and shall ensure that all elements of procedural due process delineated in this article are observed.

- (13) Responsible action exemption. The university encourages students to seek immediate medical attention for themselves or others during alcohol and/or drug-related emergencies. When students act as responsible bystanders, the university may choose to resolve alcohol and/or drug violations informally rather than through the student conduct process. The office of community standards and student conduct determines when students are eligible for responsible action exemption on a case-by-case basis. In instances involving possible sexual misconduct, the office of community standards and student conduct may seek input from the Title IX office before making a determination. For exemption to be considered, the following must occur:

- (a) Students must directly contact law enforcement, medical personnel, or university staff to request medical assistance.
- (b) Students must identify themselves and the student(s) of concern to first responders.
- (c) Students must comply with specific instructions given by responding personnel.

Students exempted from alcohol and/or drug charges will not face formal sanctions, but are required to meet with a conduct officer to discuss the incident and learn about campus and community resources. If a student is under twenty-one years of age at the time of the incident, the conduct officer may notify parents or guardians of the exemption.

Documentation of exemptions will be maintained by the office of community standards and student conduct as informational records and are not considered part of a student's conduct record. Incident information will not be released by the office of community

standards and student conduct when contacted for background checks/transfer verifications.

The university reserves the right to deny exemption for any case in which violations are repeated or egregious, including activities related to hazing. Students will only receive one exemption during their tenure at the university.

Members of student organizations that actively seek medical assistance during alcohol and/or drug-related emergencies may be granted exemption from organizational conduct charges. Incidents involving student organization intervention will be considered on a case-by-case basis. The same standards outlined in this paragraph apply.

- (14) Serious misconduct policy. “Serious misconduct” is defined as “any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, any assault that employs the use of a deadly weapon,” as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury.

Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

- (F) Article V. Title IX sexual harassment procedures (per university policy and rule 3356-2-05 of the Administrative Code).

- (1) Grievance process.
  - (a) Time frame. The process outlined below is expected to occur within ninety calendar days from the date a complaint is filed. The Title IX coordinator, or designee, may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes, but is not limited to, the absence of party, a party's advisor or a witness, or the accommodation for disabilities.
  - (b) Report. Information, however received, alleging sexual harassment, as defined in this policy, and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint, depending on the alleged facts and circumstance.
  - (c) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted by mail, email, in person, by telephone or electronically at [TitleIX@ysu.edu](mailto:TitleIX@ysu.edu).
- (2) Notice.
  - (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined in this paragraph, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
  - (b) If in the course of an investigation the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university

shall provide notice of the additional allegations to the parties whose identities are known.

- (c) Notice to the university staff listed below of sexual harassment or allegation of sexual harassment constitutes actual notice to the university and triggers the university's obligation to respond.
  - (i) Title IX coordinator and deputy Title IX coordinators.
  - (ii) Director of equal opportunity and policy development.
  - (iii) Vice presidents and associate vice presidents.
  - (iv) Academic deans and chairpersons.
  - (v) Supervisors/managers.
  - (vi) Coaches and assistant coaches.
- (3) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- (4) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.
  - (a) Mandatory dismissal.
    - (i) Would not constitute sexual harassment as defined in this policy even if proved.

- (ii) The alleged sexual harassment did not occur in the university's education program or activity.
    - (iii) The alleged conduct did not occur in the United States.
  - (b) Discretionary dismissal.
    - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
    - (ii) The respondent is no longer enrolled or employed by the university.
    - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
  - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
  - (d) A dismissal of a formal complaint may be appealed pursuant to paragraph (F)(10) of this policy.
  - (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, 3356-2-03, "Discrimination/ harassment," rule of 3356-2-03 of the Administrative Code, or 3356-7-04, "Workplace and off-campus violence, threats, and disruptive behavior," rule of 3356-7-04 of the Administrative Code, or under "The Student Code of Conduct."
- (5) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
  - (a) Both parties' voluntary, written consent to the informal resolution process is necessary. At any time prior to

agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

- (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (6) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.
  - (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
  - (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
  - (c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section or as permitted by law.
  - (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
  - (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or

proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.

- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
  - (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
  - (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
  - (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
  - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten calendar days prior to any hearing. Either party can submit a written response to the investigator during these ten days.
- (7) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.



- (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
- (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally.
- (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

- (g) If a party does not have an advisor present at the live hearing, the university shall provide, without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.
  - (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility, provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
  - (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
  - (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.
  - (k) The decision-maker shall create an audio recording for a live hearing and an audiovisual recording for a virtual live hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.
- (8) Findings.
- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
  - (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is

filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

- (c) The written determination shall include:
  - (i) Identification of the allegations potentially constituting sexual harassment.
  - (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination.
  - (iii) The finding of facts that support the determination.
  - (iv) A conclusion applying the appropriate definition of the university's policy to the facts.
  - (v) A rationale for the result of each allegation regarding the determination of responsibility.
  - (vi) For respondents who are students, the hearing decision-maker shall consult with the vice president of student experience or their designee regarding sanctions. For respondents who are employees or faculty members the hearing decision maker shall consult with the chief human resources officer, or their designee, regarding discipline.
  - (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
  - (viii) The procedures and bases for the complainant and respondent to appeal the determination.
- (9) Sanctions/discipline.
  - (a) Students.

- (i) Possible sanctions for student respondents: warning, conduct probation with or without loss of good standing, restitution, educational sanctions, residential suspension, university suspension, residential expulsion, university expulsion, revocation of admission and/ or degree, withholding degree, and fines.
- (ii) Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury. Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

- (b) Possible sanctions/discipline for employee or faculty respondents: employment probation, demotion or reassignment, suspension with or without pay for a specific period of time, termination of employment, ineligibility for rehire, and/or other sanctions or remedies as deemed appropriate under the circumstances.

- (10) The appeal process.
- (a) Filing an appeal.
    - (i) Appeals are not a re-hearing of the allegation(s).
    - (ii) Only a complainant or respondent (referred to as party or parties) may request an appeal.
    - (iii) An appeal must be submitted in writing to the Title IX coordinator within five working days from receipt of a decision using the “Title IX Appeal Request Form” and include all supporting material.
    - (iv) A party may appeal the determination regarding responsibility, sanctions/discipline and/or the university’s dismissal of a formal complaint or any allegations therein.
    - (v) There are four grounds for appeal:
      - (1) Procedural irregularity that significantly impacted the outcome of the matter (for example material deviation from established procedures). The appeal request must cite specific procedures and how they were in error; and/or
      - (2) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: Failure to participate or provide information during an investigation or hearing, even based on concern over a pending criminal or civil proceeding, does not make information unavailable during the original investigation or hearing); and/or
      - (3) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or

bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. The appeal must cite specific examples of how the bias affected the outcome.

- (4) The discipline/sanction(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding party.
- (b) Title IX appellate review officer (hereinafter referred to as appellate review officer). Upon receipt of a request for appeal, the Title IX coordinator will designate a Title IX appellate review officer as follows:
- (i) Appeals where the respondent is a student, the appellate officer will be either the vice president for student affairs or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
  - (ii) Appeals where the respondent is a faculty member or employee, the appellate officer will be either the chief human resources officer or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
  - (iii) The appellate officer cannot be the investigator, Title IX coordinator, or the person who acted as the decision-maker regarding the determination of responsibility/policy violation, or dismissal.
- (c) Appeal procedures:
- (i) Generally, within five business days after receipt of the request for appeal by the appellate review officer, the appellate review officer will conduct an initial review of the appeal request(s) to determine whether the appeal is timely and satisfies the grounds for appeal.

- (ii) If the appeal request is not timely or does not satisfy the grounds for appeal, the appeal request will be denied, the parties will be notified, and the finding and sanction or responsive action/remedies will stand. The decision not to accept an appeal request is final and is not subject to further appeal.
- (iii) If the appeal request is timely and meets the ground for appeal, the Title IX coordinator will notify the parties that the appeal has been accepted and will notify the non-appealing party that they may file a response within three business days from notification.
- (iv) The appellate review officer will then review the issues presented in the appeal and any response(s).
- (v) The standard on appeal is whether there is relevant evidence/information such that a reasonable person would support the decision(s).
- (vi) The appellate review officer can take one of the following actions:
  - (1) Affirm the original findings;
  - (2) Remand the case to the original investigators or hearing panel for consideration of new evidence or to remedy a procedural irregularity;
  - (3) Remand the case to a new investigator in a case of bias. The appellate review officer, may order a new investigation with a new investigator or hearing panel; or
  - (4) Administratively alter the finding if bias, procedural irregularity or new evidence, unknown or unavailable during the original investigation, substantially affected the original finding, and the associated sanctions or responsive action.

- (vii) Decisions rendered by the appellate review officer or actions taken following the decisions appellate review officer's decision are final and not subject to further appeal.
  - (viii) Cases that are sent back to the investigator or hearing panel are not eligible for a second appeal.
- (G) Article VI. Academic integrity violation procedures.
  - (1) General.
    - (a) Academic honesty is essential to the educational process and serves to protect the integrity of the university community. Therefore, all members of the university community have a responsibility for maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of university policy, as outlined in paragraph (D) of this policy. Students should consult with the faculty member if they are not sure what may constitute a violation of the academic integrity policy.
    - (b) Students suspected of violations of the academic integrity policy may be charged with a violation of university policy under the student conduct standards as outlined in paragraph (D)(1) of this policy. Cases of alleged violations of the academic integrity policy shall be resolved as outlined in this paragraph.
    - (c) The process outlined in this paragraph is the only approved process by which faculty members can address alleged violations of the academic integrity policy. Failure to follow this process or use of any process other than this will result in nullification of any charges against the student and nullification of any sanctions levied against the student. If, following nullification of the charges and sanctions, the faculty member refuses to rectify the impacted grades or assignments, the student has the right to file a grievance against the faculty member. Any internal college, departmental, or program processes used to address alleged



violations of policy or concerns about student conduct are secondary to the processes outlined herein.

- (2) Academic integrity conference.
  - (a) After the faculty member has gathered evidence of a possible violation, they shall notify the student within two university working days in writing, via university email, of the allegations and invite the student to participate in an academic integrity conference. The faculty member and student may hold the conference without written notification. This academic integrity conference shall occur within five university working days of the written notification to the student.
  - (b) The academic integrity conference is the first step in this process, and serves to provide the student with the opportunity to discuss the allegations made by the faculty member. During this meeting, the student should have the opportunity to address the allegations, and to review all relevant information and documentation to the allegations.

In situations where the course is taught primarily online and/or where the student is unable to physically present for the academic integrity conference, the meeting may be conducted via email, phone, or video conference, as appropriate. The faculty member may consult with the judicial chair of the academic grievance subcommittee or the office of community standards and student conduct for direction in such situations.
  - (c) If, after meeting with the student, the faculty member determines that no violation of the academic integrity policy occurred and/or the student is not responsible for a violation of the academic integrity policy, the faculty member can dismiss the charges by not filling out the academic integrity form.
  - (d) If the faculty member concludes that the student is responsible for a violation of the academic integrity policy, the faculty member shall select an appropriate sanction, as

outlined in paragraph (F)(3) of this policy, and will complete the academic integrity form. While the student may sign the form immediately, they have up to five university working days to do so. The student has the option to accept the charge but contest the sanction, or they can agree to both the charge and sanction.

- (e) If the student signs the academic integrity form, acknowledging responsibility for the alleged violation and accepting the sanction, the decision is final and there is no appeal process.
  - (i) The student will return the form to the faculty member. The faculty member will sign the form, and will submit copies of any documentation or statements with the academic integrity form.
  - (ii) The faculty member will forward the form to the departmental chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the academic integrity form.
  - (iii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the academic integrity form.
  - (iv) The dean will then forward the form and all documents to the office of community standards and student conduct to be placed in the student's file.
  - (v) The dean of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.

- (vi) No further action is required unless the recommended sanction includes program removal, suspension, or expulsion. In cases where one of these sanctions is recommended, the case will be forwarded to the judicial chair of the academic grievance subcommittee for review.
- (3) Failure to appear, respond or sign.
- (a) If the student fails to respond to the faculty member's request for an academic integrity conference, or fails to attend an academic integrity conference within five university working days of notice by the faculty member, the following will occur:
    - (i) The faculty member will complete and sign the academic integrity form without the student's signature. They will then submit the form along with copies of any documentation or statements to the chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the form.
    - (ii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the form.
    - (iii) The dean will then forward the form and all documents to the office of community standards and student conduct to be placed in the student's file. The office of community standards and student conduct will then forward the academic integrity form and all documents to the judicial chair of the academic grievance subcommittee for further action.

- (iv) The dean of the college of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
  - (b) If the student declines to accept responsibility for the charges and/or declines to accept the sanctions selected by the faculty member, the faculty member should complete the form as outlined in this paragraph.
- (4) Academic grievance subcommittee referrals.
  - (a) If the student declines to accept responsibility for the charges, and/or declines to accept the sanctions selected by the faculty member, the case will be referred to the office of community standards and student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee.
  - (b) Regardless of whether the academic integrity form is signed, in cases where program removal, suspension, or expulsion is recommended by the faculty member, the case will be referred to the office of community standards and student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee. A representative from the office of community standards and student conduct must be present at all such hearings to serve in an advisory capacity.
- (5) Academic grievance subcommittee structure.
  - (a) Judicial chair. Associate provost for academic administration or designee appointed by the provost.
  - (b) Faculty members are appointed by the academic senate and serve a two-year term. One faculty member shall be selected from each of the six colleges. At least three of these appointees will have graduate faculty status. In cases involving graduate matters, only graduate faculty will be appointed. Six faculty members with graduate faculty status will be appointed by graduate council to hear cases involving graduate students.

- (c) Undergraduate student members are appointed by the dean of students, or designee, and may serve up to three years on the subcommittee. In addition, six graduate students (preferably one from each college) will be appointed by the graduate council to hear cases involving graduate students.
  - (i) Students must complete an application available through the office of community standards and student conduct.
  - (ii) At least one undergraduate student member is selected from each of the six colleges.
  - (iii) Students must have a minimum GPA of 2.5 for undergraduate students and a 3.0 for graduate students.
  - (iv) Students must not have a previous student conduct record.
  - (v) Students should be sophomore status or above.
- (6) Academic grievance subcommittee hearing procedures.
  - (a) In cases where the student failed to respond to a request from the faculty member for an academic integrity conference, cases where the student failed to return the signed academic integrity form to the faculty member within the given timeframe, cases wherein the student disputes the charges or sanctions, or in cases when the faculty member recommends program removal, suspension, or expulsion, a hearing by the academic grievance subcommittee is initiated.
  - (b) Within five university working days of receiving the academic integrity form and any supporting documentation of evidence from the faculty member, the judicial chair, or designee, shall contact the student involved and request a statement and any documentation or evidence they would like to have considered in the hearing. The student will

have five university working days to submit these items to the office of community standards and student conduct.

- (c) Within two university working days of receiving the statement and evidence, the judicial chair, or designee, shall distribute copies of the academic integrity form and any documentation or evidence produced by the student and faculty member to the academic grievance subcommittee members, the student, faculty member, department chairperson, and appropriate dean. The academic integrity form, course syllabus (submitted by the faculty member, student, or both), and any documentation or evidence produced by the student, faculty member, chairperson, or dean compose the academic integrity hearing packet.
- (d) A hearing date, time, and location for the academic grievance subcommittee hearing will be established by the judicial chair, or designee. Academic grievance subcommittee members shall have a minimum of three university working days to review all written materials in the academic integrity hearing packet. The hearing notice shall be sent to the parties directly involved in the grievance procedure, excluding advisors and witnesses. Parties directly involved include:
  - (i) Faculty/student. The party who files the academic integrity form and the party who is alleged to have violated the academic integrity policy. If either party cannot or refuses to attend the hearing, they may provide written or recorded statements to be submitted for evidence. Faculty members are permitted to have a substitute who will exercise all the rights and responsibilities of the absent faculty member.
  - (ii) Department chairperson. The chairperson of the department in which the faculty member resides. The chairperson's attendance is optional. If the chairperson is in attendance they will be brought in to speak with the hearing panel after the

presentation of information by the faculty member and student and without the faculty member or student present. The chairperson's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the culture of the department or expectations of students in the department.

- (iii) Dean. The dean of the college in which the faculty member's department is housed. The dean's attendance is optional. In addition, the dean of graduate studies has the option to attend in cases that involve graduate students and graduate faculty members. If the dean is in attendance, they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The dean's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the culture of the department or expectations of students in the department.
- (iv) Academic grievance subcommittee hearing panel members. Derived from the membership of the student academic grievance subcommittee of the academic senate. At minimum, each hearing panel consists of three faculty members, three undergraduate students, and the judicial chair. In hearings involving allegations against a graduate student, graduate college representatives will form the hearing panel. The hearing panel conducts the formal hearing and renders a decision. No member of a hearing panel will hear a case directly involving themselves.
- (v) Advisors. The student and the faculty member may each avail themselves of the services of an advisor throughout the academic integrity process. An

advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the party whom they are advising. They are permitted, however, to give notes or whisper instructions/advice to the party whom they are advising. Examples of advisors include a parent/guardian, attorney, clergy, other faculty member, or coach. The advisor may not be the chairperson or dean for the college in which the faculty member or student is housed. In situations where a graduate assistant is considered the instructor of record and is the party who submitted the academic integrity form, the chairperson may serve as an advisor to the graduate assistant and is permitted to stay throughout the hearing.

In cases in which the student is a dully enrolled high school and university student (through the Youngstown early college or the college credit plus program), the student may have both a parent/guardian and a secondary advisor present for the hearing.

- (vi) Witness(es). Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number of witnesses that present repetitive testimony may be limited at the discretion of the judicial chair.
  - (e) If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the same electronic means to provide equal treatment to all parties. This may include either teleconference or video conferencing platforms, as deemed appropriate by the judicial chair.
- (7) Rights of hearing parties.



- (a) The following rights are guaranteed to the student and the faculty member:
  - (i) The right to be present.
  - (ii) The right to be accompanied by an advisor of their choice.
  - (iii) The right to speak in support of their argument.
  - (iv) The right to bring witnesses in support of their case.
  - (v) The right to present any relevant information directly supporting their written items in the academic integrity packet, including oral testimony.
  - (vi) The right to refute information presented.
  - (vii) The right to consult with the judicial chair or the office of community standards and student conduct regarding the hearing, their testimony or the presentation of any testimony in support of their case.
  
- (b) The judicial chair has the right to:
  - (i) Limit the amount of time testimony is presented by any given individual;
  - (ii) Remove disruptive individuals from the room;
  - (iii) Ensure that only the members of the hearing panel, student, and faculty member are present in the room;
  - (iv) Ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented;
  - (v) Extend the timeline for the hearing process.

- (8) Deliberation and findings.
- (a) The hearing panel shall meet in closed session to review the information presented and reach a decision. The hearing panel shall vote using secret ballots tallied by the judicial chair. The judicial chair will only vote in circumstances of a tie among the hearing panel members.
  - (b) If the hearing panel determines that the student is responsible for a violation of the academic integrity policy, the hearing panel may consider previously resolved cases (on file with the office of community standards and student conduct) involving the student when assigning an appropriate sanction. The judicial chair will present such information to the hearing panel only after a determination of responsibility on the case in question has been reached.  
  
The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.
  - (c) Both parties shall be informed of the hearing panel's decision in writing within three university working days. This statement shall be prepared and signed by the judicial chair and forwarded to the office of community standards and student conduct, the graduate school dean when appropriate, the provost and all parties directly involved in the hearing, except advisors and witnesses.
    - (i) Notice of the hearing panel's decision ends the academic grievance subcommittee's involvement in the disposition of the case.
    - (ii) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of the provost and the office of community standards and student conduct.

- (iii) Any change of grade as a result of the hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five university working days. If the faculty member, chairperson and/or dean refuse to sign the grade change form, then the provost will do so.
- (9) Appeals.
  - (a) Only students may appeal the decision of the academic grievance subcommittee regarding for cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five university working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal is submitted in writing to the judicial chair.
  - (b) The judicial chair will forward the written appeal to the academic senate executive committee within two university working days.
    - (i) If the academic senate executive committee determines that no procedural violations occurred or that any procedural violations were minor and did not affect the original hearing panel's decision, the original hearing panel's decision is upheld and the case is closed.
    - (ii) If the academic senate executive committee determines that procedural violations may have occurred and were potentially substantive enough to have affected the hearing panel's decision, the case will be referred to a three-person appellate hearing panel consisting of one student and two faculty members. This appellate hearing will take place within twelve university working days of receipt of the written appeal.

- (c) Appellate hearing panel.
    - (i) No member of the appellate hearing panel will hear a case directly affecting themselves.
    - (ii) Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.
    - (iii) The chair of the appellate hearing panel shall inform both parties of the decision as soon as reasonably possible. A written statement of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, the office of community standards and student conduct, and office of the provost within five university working days of the decision via university email.
    - (iv) A file of all pertinent documents for all appeals shall be kept by the office of community standards and student conduct and/or the office of the provost.
    - (v) The decision reached by the appellate hearing panel is final and may not be appealed.
  - (d) At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.
  - (e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three university working days. If the faculty member, chairperson, and/or dean refuse to sign the grade change form, then the provost will do so.
- (10) Sanctions. Sanctions for violations of the academic integrity policy may include, but are limited to, the following:
- (a) Issuing an official warning.

- (b) Lowering the grade on the exam, paper or assignment in question.
  - (c) Lowering the final grade for the course.
  - (d) Requesting additional action from the academic grievance subcommittee, including removal from a course, removal from an academic program, university suspension, or expulsion.
  - (e) Other sanctions as deemed appropriate by the faculty member. The faculty member may consult with the judicial chair, the office of community standards and student conduct, chairperson or dean regarding appropriate sanctions.
- (11) Role of the student conduct administrator (SCA). The student conduct administrator, or designee, has the following responsibilities with regards to all cases involving alleged violations of the academic integrity policy.
- (a) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.
  - (b) To expunge all records as outlined in this policy.
  - (c) In cases where the academic integrity form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.
  - (d) In cases where the student has already been found responsible for a previous academic integrity violation, any additional violation will result in a review of all cases by the office of community standards and student conduct for possible additional charges and sanctioning.
- (H) Article VI. Section 3345.22 of the Revised Code, the “1219 hearing” process.

- (1) Background. Disruptive behavior and the “1219” procedure. The Ohio campus disruption act, also known as Ohio House Bill 1219, is codified in sections 3345.22 and 3345.23 of the Revised Code. The purpose of the law is to protect university students, faculty, staff, and other members of the campus community from crimes of violence committed near the university or upon people or property at the university.

A “1219 hearing” is appropriate when a student is arrested for a crime of violence committed on or near the university. If a student is convicted of an offense of violence that occurred on or near the university, the student will be automatically suspended pursuant to section 345.23 of the Revised Code. The purpose of the “1219 hearing” is to remove students from campus who may be a threat to the safety and security of the student body or campus community.

- (2) Definition of a “crime of violence.” There are over thirty crimes of violence considered violations of the “1219” law, including but not limited to the following: arson, assault, burglary, domestic violence, discharged firearm, felonious assault, gross sexual imposition, inciting to violence, inducing panic, intimidation, kidnapping, menacing, murder, rape, riot, robbery, sexual battery, and voluntary manslaughter.
- (3) Jurisdiction of the “1219 hearing.”
  - (a) If a student is arrested for a crime of violence referenced in division (D) of section 3345.23 of the Revised Code, they may be temporarily suspended from the university according to “The Student Code of Conduct,” which is referred to as an interim suspension. This suspension will last during the process of the “1219 hearing” and continue until the student meets with the office of community standards and student conduct. The results of the “1219 hearing” discussed in this paragraph does not alter the student’s status under an interim suspension.
  - (b) A “1219 hearing,” which is distinctly separate from a conduct conference or a student conduct board hearing, will be held shortly after a student’s arrest for a crime of

violence. The hearing can be continued for good cause. The purpose of the “1219 hearing” is to determine by a preponderance of the evidence whether the student committed an offense of violence.

- (c) If the referee, as appointed by the university (office of the general counsel), finds that the student did commit an offense of violence on or near the university, the referee will then determine if the student should be under strict probation or suspended from the university pending the outcome of the criminal case. However, as previously noted, if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the referee, until the conclusion of the student conduct process administered by the office of community standards and student conduct.
- (d) Following the “1219 hearing,” the criminal case outcome will determine the student’s status under section 345.23 of the Revised Code. If the student is convicted of an offense of violence in the criminal case, the student will be suspended from the university for at least one year.
- (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates and the student in question shall be reinstated and the record of the “1219” suspension expunged from the person’s university record. The criminal process and “1219 hearing” are separate. The outcome of the “1219 hearing” has no bearing on the criminal case.
- (f) When a student is found not guilty, they may return to school, but upon conclusion of the “1219 hearing” and possibly while the criminal case is still underway, the university may, and in nearly all cases, will initiate the student conduct process. The student may also be under the restriction of an interim suspension. If the student is not under an interim suspension or has been found not responsible of a violation of “The Student Code of

Conduct,” the student would be permitted to return to school.

- (g) If the student is found guilty at the criminal trial for an offense of violence on or near the university, they will be suspended from Youngstown state university for the period of one year. The student will receive a written notice of the suspension from the office of community standards and student conduct. The student must receive approval from the board of trustees to be permitted to return to the university. This one-year suspension will still be imposed even if the student is found not responsible for a violation of “The Student Code of Conduct.”
- (4) The “1219 hearing” process. The “1219 hearing” will be an adversary proceeding. Unlike a student conduct hearing, a “1219 hearing” will be conducted by a referee appointed by the university. A university attorney will present the evidence at the hearing on behalf of the university. The student has the right to:
  - (a) Be represented by an attorney.
  - (b) To cross-examine witnesses called by the state (the university).
  - (c) Call upon their own witnesses.
  - (d) To present evidence.
  - (e) To give a statement (but not required to do so). If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the student.
- (5) Burden of proof. Preponderance of the evidence is the standard used for all “1219 hearings.” Preponderance of the evidence is known as the balance of probabilities met if the proposition is more likely to be true than not true. Effectively, the standard is



satisfied if there is greater than fifty per cent chance that the proposition is true. The referee must find that the student committed the offense by a preponderance of the evidence.

- (I) Article VII. Parental/guardian notification policy. Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students who may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under twenty-one years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, to create a positive support network for students.
- (1) Parameters.
- (a) This policy will be applied in situations where students under the age of twenty-one have been found responsible for a violation of university policies regarding drugs or alcohol.
  - (b) The office of community standards and student conduct shall be responsible for administering all procedures of the parental/guardian notification policy.
- (2) Procedures.
- (a) Parents/guardians shall be notified when the underage student is found responsible for a violation of the drug or alcohol policies.
  - (b) The dean of students, or designee, may make an exception to the parental/guardian notification policy if in their judgment it is determined that harm would come to the student because of parental/guardian notification.
  - (c) The notification will be provided in writing from the office of community standards and student conduct and will be mailed to the student's home address.

- (d) The notification letter will inform parents or guardians that their student has been found responsible for a violation of an alcohol or drug policy. Included with the letter will be answers to frequently asked questions. Parents or guardians will be encouraged to discuss the incident with the student.
- (e) The office of community standards and student conduct will be responsible for responding to questions from parents/guardians. If a parent or guardian is interested in reviewing their student's conduct file, the student generally must sign a waiver to release this information. There are exceptions to this that will be determined on a case-by-case basis.

- (J) Article VIII. Interpretation and revisions. Any question of interpretation or application regarding "The Student Code of Conduct" shall be referred to the student conduct administrator for final determination.

"The Student Code of Conduct" shall be reviewed every three years under the direction of the student conduct administrator. Any member of the university community may recommend a change to "The Student Code of Conduct" to the dean of students, or designee. The dean of students, or designee, shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the dean of students, or designee, the change shall be presented to the board of trustees for adoption.

- (K) Glossary of terms when used in "The Student Code of Conduct."

- (1) The term "due process" is an assurance that all accused students will receive notice of charges, notice of the evidence to be used against them, and the opportunity to participate in a hearing prior to the deprivation of any educational property interest.
- (2) The term "academic grievance subcommittee" is a group of university students and faculty selected and trained to adjudicate hearings wherein a student has allegedly violated the academic integrity policy for the university. Each hearing has a hearing panel consisting of at least six members from the academic grievance subcommittee.

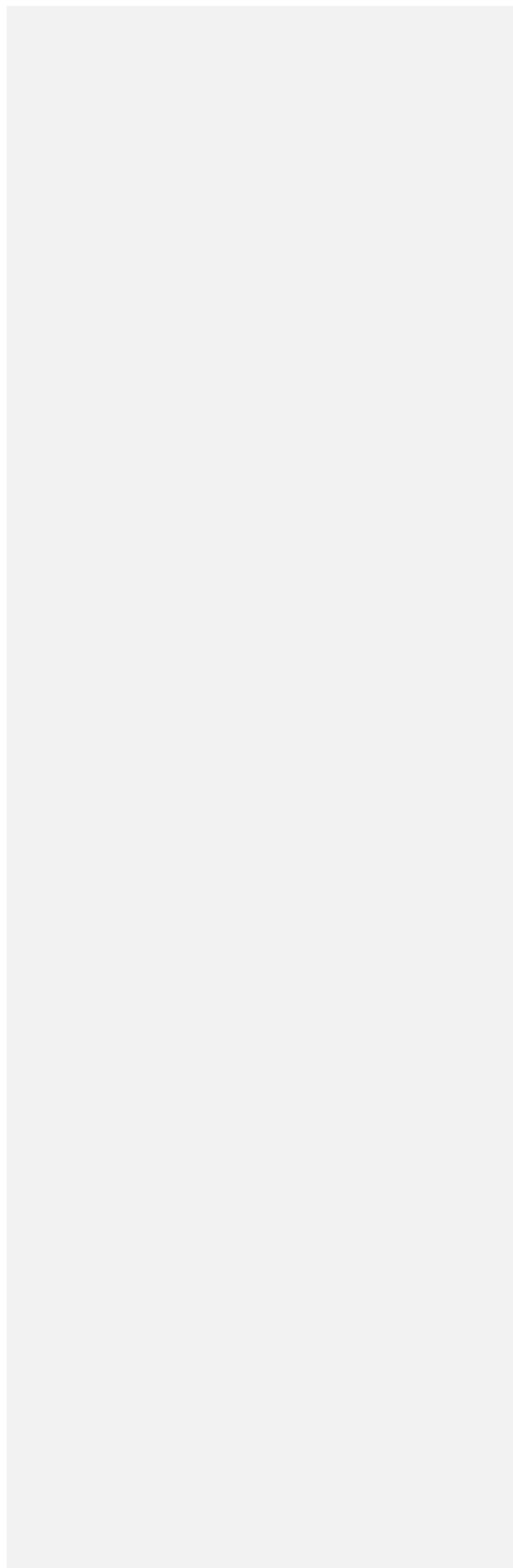
- (3) The term “appellate hearing panel” shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider a request for appeal from a student conduct body’s determination that a student has violated “The Student Code of Conduct” or from the sanctions imposed by the student conduct body.
- (4) The terms “can,” “may,” or “should” specify a discretionary provision of “The Student Code of Conduct.”
- (5) The term “complainant” shall mean any party harmed by the actions of a student who allegedly violated “The Student Code of Conduct.”
- (6) The term “deputy conduct officer” shall mean a university official authorized on a case-by-case basis by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct.”
- (7) The term “faculty member” shall mean any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a situation shall be determined by the relevant circumstances.
- (8) The terms “file” or “records” mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.
- (9) The term “function” shall mean all student activities or events occurring at the university or sponsored by registered student organizations, groups, or members of the academic community.
- (10) The term “group” shall mean a number of students who are associated with each other and who have not complied with university requirements for registration as an organization.

- (11) The terms “hearing panel” or “hearing panel members” shall mean individuals who have been selected or assigned to adjudicate a hearing. These individuals are selected from a trained body, including the student conduct board and the academic grievance subcommittee.
- (12) The term “hearing panel advisor” shall mean the student conduct administrator, or designee, or appointee. The hearing panel advisor has responsibility for ensuring that policies and procedures within this document are adhered to within any student conduct process. The hearing panel advisor may be involved in any part of the student conduct process, and may provide input or answers, or otherwise answer questions asked by any parties.
- (13) The term “may” is used in the permissive sense.
- (14) The term “member of the university community” shall include any person who is a student, faculty member, university official, any other person employed by the university, or any person lawfully present on university premises.
- (15) The term “organization” shall mean a university-registered student organization which as complied with formal requirements of official registration.
- (16) The term “policy” shall be defined as the written regulations of the university as found in, but not limited to, “The Student Code of Conduct,” “Resident Handbook,” the university website, undergraduate/graduate catalogs, university policies, and board of trustees policies.
- (17) The term “respondent” shall mean any student accused of violating “The Student Code of Conduct.”
- (18) The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of the code.
- (19) The term “student” shall include all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or

continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, whether enrolled at the university.

- (20) The term “student conduct administrator” is the dean of students, or designee, who shall be responsible for the administration of the code and the university student conduct process.
- (21) The term “student conduct board” is a group of university students, staff, and faculty selected and trained to adjudicate hearings wherein students have allegedly violated university policy. Each hearing has a hearing panel consisting of three members from the student conduct board.
- (22) The term “student conduct body” shall mean student conduct officer, any deputy conduct officer, or any hearing panel of the student conduct board authorized by the student conduct administrator to determine whether a student has violated “The Student Code of Conduct” and to recommend imposition of sanctions.
- (23) The term “student conduct officer” is the assistant dean of students for community standards, advocacy, and conduct who is the university official assigned to serve as the primary charging administrator by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct.”
- (24) The terms “university” or “institution” mean Youngstown state university and collectively those responsible for its operation.
- (25) The term “university premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university including adjacent streets, sidewalks, and parking lots.
- (26) The term “university official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the university.

- (27) The term “university working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.
- (28) The term “weapon” shall have the same meaning as in university policy 3356-7-03 concerning weapons on campus (rule 3356-7-03 of the Administrative Code).
- (29) All other terms have their natural meaning unless the context otherwise dictates.





**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO AUTHORIZE  
CONFERRAL OF HONORARY DEGREE**

**BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters, honoris causa, upon David Lee Morgan Jr., with all the rights and privileges attendant thereto.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**

## David Lee Morgan, Jr. Biography

David Lee Morgan, Jr. is an English and Video Journalism teacher at Stow-Munroe Falls High School in Stow, Ohio, and a public speaker. He is a proud graduate of Youngstown State University, earning his bachelor's degree in Professional Writing and Editing, with a minor in Journalism, and earning his master's degree in Curriculum and Instruction from Western Governor's University. David Lee was inducted into the Trumbull County African American Achievers Hall of Fame and the Warren High Schools' Distinguished Alumni Hall of Fame.

Prior to David Lee entering the education field seven years ago, he established himself in the journalism field as a longtime, successful sportswriter. David Lee worked at the Warren Tribune Chronicle, the Youngstown Vindicator, the Raleigh (NC) News & Observer, the Binghamton (NY) Press & Sun Bulletin, and the Akron Beacon Journal, and was a television reporter for WTYV-Channel 33 in Youngstown.

David Lee spent 15 years at the Beacon Journal where he won numerous awards covering high school, collegiate, and professional sports. He covered the Cleveland Indians during the 1997 World Series and was the Cleveland Cavaliers' beat writer for the Beacon Journal during the 2002-2003 season. David Lee is the author of nine books, including the first biography written about NBA superstar LeBron James, entitled, *LeBron James: The Rise of a Star*. David Lee also authored the book, *More Than a Coach: What It Means to Play for Coach, Mentor, and Friend Jim Tressel*.

David Lee is a co-producer of the regional Emmy-Award winning documentary *Lines Broken: The Story of Marion Motley*, a film produced by PBS Western Reserve and distributed nationally on PBS stations by American Public Television. The film highlights NFL Hall of Fame running back and Canton native Marion Motley, who was one of four African Americans to break the color barrier in professional sports in 1946, a year before Jackie Robinson.

David Lee and his wife, Jill, reside in Northeast Ohio, with their two labs, D. J. and Donut.



A University education prepares you for more than a career, it prepares you for a life of learning in an ever-changing world. Against the backdrop of the many contributions and experiences of different identities, including but not limited to ethnic, racial, gender, sexual orientation, disability, and cultural differences, YSU's learning outcomes prepare graduates to engage with diverse people, ideas, and settings.

1. YSU graduates are critical, creative, and integrative thinkers who incorporate a range of interdisciplinary knowledge.
  - 1.1. Ethical reasoning: YSU graduates recognize that choosing one solution to a problem over another always entails making a value judgement that is often moral.
  - 1.2. Quantitative and scientific reasoning: YSU graduates make use of logical, mathematical, statistical, and scientific concepts and data to help ground solutions to real world problems.
  - 1.3. Disciplinary and interdisciplinary knowledge: YSU graduates recognize that problems arise within a specific context, which requires an understanding of the historical, cultural, psychological, and sociological factors that need to be taken into consideration.
  - 1.4. Information literacy: YSU graduates show awareness of diverse sources of information, evaluate that information for accuracy and relevance, and they use these sources to find information that is outside of their discipline specific knowledge.
  - 1.5. Creative thinking: YSU graduates apply presentational knowledge, associated with artistic, creative, or intuitive understanding to develop questions, examine problems from different perspectives, and pose potential solutions within their chosen fields.
2. YSU graduates will recognize the impacts of different dimensions of health which include: physical health, emotional well-being, social support, economic stability, environmental quality, educational opportunity, and health-care accessibility.
  - 2.1. Physical health: YSU graduates show awareness of the importance of physical activity, nutrition, and sleep.
  - 2.2. Emotional well-being: YSU graduates identify how emotions, thoughts and feelings interact with stressors and influence relationships and health.
  - 2.3. Social support: YSU graduates understand that relationships and interpersonal interactions develop a sense of connection, belonging, and support with others.

- 2.4. Economic stability: YSU graduates examine how economic stability impacts overall health.
  - 2.5. Environmental quality: YSU graduates understand that the built environment one lives in will have a major impact on health.
  - 2.6. Educational opportunity and health care accessibility: YSU graduates will recognize how access to educational resources and high-quality health care services affects health.
3. YSU graduates are global communicators who curate and disseminate discipline-specific knowledge through appropriate channels, spoken and written, for audiences in a variety of modalities.
    - 3.1. Graduates communicate ethically and responsibly as global citizens and professionals, able to engage with complex, interdependent global systems and legacies, while meeting responsibilities to their community, discipline, and profession based on communication perspectives and associated norms.
    - 3.2. Graduates are informed, open-minded, and responsible people who are attentive to diversity across the spectrum of differences, identifying perceptual differences in relational and intercultural communication for effective outcomes while applying effective conflict management strategies.
    - 3.3. Graduates craft effective spoken presentations and messages in various formats and styles for a variety of audiences, groups and organizations, effectively monitoring, analyzing, and adjusting their own communication behaviors.
    - 3.4. Graduates demonstrate proficiency in the use of written English, including proper spelling, grammar, and punctuation, in formal writing including correct use of designated styles, and construct appropriate written messages for a variety of contexts.
    - 3.5. Graduates identify message design strategies, influences of biases and economic forces on mediated content, and perceptual differences in meaning formations to determine which modality and medium best serves their personal, professional and public needs.
4. YSU graduates connect scholarly research, academic inquiry, and/or artistic expression to actions that inspire a civically engaged mindset and contribute to society through service to their community.
    - 4.1. Graduates develop knowledge about community needs through community-based service, scholarly research, academic inquiry, and/or artistic expression.

- 4.2. Graduates build discipline specific, real-world, relational, and/or cultural awareness skills through service with the community.
- 4.3. Graduates demonstrate understanding of the value of lifelong civic engagement and how utilizing their knowledge, skills, and values can make a difference in the community.
- 4.4. Graduates participate in activities of personal and public concern that are both individually life enriching and socially beneficial to the community.
- 4.5. Graduates recognize the contributions that have been made by members of diverse cultural, racial, ethnic, and gender groups, persons with disabilities, and other historically marginalized people within their own communities and across the world.

**DRAFT-IN PROGRESS**  
**Office of Academic Affairs**  
**Adopted Procedures Pursuant to Policy 3356-1-10**  
**Development and authorization of institutional procedures**

OAA CONCEPTUAL FRAMEWORK FOR POLICY CREATION DEVELOPMENT AND IMPLEMENTATION

**OAA Policies to Receive Feedback from Academic Senate**

Assuring the Optimal Instructional Learning Environment

**OAA Policies to Receive Feedback from Academic Leaderships**

Dean: Duties and Responsibilities

Chairperson: Duties and Responsibilities

Faculty: Duties and Responsibilities

Principles of governance documents

Expectations associated with assessment of promotion and promotion with tenure

Tenure

Promotion (College and Department guidelines are expected to align with these)

Teaching

Research/Creative/Scholarly Work

Service Contributions

- Overall
- Tenure
- Full Professor:

Promotion to Senior Lecturer

Recommendations for sabbatical and faculty improvement leave

Sabbatical and Faculty Improvement Leave

Faculty Reporting on Sabbaticals, Faculty Improvement Leaves, and Research Professorships

Class meeting days/times and final exam date/time

**DRAFT-IN PROGRESS**  
**Office of Academic Affairs**  
**Adopted Procedures Pursuant to Policy 3356-1-10**  
**Development and authorization of institutional procedures**

Academic Calendar

Workload Adjunct Faculty

Course offerings

    Frequency

    Section size expectations

        Undergraduate

        Graduate

        Doctoral

    Independent Study

    Conference Course

    Directed Study

Virtual assistants

Field Trips

Digital Measures

Commencement

Technology

# DETAILED OVERVIEW: ACADEMIC PROGRAM ENHANCEMENT AND EFFECTIVENESS INITIATIVE for 2022-2023 and Beyond...

## October/November - OAA/Gray engagement with deans, chairs, and program faculty

### Chair engagement with faculty

Familiarization with updated (2021-2022) mission, market and academic metrics and associated dashboard scorecard. Academic Program Transformation is an ongoing initiative.

Faculty and Staff work within colleges, departments, and programs to continue progress on achieving goals and strategies outlined in the program dashboard; assess new market and economics data.

- Review new market and academic metrics with each academic department and Elizabeth Akins from Gray Associates if requested/needed
- Faculty members, Deans, Program Directors/Coordinators, Chairpersons and Administrators will have an opportunity to ask questions, gain insight on data and metrics presented
- College, Department and Program staff and faculty continue their work to achieve goals and strategies specified last year

## March/April - chair engagement with faculty

- College, department, and program faculty and staff members assess progress on goals and strategies associated with the Mission and Strategic Plan and propose adjustments as warranted.
- Chairpersons or their designee update dashboards including entering progress on goals, completion dates as well as new goals.

## May - OAA assessment and feedback given anticipated recommendations to the Board of Trustees

Early May - Office of Academic Affairs (OAA) synthesis and clarification of information associated with APEEI via deans/chairs, assure faculty understand the status of the process and their program as it relates to APEEI continuous improvement process OAA finalizes any outstanding issues related to APEEI including progress on goals/objectives

Late May - OAA finalizes any outstanding issues related to APEEI and prepares for upcoming BOT meeting to report on APEEI during the academic year, particularly progress on goals and pointing out movement on University metrics as related to BOT Key Performance Indicators. The above process will be followed each year.

Note: New Programs will be reviewed and assigned an APEEI Rating (Grow, Sustain, Adjust) during the next five-year review after initially accepting students. Current programs will be reviewed and assigned an APEEI rating every five years. APEEI ratings will assigned during the following years: 2024-2025, 2029-2030, 2034-2035, 2039-2040, 2044-2045, 2049-2050, etc. APEEI ratings will be assigned by college deans in April of a ratings year after consultation and with input from chairpersons and faculty. Final ratings will be assigned by the provost in early May of a ratings year after considering input from college deans, chairs and faculty.

## Mission Aligned. Economics Aware and Margin Sensitive

DRAFT

## STUDENT COMPLAINT DATA FOR 2021-2022 ACADEMIC YEAR

Semester	# of Complaints	# Academic	% Resolved	# Non-Academic	% Resolved
Fall 2021	25	18	53%	7	29%
Spring 2022	46	43	42%	3	66%
Summer 2022	4	4	50%	0	
<b>Total</b>	<b>75</b>	<b>65</b>	<b>46%</b>	<b>10</b>	<b>40%</b>

### Academic Complaint Issues:

Note: Students may file a complaint with one or more issues

Instructor Related	60
Policy, Process, or Procedure	3
Fee, Refund, Charge, or Billing	1
Academic Program	1
IT or Media	1
Freedom of Speech and/or Expression	1
<b>Total</b>	<b>67</b>

### Non-Academic Complaint Issues:

Facilities	5
Staff Personnel	3
Student Organization	1
YSU App	1
<b>Total</b>	<b>10</b>



**STUDENT ACADEMIC GRIEVANCE DATA FOR 2021-2022 ACADEMIC YEAR**

<b>Semester</b>	<b>Student Academic Grievances</b>	<b>Sent to Committee for Hearing</b>
<b>Fall 2021</b>	0	
<b>Spring 2022</b>	0	
<b>Summer 2022</b>	1	0
<b>Total</b>	<b>1</b>	<b>0</b>

**ACADEMIC INTEGRITY DATA FOR 2021-2022 ACADEMIC YEAR**

<b>Semester</b>	<b># of Cases (# with hearing)</b>	<b># Undergraduate</b>	<b>% Found Responsible</b>	<b># Graduate</b>	<b>% Found Responsible</b>
<b>Fall 2021</b>	<b>13 (2)</b>	8	100%	5	100%
<b>Spring 2022</b>	<b>11 (0)</b>	9*	100%	2	100%
<b>Summer 2022</b>	<b>5 (0)</b>	5	100%	0	
<b>Total</b>	<b>29 (2)</b>	22	100%	7	100%

\*1 student no longer enrolled so case is unprocessed

**Violations:**

Note students may be charged with more than one violation

Plagiarism	16
Use of unauthorized tools	9
Complicity	1
Inappropriate Collaboration	3
Lying for Academic Advantage	1
Violation of Syllabus	1
<b>Total</b>	<b>31</b>

## HLC Year 4 Assurance Review Highlights

On August 3, 2022, the Higher Learning Commission notified YSU that it had successfully completed its Year 4 Assurance Review with no recommended monitoring.

Below are selected highlights from the 2022 review team's final report:

### Commendations

- [The] changes noted here are positive indications that YSU engages in continual review of their programs. As the institution prepares for its comprehensive review, it would be beneficial to provide further context and evidence surrounding decision making as programmatic offerings are being reviewed and assessed. (Criterion 3.B)
- The review team commends YSU for providing \$500 annually for training and professional development to contractual professional and administrative staff members.
- The new Academic Program Enhancement and Effectiveness Initiative (APEEI) is designed to support a robust academic review process. The institution is to be commended for the collaborative and thoughtful process used to review this process.
- The institution's assessment processes are well established and are inclusive with broad participation across all colleges.
- YSU demonstrates a commitment to providing high quality relevant educational programs through appropriate processes, policies, and structures that guide academic program review.
- The report includes documentation of an established schedule of program reviews, examples of departmental self-study, evidence of how program review is used to inform changes, and specific details on the APEEI process. The review team commends YSU for its growth and progress in this area.
- The review team commends YSU for its focus on students and fostering student success, but also recommends the institution continue to monitor and assess closely the new Success Seminar and the objectives and learning outcomes to ensure the approach best addresses the needs of first-year students as well as the institution.

### Institutional Challenges

- Some curriculum maps were available for writing and were under development for oral communication, critical thinking, and quantitative reasoning in 2014. An update on the development of the curriculum maps would be helpful during the next review cycle.
- [T]he institution reports that the scope of [GE] domain assessments is small (pockets) and the need for expansion and revisiting the GE goals.
- YSU indicates that collecting undergraduate academic policies into one location in a repository or handbook is an opportunity for improvement.
- The review team recommends YSU closely monitor and document the impact of those personnel measures to ensure reductions in faculty and staff do not negatively impact the overall institutional effectiveness in the foreseeable future.

## MEMORANDUM

Date: July 25, 2022

To: Dr. Brien Smith, Provost and Vice President for Academic Affairs

From: Office of Research Services (ORS)

Re: FY22 Fourth Quarter Report

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Please see attached the FY22 Fourth Quarter Report as prepared for delivery to the Academic Excellence and Student Success Committee of the Board of Trustees.

ORS staff managed **51** major grant administration activities during this quarter (**28** submissions and **23** awards/contracts). Additionally, the IRB processed 24 new protocols and 6 modifications.

### Notable highlights:

- YSU received \$1.4M from the Ohio Department of Higher Education through the Choose Ohio First Scholarship Program to promote workforce development opportunities for students through partnerships with employers, training and professional development
- YSU is involved in a partnership with the University of Northern Iowa and the National Center for Defense Manufacturing and Machining to help the implementation of Industry 4.0 practices (\$3.26M)
- A \$1.15M proposal was submitted to the Appalachian Regional Commission to expand the YSU Broadband and 5G Readiness Training Program

Accompanying this submission is the FY22 Quarter 4 Detail Report, which provides detail regarding institutional submissions and awards.



**EXECUTIVE  
SUMMARY**

Fourth Quarter Report – FY22  
April 1, 2022 to June 30, 2022

**Submitted Proposals to External Agencies:** **Total**

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Q4 Total Dollars Requested:	<b>\$6,916,860</b>
Q4 Indirect Cost Requested:	<b>\$564,822</b>
Q4 Total Proposals Worked:	<b>29</b>
Q4 Total Proposals Submitted:	<b>28</b>

**Funded Proposals from External Agencies:** **Total**

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Q4 Total Dollars Awarded:	<b>\$6,029,765</b>
Q4 Indirect Costs Awarded:	<b>\$649,420</b>
Q4 Total Projects Awarded:	<b>23</b>

**Q4 YTD Comparison:**

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	<b>FY21</b>	<b>FY22</b>
<i>Q4 Submissions</i>	32	28
<i>Q4 Dollars Requested</i>	\$14,980,200	\$6,916,860
<i>Q4 Awards</i>	13	23
<i>Q4 Dollars Awarded</i>	\$3,385,788	\$6,029,765
<i>YTD Submissions</i>	104	113
<i>YTD \$ Requested</i>	\$26,520,890	\$42,163,913
<i>YTD Awards</i>	83	93
<i>YTD \$ Awarded</i>	\$14,411,220	\$15,769,504

FY21 Q4 Total Active Awards: 122

FY22 Q4 Total Active Awards: 143

FY21 Q4 Research Expenditures \$2,229,830

FY22 Q4 Research Expenditures: \$3,124,273

FY21 YTD Research Expenditures: \$10,211,766

FY22 YTD Research Expenditures: \$10,236,083

**Proposals Submitted to External Agencies**

Fourth Quarter Report – FY22

April 1, 2022 to June 30, 2022

<b>PI Name</b>	<b>Department</b>	<b>Funding Agency</b>	<b>Amount Requested</b>	<b>Indirect Costs Requested</b>	<b>YSU Cost-Share</b>
McNicholas, R	Campus Recreation	Community Foundation of the Mahoning Valley	\$56,820	\$8,864	\$0
McNicholas, R	Campus Recreation	Trumbull Memorial Health Foundation	\$56,820	\$8,864	\$0
McNicholas, R	Campus Recreation	Western Reserve Health Foundation	\$56,820	\$8,864	\$0
Crescimanno, M	PAGES	National Science Foundation via HPU	\$69,000	\$14,369	\$0
Cianciola, E	Center for Human Services Development	Wright State University	\$9,500	\$1,978	\$0
McCartney, R	Division of Workforce Education and Innovation	Appalachian Regional Commission	\$1,154,880	\$148,756	\$497,862
Borra, V	Engineering	Intel	\$2,027,000	\$0	\$0
Cortes, P	Engineering	Department of Energy via UTEP	\$800,000	\$149,450	\$0
Cameron, A	Center for Human Services Development	Department of Education	\$483,893	\$100,763	\$0
Sak, D	Campus Recreation	Ohio Department of Natural Resources	\$500	\$0	\$0
Cameron, A	Center for Human Services Development	Department of Education	\$187,500	\$13,322	\$0
Cameron, A	Center for Human Services Development	Department of Education	\$187,500	\$13,332	\$0
Cameron, A	Center for Human Services Development	Department of Education	\$200,000	\$14,259	\$0
Cameron, A	Center for Human Services Development	Department of Education	\$100,000	\$4,762	\$0
Cameron, A	Center for Human Services Development	Department of Education	\$200,000	\$14,259	\$0
Cameron, A	Center for Human Services Development	Department of Education	\$200,000	\$14,259	\$0
Cameron, A	Center for Human Services Development	Department of Education	\$200,000	\$14,259	\$0

Borra, V	Engineering	Intel	\$100,000	\$0	\$0
Fluker, A	Humanities and Social Sciences	National Historical Publications and Records Commission	\$270,739	\$0	\$71,205
Brown, E	Dean's Office of STEM	Howmet Foundation	\$20,000	\$0	\$0
Bralich, J	Humanities and Social Sciences	City of Youngstown	\$50,000	\$0	\$0
Bralich, J	Humanities and Social Sciences	City of Youngstown	\$13,005	\$0	\$0
Bralich, J	Humanities and Social Sciences	City of Youngstown	\$10,011	\$0	\$0
Cooper, C	Chemical and Biological Sciences	Ohio State University	\$161,990	\$32,398	\$0
McCartney, R	Division of Workforce Education and Innovation	Ohio Department of Development	\$240,860	\$0	\$0
Bralich, J	Humanities and Social Sciences	Board of Mahoning County Commissioners	\$10,107	\$0	\$0
Woods, S	Human Services	Univ of South Alabama/John Templeton Foundation	\$40,000	\$0	\$0
Polkabra Byers, J	Office of Student Experience	Community Foundation of the Mahoning Valley	\$9,915	\$2,064	\$0
<b>Total</b>			<b>\$6,916,860</b>	<b>\$564,822</b>	<b>\$569,067</b>

### Projects Awarded from External Agencies

Fourth Quarter Report – FY22

April 1, 2022 to June 30, 2022

PI Name	Department	Funding Agency	Amount Requested	Indirect Costs Requested	YSU Cost-Share
McLean, C	PAGES	Mahoning Valley Sanitary District	\$17,645	\$0	\$0
Durrell, P	PAGES	NASA-StSci	\$14,096	\$2,935	\$0
Cameron, A	Center for Human Services Development	Organizacion Civica y Cultural Hispana Americana, Inc.	\$6,345	\$1,321	\$0
Markowitz, R	Campus Recreation	Ohio Department of Natural Resources	\$22,154	\$0	\$0
Verdone, K	Office of Registrar	Ohio Department of Higher Education	\$1,500	\$0	\$0
Byers, A	Mathematics and Statistics	Mathematical Association of America	\$6,000	\$0	\$138
Cameron, A	Center for Human Services Development	Department of Education	\$357,888	\$72,650	\$0
Cameron, A	Center for Human Services Development	Ohio Department of Higher Education	\$20,000	\$0	\$0
Ruller, J	Division of Workforce Education and Innovation	Defense Logistics Agency via NCDMM	\$3,259,775	\$443,088	\$0
Veisz, P	Dean's Office of Business	Department of Defense	\$149,471	\$0	\$84,377
Veisz, P	Dean's Office of Business	Ohio Department of Development	\$35,246	\$0	\$0
Park, B	Engineering	NASA-Ohio Space Grant Consortium	\$2,000	\$0	\$2,000
Lazar, A	Computers Science, Information, Engineering Technology	Lawrence Berkeley National Laboratories	\$16,090	\$3,350	\$0
Sharma, S	Engineering	National Oceanic and Atmospheric Administration	\$82,232	\$17,124	\$41,295
Wakefield, T	Mathematics and Statistics	Ohio Department of Higher Education	\$1,400,000	\$0	\$1,400,000
Cianciola, E; Epler, P	Center for Human Services Development	Department of Education	\$481,416	\$100,247	\$0
Varso, S	Campus Police	Ohio Department of Higher Education	\$37,131	\$0	\$0
Solomon, V	Engineering	Ohio Department of Development	\$10,000	\$0	\$0

Sharma, S	Engineering	ABC Water and Stormwater District	\$23,976	\$0	\$0
Ruller, J	Division of Workforce Education and Innovation	Ohio Department of Development	\$30,000	\$0	\$0
McNicholas, R	Campus Recreation	Western Reserve Health Foundation	\$23,400	\$3,311	\$0
McNicholas, R	Campus Recreation	Trumbull Memorial Health Foundation	\$23,400	\$3,311	\$0
McNicholas, R	Campus Recreation	Community Foundation of the Mahoning Valley	\$10,000	\$2,082	\$0
<b>Total</b>			<b>\$6,029,765</b>	<b>\$649,420</b>	<b>\$1,527,810</b>



**CURRENT ACCREDITATION ACTIVITY**  
**September 2022**

**Summary of recent site visits:**

- No updates to report.

**Summary of recent accreditation actions:**

- On August 3, 2022, the Higher Learning Commission (HLC) notified YSU of successful completion of the Year 4 Assurance Review with no recommended monitoring.
- On July 30, 2018, the HLC continued the accreditation of YSU with the next Reaffirmation of Accreditation scheduled to occur in 2027-28.

**Details:**

<b>Program</b>	<b>Status</b>
<b>Art</b> National Association of Schools of Art and Design (NASAD)	The NASAD Commission granted renewal of membership for the following degree options: BA in Art History, BS in Art Education, BFA in Studio Art, and MA in Art Education. The next full review is scheduled for 2025-2026. An affirmation statement and audit were submitted on June 30, 2021, noting that the MA and MFA have both been suspended and that the BFA tracks have been realigned. The annual HEADS report, affirmation statement, and audit were submitted July 5, 2022. NASAD was notified of a change of institutional representative for 2022-2023.
<b>Athletic Training</b> Commission on Accreditation of Athletic Training Education (CAATE)	The Master of Athletic Training program was granted initial accreditation for five years by CAATE in 2018. The next review will occur in 2023. After filling its program director position, the MAT program is currently in good standing with CAATE. The program has started the self-study process with a site visit anticipated to be scheduled in Spring 2023.
<b>Business</b> AACSB International—The Association to Advance Collegiate Schools of Business	AACSB International approved the extension of accreditation in January 2020. Accreditation of the undergraduate and graduate business programs was extended for the standard five years. The next accreditation review will be in 2024. One tenure track finance faculty member was hired in response to AACSB citing a deficiency in the number of finance faculty and heavy reliance on lecturers. The first Continuous Review was submitted July 1 to prepare for the 2024 review.

<b>Program</b>	<b>Status</b>
<p><b>Chemistry</b> American Chemical Society (ACS)</p>	<p>The American Chemical Society (ACS) notified the YSU Chemistry Department in that its BS Chemistry program has met the requirements for continued ACS accreditation through 2023. The department must apply for re-accreditation by June 2023.</p>
<p><b>Counseling</b> Council for Accreditation of Counseling and Related Educational Programs (CACREP)</p>	<p>The Council for Accreditation of Counseling and Related Educational Programs (CACREP) granted full accreditation to the MS. Ed. in Counseling—Addiction Counseling, Clinical Mental Health Counseling, School Counseling, and Student Affairs/College Counseling program tracks for the full eight-year period, until March 31, 2023.</p>
<p><b>Dental Hygiene</b> American Dental Association (ADA)</p>	<p>The self-study for continuing accreditation of the Dental Hygiene program was submitted in September 2017. This was the initial site visit following the transition from the Associate of Applied Science (AAS) degree to the Bachelor of Science in Dental Hygiene (BSDH) degree. A site visit occurred in November 2017, and the program was awarded full accreditation status, Approval Without Reporting Requirements, at the 2018 ADA CODA Summer Commission meeting. The accreditation cycle for allied dental programs is seven years. The next site visit will be in 2025.</p>
<p><b>Dietetics Program</b> Academy of Nutrition and Dietetics (AND)</p> <p>Accreditation Council for Education in Nutrition and Dietetics (ACEND)</p>	<p>The two ACEND-accredited dietetics programs are the Didactic Program in Dietetics and the Dietetics Future Model/DFM (MPH-RDN graduate track).</p> <p>The Coordinated Program in Dietetics (CPD) graduated its last student in Fall 2021, and the program closed effective December 31, 2021. This program is being replaced by the new DFM program.</p> <p>The graduate level MPH-DFM (Master’s in Public Health-Dietetic Future Model) replaced the previously offered BSAS-CPD, as required by ACEND. The first cohort in the MPH-DFM started in Fall 2020. The program will graduate its first pilot class in Summer 2022 and will admit its third round of successful applicants in Fall 2022. The program continues in good standing and is preparing for an accreditation site visit in 2023.</p>

Program	Status
Dietetics (continued)	As part of its re-accreditation requirements, the Didactic Program in Dietetics completed an ACEND site visit in January 2021, received the site visit report on March 4, 2021, and then submitted a program response. A program assessment report for the DPD will be due by January 2024. The program remains in good standing and is due for re-accreditation in 2028 at the end of the seven-year cycle for all ACEND-accredited dietetics programs.
<p><b>Education and Licensure Programs</b> The Council for the Accreditation of Educator Preparation (CAEP)</p> <p>Accreditation occurs at the unit (BCOE) level.</p>	The Council for the Accreditation of Educator Preparation (CAEP) conducted a site visit of YSU’s Beeghly College of Education on April 2-4, 2017. CAEP’s Accreditation Council met on October 23, 2017, and granted accreditation status effective Fall 2017 through Fall 2024. The next site visit will occur in Fall 2024.
<p><b>Emergency Medical Services</b> State of Ohio Department of Public Safety / Division of Emergency Medical Services</p> <p>Commission on Accreditation of Allied Health Education Programs—EMS Professions (CoAEMSP—CAAHEP)</p>	<p>The Emergency Medical Services (EMS) program was reaccredited through the State of Ohio Division of EMS in August 2021 for another five years.</p> <p>The accreditation site visit for CoAEMSP has been suspended because of inactive status for Paramedic Certificate.</p>
<p><b>Engineering</b> Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET)</p>	The Electrical Engineering, Civil Engineering, Chemical Engineering, and Mechanical Engineering programs are fully accredited by ABET until 2026. Industrial Engineering went from “program deficiency” to “program weakness,” a finding which means that the program has been removed from “show cause.” Like the other engineering programs, Industrial Engineering is now fully accredited until 2026.
<p><b>Engineering Technology</b> Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ETAC-ABET)</p>	Final findings from ETAC of the ABET visit were received on August 29, 2018. All of the AAS and BSAS Engineering Technology programs (CCET, EET, and MET) are accredited through September 30, 2024.

<b>Program</b>	<b>Status</b>
<p><b>Exercise Science</b>            Committee on Accreditation for the Exercise Sciences (CoAES) /            Commission on Accreditation of Allied Health Education Programs (CAAHEP)</p>	<p>The Committee on Accreditation for the Exercise Sciences (CoAES) granted initial accreditation of the YSU undergraduate Exercise Science program on May 18, 2018. The accreditation is for five years. The yearly report was submitted in June and approved in July 2021.</p>
<p><b>Forensic Science</b>            American Academy of Forensic Sciences (AAFS)</p>	<p>Application for initial accreditation is pending. Program self-study and site visit will follow.</p>
<p><b>Long-Term Care Administration</b>            National Association of Long-Term Care Administrator Boards (NAB)</p>	<p>The Long-Term Care Administration program submitted its accreditation review to the National Association of Long-Term Care Administrator Boards (NAB) in Spring 2022, and the submission was approved by NAB. The program is currently seeking accreditation of the Healthcare Administration track. The Master's in Health and Human Services accreditation application will begin in the fall.</p>
<p><b>Medical Laboratory Technology</b>            National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</p>	<p>The Medical Laboratory Technology program self-study and response were submitted Spring 2020. A virtual site visit was conducted on July 23-24, 2020. The program as awarded ten years of accreditation. The annual report is due November 15.</p>
<p><b>Medical Laboratory Science</b>            National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</p>	<p>An initial accreditation application was submitted to NAACLS in 2014 with the full self-study submitted in 2016. The site visit occurred in 2017. The site visit team found no standards violations and awarded YSU a full seven-year accreditation. The Medical Laboratory Science program's next accreditation self-study will be due in Fall 2021.</p> <p>For the Medical Laboratory Science completion program, an extension was granted for submission of the self-study with a due date of April 1, 2022. The site visit will occur in Summer 2022 or Fall 2022. An action plan was developed and accepted by NAACLS for the improvement of outcomes. The annual report is due November 15.</p>

<b>Program</b>	<b>Status</b>
<p><b>Music</b> National Association of Schools of Music (NASM)</p>	<p>In 2012, the NASM Commission on Accreditation voted to continue YSU and the Dana School of Music in good standing. A follow-up report on activities was sent to NASM. In 2013, the NASM Commission on Accreditation voted to accept the YSU progress report. In July 2016, the NASM Commission on Accreditation accepted YSU's Application for Plan Approval of Dana's Bachelor of Music in Music Recording. The next full review, scheduled for 2020-2021, has been deferred until 2021-2022 due to the COVID-19 pandemic. The Dana School of Music has requested a second- and third-year postponement of the accreditation full-review and site visit until 2023-2024. The request will be considered by the NASM Commission on Accreditation at its November 2021 meeting.</p> <p>The NASM Commission on Accreditation has approved the postponement of the accreditation full review and site visit until 2023-2024.</p>
<p><b>Nursing</b> Accreditation Commission for Education in Nursing (ACEN)</p> <p>Commission on Collegiate Nursing Education (CCNE)</p> <p>Council on Accreditation of Nurse Anesthesia Educational Programs (COA) St. Elizabeth Health Center School for Nurse Anesthetists, Inc. (YSU MSN nurse anesthesia option only)</p>	<p>A candidacy application will be submitted to ACEN for the new Associate Degree in Nursing (ADN) program in Fall 2022.</p> <p>BSN programs are fully accredited. CCNE and ACEN continuing accreditation visits occurred in February and March 2022. Results will be available in September 2022.</p> <p>The MSN and post-graduate APRN certificate programs are fully accredited. CCNE's continuing accreditation visit in March 2022 included the MSN and post-graduate APRN certificate programs. Results will be available in September 2022.</p> <p>The nurse anesthetist program was found to be in full compliance and was granted continued accreditation effective May 2017 for a period of ten years. Next evaluation visit: Spring 2027.</p>
<p><b>Physical Therapy</b> Commission on Accreditation in Physical Therapy Education (CAPTE)</p>	<p>The MPT has been discontinued. Accreditation now applies to the DPT program approved by HLC in 2008. A CAPTE team visited YSU in</p>

<b>Program</b>	<b>Status</b>
Physical Therapy (continued)	<p>2014 for a self-study visit for the DPT program. The self-study was submitted in 2014 for this visit. The site team gave a favorable report. Ten-year accreditation was reaffirmed in 2014 with a compliance report due in 2015. This report was submitted, and CAPTE granted the program continuing accreditation with the next scheduled self-study and site visit in Spring 2024. In 2019, the program received CAPTE approval to increase class size to 45 per cohort. Class sizes were increased incrementally to admit 45 students by 2021. The program submitted a progress report to CAPTE regarding the impact of this increase. After the CAPTE board reviewed the progress report in April, the program's accreditation was continued.</p> <p>The program submitted a compliance report, and a second report was due by March 1, 2021. On November 2, 2021, the program was placed on Probationary accreditation due to being out of compliance on one criterion for 18 months. Following the program's response and a March 1, 2022, progress report, the Probation status was removed, and the current status of the program is Accredited. Another progress report is due September 1, 2022.</p>
<b>Public Health (Consortium of Eastern Ohio Master of Public Health)</b> Council on Education for Public Health (CEPH)  Public Health (continued)	The MPH is offered by a consortium of institutions including YSU. Initial accreditation was earned in 2003. In October 2009, the Council on Education for Public Health (CEPH) renewed accreditation for seven years until 2016. A 2016 site visit resulted in all compliant findings. In June 2017, the program received official notification of full accreditation with the seven-year accreditation term ending July 1, 2024. In order to align with site visit workload, CEPH offered on December 6, 2021, to extend the CEOMPH accreditation term until July 1, 2025, which was accepted.
<b>Respiratory Care</b> Commission on Accreditation for Respiratory Care (CoARC)	The site visits for the Respiratory Care programs were completed virtually due to the pandemic. The virtual site visit for the BSRC entry into practice program was completed February 8-9,

Program	Status
Respiratory Care (continued)	<p>2021, without programmatic issues. Continuing re-accreditation status for the next ten years was conveyed for the BSRC entry into practice on July 21, 2021, at the CoARC quarterly meeting.</p> <p>Both the BSRC degree advancement (completion program) and the Master of Respiratory Care programs were conferred accreditation status in July 2021 at CoARC's quarterly board meeting.</p> <p>Virtual site visits for these two programs were completed May 10-11, 2021, without programmatic issues. Provisional initial accreditation was conferred at the CoARC quarterly board meeting. In the interest of substantial financial savings, the site visits were scheduled as one CoARC visit. The site visits were performed virtually while retaining the multiple program savings.</p> <p>All three programs will perform a CSSR review by July 2022 to continue to meet CoARC's high academic standards.</p> <p>YSU has increased capacity of the BSRC entry into practice program, placing initial cohort enrollment at 25 allowable students per cohort to enter, which is maximum for classroom capacity, clinical rotation sites, and accreditation standards.</p>
<p><b>Social Work</b> Council on Social Work Education (CSWE)</p>	<p>The BSW accreditation site visit occurred on October 21, 2020. At its February 2021 meeting, the Commission on Accreditation (COA) voted to reaffirm accreditation for eight years, ending in October 2027 due to a one-meeting deferment received this cycle.</p> <p>In 2012, the Council on Social Work Education granted reaffirmation of accreditation of the Master of Social Work program until 2020. On October 15, 2020, after reassessing the program's candidacy, the COA placed the program on Conditional Accredited Status based upon non-compliance with Accreditation Standard M3.3.4(c). The COA restored the program's</p>

Program	Status
Social Work (continued)	accredited status as of April 12, 2021. The COA review of the program’s restoration report found that the program had taken corrective action and is in compliance with all standards. The program is fully accredited through February 2028.
<b>Theatre</b> National Association of Schools of Theatre (NAST)	Due to cuts in the number of tenure-track faculty and ongoing staffing issues, the Department of Theatre and Dance officially resigned its NAST accreditation effective May 3, 2018, and will not seek reaccreditation until these issues have been resolved. Additional faculty reduction preceding the 2021-2022 academic year has further delayed the program’s ability to reapply for specialized accreditation.
<b>World Languages and Cultures</b> American Council on the Teaching of Foreign Languages (ACTFL) Recognition for Italian Education and Spanish Education	Resubmission of the Italian Education and Spanish Education programs to the American Council on the Teaching of Foreign Languages (ACTFL) in March 2016 resulted in national recognition for both programs effective August 2016. Spanish Education is currently seeking accreditation through the State of Ohio rather than ACTFL. Submission is due in Fall 2022.

### Update on Assessment of Student Learning

YSU has made and continues to make progress in fostering meaningful and relevant assessment of student learning.

#### Assessment of Student Learning Activities

- Academic Assessment:** Academic programs engage in assessment reporting on a five-year cycle through an Assessment Plan, Assessment Update, or a Cycle Reflection. Programs identified for sunset through APEEI with enrolled students will complete a shortened Teach Out Update. Annual reports are due next on October 30, 2022, through Taskstream AMS. The Assistant Provost of Teaching and Learning spent the past year working with the Academic Program Transformation committee to support all academic programs in creating updated curriculum maps. ITL staff worked this summer to upload these updated maps and corresponding student learning outcomes into Taskstream AMS for all programs. Training and support will be provided to academic programs this fall to encourage high submission rates.



- **Co-Curricular Assessment:** Co-curricular units submitted assessment reports in Summer 2022, including more thorough CAS Self-Study Reports completed by Campus Recreation, Housing and Residence Life, Kilcawley Center, Student Activities, and Veterans Affairs. As of August 2022, 70% of co-curricular programs have submitted reports, with another 17% receiving extensions through the end of the summer. Co-curricular assessment coordinators will participate in peer review feedback groups in September 2022 to discuss the assessment of student learning in their units.

### **Current Student Data Collection**

- **Noel Levitz Student Satisfaction Inventory & Adult Student Priorities Survey:** All undergraduate and graduate students were invited to participate in the Noel Levitz Student Satisfaction Inventory or the Adult Student Priorities Survey in April 2022. The survey response rate was 17%. Both quantitative and qualitative data were analyzed in Summer 2022 and will be shared as a Noel Levitz Snapshot Series in Fall 2022 via the Institute for Teaching and Learning e-newsletter and website.
- **National Survey of Student Engagement:** National Survey of Student Engagement (NSSE) results were widely disseminated during the 2021-2022 academic year to campus stakeholders. The NSSE will be administered next in Spring 2023.

### **General Education Assessment**

General Education assessment is being re-evaluated as YSU transitions to university-wide learning outcomes and continues the general education program transformation process.

**ACADEMIC PROGRAMS UPDATE  
SEPTEMBER 2022**

**1. Undergraduate Program Development:**

**Undergraduate Program Actions Requiring Board of Trustees Action and/or Notification or Approval by the Ohio Department of Higher Education**

Since the last set of YSU Board of Trustees meetings, the Ohio Department of Higher Education (ODHE) has approved the following undergraduate program changes:

- The following education concentrations have been placed into dormancy:
  - **AYA Life Sciences**
  - **Early Childhood P-3**
  - **Early Childhood and Early Childhood Intervention Specialist P-3 Dual License**
  - **World Languages Italian**
  - **Health Education**
  - **Middle Childhood Generalist Language Arts/Reading**
  - **Middle Childhood Generalist Mathematics**
  - **Middle Childhood Generalist Science**
  - **Middle Childhood Generalist Social Studies**
  - **Moderate/Intense Ed Needs K-12**
  - **Physical Education**
- The following programs have been inactivated:
  - **Associate of Applied Science in Emergency Medical Services**
  - **Associate of Technical Study in Electrical Utility Technology**
  - **Bachelor of Arts in Gerontology**
  - **Bachelor of Arts in Religious Studies**
  - **Bachelor of Arts in Religious Studies, Pre-Counseling Track**
  - **Bachelor of Arts in Italian**
  - **Associate of Applied Science (AAS) in Computer Information Systems**
  - **Bachelor of Science in Applied Science (BSAS) in Computer Information Systems**
- The name of the Bachelor of Arts in Professional and Technical Writing program has been changed to the **Bachelor of Arts in Public and Professional Writing**.

**2. Graduate Program Development:**

**Graduate Program Actions Requiring Board of Trustees Action and/or Notification or Approval by the Chancellor's Council on Graduate Studies (CCGS)**

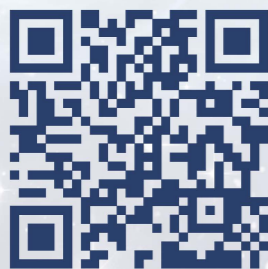
- A request to suspend admission to the **Master of Accountancy** is in process.
- A request to suspend admission to the **Master of Science in Applied Behavior Analysis** is in process.



## WELCOME WEEK SCHEDULE OF EVENTS AUGUST 28 through SEPTEMBER 3



GET ALL THE  
WELCOME  
WEEK  
DETAILS AT



[ysu.edu/welcomeweek](https://ysu.edu/welcomeweek)

# MAKE THE MOST OF YOUR FIRST WEEK ON CAMPUS. ENJOY THESE GREAT EVENTS ALL WEEK LONG!

## SUNDAY

AUGUST 28

**Christman Dining Hall Brunch Hours**  
10:30am-2:00pm

**Resident Frenzy**  
*Start Fresh by Getting Rec'd with Painting, Games, & More!*  
3:00pm-5:00pm | Andrews Student Recreation and Wellness Center

**Christman Dining Hall Dinner Hours**  
4:00pm-6:30pm

**Outdoor Movie on the Lawn**  
**Featuring: Lightyear**  
9:00pm-11:00pm | Cafaro House Lawn  
Rain Location: Cafaro House Multipurpose Room

## MONDAY

AUGUST 29

**Welcome & Information Tents**  
7:30am-5:30pm | Outside Kilcawley Center, Outside Maag Library, Outside DeBartolo Hall

**Student Welcome**  
8:00am-5:00pm | Entrances, Cushwa Hall

**Zipline: Ready for Takeoff?**  
10:00am-2:00pm | Armed Forces Blvd Between Stambaugh Stadium and Andrews Student Recreation and Wellness Center  
Rain Location: High Ropes Course, Campus Rec Center

**Baby Yoda Diaper Wars with Wee Care Day Care**  
10:00am-2:00pm | Outside Kilcawley Center facing Campus Core

**Out of This World Resources @ Maag Library**  
11:00am-2:00pm | Outside Main Entrance, Maag Library | Rain Location: Lobby, Maag Library

**Campus Scrabble**  
11:00am-2:00pm | Between Maag Library and Butler Institute of American Art | Rain Location: Maag Library Overhang facing Jones Hall

**Meet the International Student Organization**  
11:00am-3:00pm | Outside Kilcawley Center facing Campus Core

**Student Government Body Meeting**  
*Open to Public*  
4:00pm-5:00pm | Rossi Room, Kilcawley Center

**Written in the Stars: Horoscopes & Dinner**  
4:30pm-7:30pm | Christman Dining Commons

## TUESDAY

AUGUST 30

**Welcome & Information Tents**  
7:30am-5:30pm | Outside Kilcawley Center, Outside Maag Library, Outside DeBartolo Hall

**Student Organization Fair**  
10:00am-2:00pm | Campus Core  
Rain Location: Chestnut Room, Kilcawley Center

**Puppy Palooza**  
*Play with Adoptable Puppies*  
10:00am-2:00pm | Outside Main Entrance, Andrews Student Recreation and Wellness Center

**Out of This World Resources @ Maag Library**  
11:00am-2:00pm | Outside Main Entrance, Maag Library | Rain Location: Lobby, Maag Library

**Recycling for our World**  
11:00am-2:00pm | Between Maag Library and Butler Institute of American Art | Rain Location: Maag Library Overhang facing Jones Hall

**PenguinPulse Volunteer Fair**  
1:00pm-3:00pm | Patio and Front Porch, Fok Hall | Rain Location: 1st Floor, Fok Hall

**Space Trivia & Intergalactic Karaoke Night**  
6:00pm-8:00pm | The Hub, Kilcawley Center

## WEDNESDAY

AUGUST 31

**Donuts and Coffee with Student Government Association**  
9:00am-10:00am | Outside Kilcawley Center facing Campus Core  
Rain Location: 1st Floor Lobby, Kilcawley Center

**Out of This World Block Party**  
*Free Food, Lots of Prizes, Balloon Art, Caricatures, Campus Resources*  
11:00am-1:00pm | Chestnut Room, Kilcawley Center

## STEM Professional Services

**Welcome Table**  
11:00am-1:00pm | Concourse (near red statue), Moser Hall | Rain Location: Lobby, Moser Hall

**Food Truck Exploration with Student Government Association**  
11:00am-1:00pm | Lincoln Avenue in front of Silvestri Hall

**Student Veteran Picnic**  
11:00am-2:00pm | Outdoor Patio, Carl A. Nunziato Veterans Center | Rain Location: Community Room, Carl A. Nunziato Veterans Center

**To Infinity and Beyond for Our Penguins**  
*Learn about the Penguin Service Center and win Prizes and Giveaways*  
12:00pm-2:00pm | 2nd Floor in front of Penguin Service Center, Meshel Hall

**Meet the Greeks**  
7:00pm-9:00pm | Chestnut Room, Kilcawley Center

## THURSDAY

SEPTEMBER 1

**YSU Day**  
*Celebrate YSU with the Marching Pride, Paint the Rock, Get Swag*  
10:30am-1:30pm | The Fountain | Rain Location: Chestnut Room, Kilcawley Center

**STEM Professional Services Welcome Table**  
11:00am-1:00pm | 3rd Floor Entrance, Ward Beecher Hall | Rain Location: 3rd Floor Lobby, Ward Beecher Hall

**Student Veteran Picnic**  
11:00am-2:00pm | Outdoor Patio, Carl A. Nunziato Veterans Resource Center  
Rain Location: Community Room, Carl A. Nunziato Veterans Center

**Get the Scoop on Success!**  
11:00am-2:00pm | Resch Academic Success Center, Kilcawley West

**YSU Foundation Open House**  
*with Handel's Ice Cream!*  
1:00pm-3:00pm | 1st Floor, Melnick Hall

**Who's In Your Orbit? Student Mixer**  
*Snacks, Games, and "Speed Friending"*  
4:00pm-6:00pm  
The Cove, Kilcawley West

## FRIDAY

SEPTEMBER 2

**Dean of Students Open House**  
10:00am-2:00pm | Room 3325, Cushwa Hall

**Galactic Crafts**  
*Choose from 3 Crafts!*  
11:00am-1:00pm | The Cove, Kilcawley West

**Build-A-Penguin Lottery**  
*Build a penguin so fluffy at this cult event!*  
3:00pm-4:30pm | Follow @ysu\_activities on Instagram for a chance to reserve your penguin!

**DEI presents: The Yard Show**  
4:00pm-6:00pm | Veterans Plaza

**Build-A-Penguin Walk-Up**  
5:00pm-Until They're Gone!  
Follow @ysu\_activities on Instagram to find out the location!

## SATURDAY

SEPTEMBER 3

**YSU Football Home Opener**  
*Pick up your free ticket with your YSU Student ID at the Stambaugh Stadium Ticket Office*  
2:00pm | Stambaugh Stadium

# THE FUN CONTINUES

## ALL SEMESTER LONG

### SEPTEMBER

- 6 | Mental Health Awareness Art Contest
- 8 | Get Rec'd Fest
- 15 | Hispanic Heritage Month Opening Ceremony
- 30 | Cleveland Guardians Bus Trip

### OCTOBER

- 8 | Family Day
- 11 | National Coming Out Day
- 13 | Fall Fire Fest
- 14 | Red and White Day
- 14 | Silent Disco
- 15 | Homecoming

### NOVEMBER

- 2 | Dia de Muertos
- 4 | Penguin Nights Goes West
- 10 | Veterans "Thank You" Breakfast
- 17 | Friendsgiving

### DECEMBER

- 2 | Dueling Pianos
- 10 | Midnight Breakfast

AND MUCH MORE!

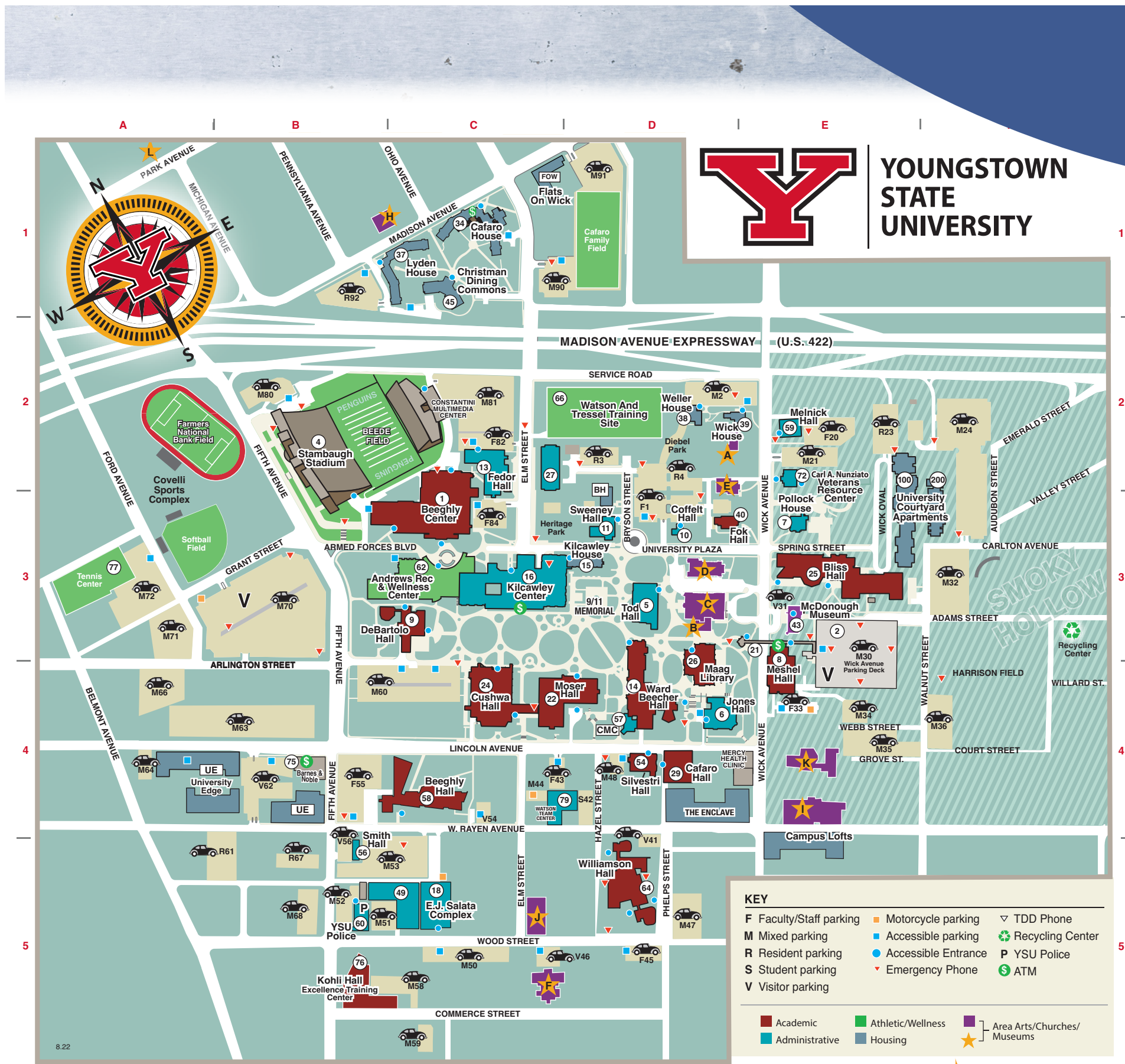


See the entire calendar of Student Events at [ysu.edu/student-events](https://ysu.edu/student-events) or scan this QR code.

UNIVERSITY BUILDINGS	
9/11 Memorial	D3
62 Andrews Student Recreation and Wellness Center	C3
75 Barnes & Noble Bookstore	B4
1 Beeghly Center	C2
58 Beeghly Hall	C4
25 Bliss Hall	E3
BH Buechner Hall	D2
29 Cafaro Hall	D4
34 Cafaro House	C1
72 Carl A. Nunziato Veterans Resource Center	E2
27 Central Utility Plant	E2
45 Christman Dining Commons	C1
60 Clingan-Waddell Hall (YSU Police)	B5
10 Coffelt Hall	D3
57 CMC	D4
24 Cushwa Hall	C4
9 DeBartolo Hall	C3
18 E.J. Salata Complex	C5
13 Fedor Hall	C2
FOW Flats On Wick Apartments	C1
40 Fok Hall	D3
6 Jones Hall	D4
16 Kilcawley Center	C3
15 Kilcawley House	D3
76 Kohli Hall / Excellence Training Center	B5
37 Lyden House	C1
2 M30 Wick Avenue Parking Deck	E3
26 Maag Library	D3
43 McDonough Museum of Art	E3
59 Melnick Hall	E2
8 Meshel Hall	E3
2 Moser Hall	C4
7 Pollock House	E3
54 Silvestri Hall	D4
56 Smith Hall	B5
4 Stambaugh Stadium	B2
21 Stavich Family Bridge	E3
11 Sweeney Hall (Admissions)	D3
77 Tennis Center	A3
5 Tod Hall	D3
UE University Edge Apartments	A4
100 University Courtyard Apartments	E3
200 University Courtyard Apartments	F3
14 Ward Beecher Hall	D4
66 Watson And Tressel Training Site (WATTS)	D2
79 Watson Team Center	C4
38 Weller House	D2
49 Westinghouse Building	C5
39 Wick House	E2
64 Williamson Hall	D5

AREA ARTS & CULTURAL VENUES & CHURCHES	
A Arms Family Museum of Local History	D2
B Beecher Center for Technology in the Arts	D3
C Butler Institute of American Art	D3
D Butler Institute - North Annex	D3
E Holy Trinity Romanian Orthodox Church	D2
F Youngstown Historical Center of Industry & Labor	C5
H Newman Center	B1
I Public Library	E4
J St. Columba Cathedral	C5
K St. John's Episcopal Church	E4
L Wick Park	A1



Follow Student Affairs @YSU\_Penguin\_Experience

Follow Student Activities @YSU\_Activities



WE'RE EXCITED TO HAVE YOU AS A PART OF OUR ORBIT!  
BE A PART OF THE CONVERSATION ON THE YSU APP.





## **RESOLUTION TO ACCEPT GIFT OF REAL ESTATE**

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

**WHEREAS**, the Youngstown State University Foundation owns approximately 166.3 acres of real estate, which includes a 5,132 square foot single-family residence, located on Tippecanoe Road in Boardman Township, as identified on the property map (“Real Estate”) attached hereto as Exhibit A; and

**WHEREAS**, Warren P. (“Bud”) Williamson, III recently gifted the Real Estate to the YSU Foundation with the directive that the Real Estate would be transferred to Youngstown State University (“University”) for use by the University to support innovation and education across all colleges and the Division of Workforce Education and Innovation (“DWEI”), with a focus on science-based activities, including science, technology, engineering and mathematics (“STEM”) programs, instruction, and academic teams, and K-12 outreach and participation; and

**WHEREAS**, the Real Estate is not to be developed for residential and commercial purposes or used for sports and recreational applications; and

**WHEREAS**, the Real Estate shall be named the Williamson Innovation Park (“WIP”); and

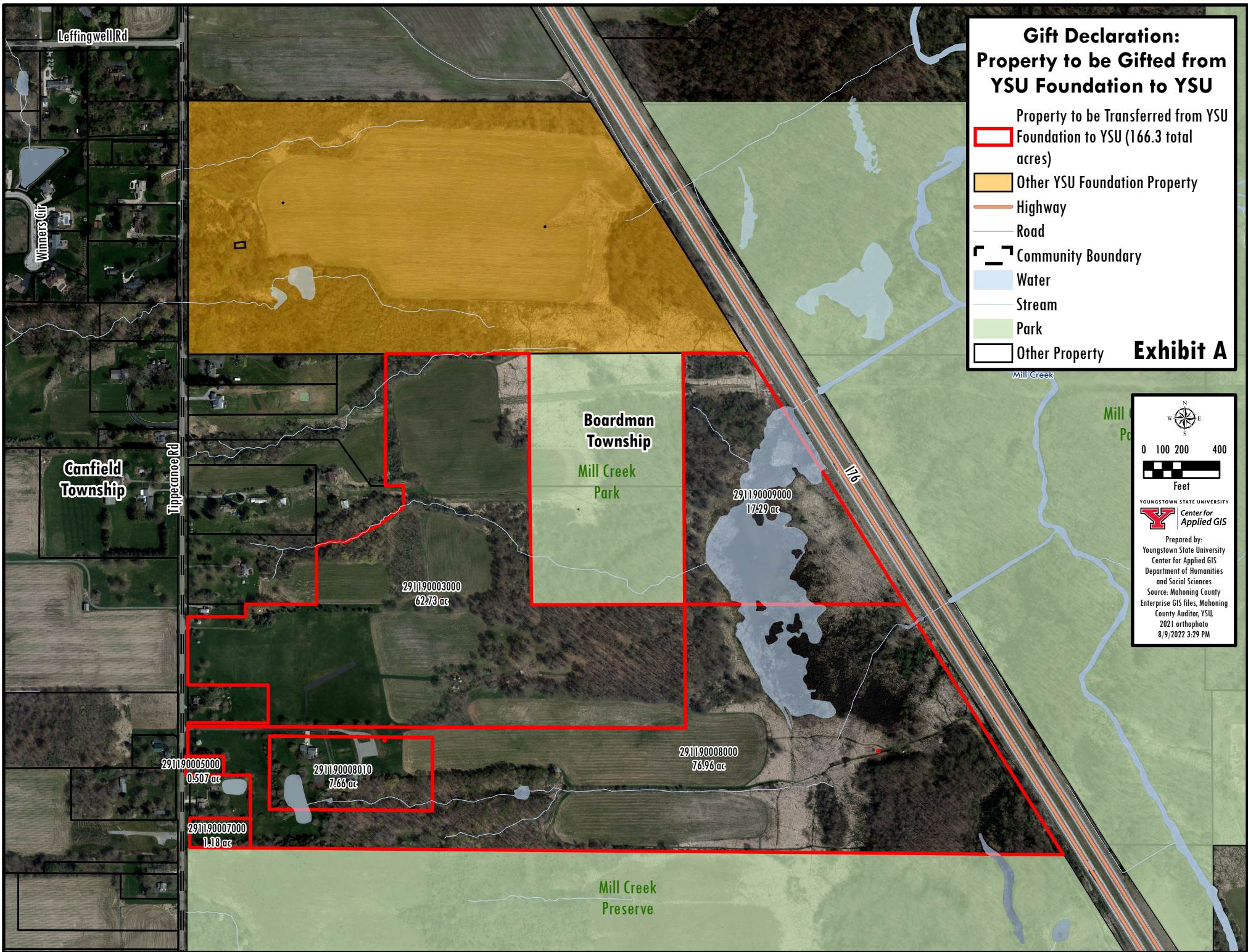
**WHEREAS**, Warren P. (“Bud”) Williamson, III established the Williamson Innovation Park Champion Fund at the YSU Foundation with a gift of Three Million Dollars (\$3,000,000.00) to fund the salary and related costs of the Williamson Innovation Park Champion, who will be the leader of educational activities at the WIP; and

**WHEREAS**, Warren P. (“Bud”) Williamson, III established the Williamson Innovation Park Property Enhancement Fund at the YSU Foundation with an initial gift of \$400,000, and an additional pledge of \$500,000 over a five-year period to be used by the University for costs associated with maintenance, upkeep and enhancement of the Real Estate; and

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

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

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



### Gift Declaration: Property to be Gifted from YSU Foundation to YSU

- Property to be Transferred from YSU Foundation to YSU (166.3 total acres)
- Other YSU Foundation Property
- Highway
- Road
- Community Boundary
- Water
- Stream
- Park
- Other Property

## Exhibit A



0 100 200 400  
Feet



YOUNGSTOWN STATE UNIVERSITY  
 Center for Applied GIS  
 Prepared by:  
 Youngstown State University  
 Center for Applied GIS  
 Department of Humanities  
 and Social Sciences  
 Source: Mahoning County  
 Enterprise GIS files, Mahoning  
 County Auditor, YSU,  
 2021 orthophoto  
 8/9/2022 3:29 PM

Tippecanoe Rd

Canfield Township

Boardman Township  
Mill Creek Park

291190003000  
62.73 ac

291190009000  
17.29 ac

291190005000  
0.507 ac

291190008010  
7.66 ac

291190008000  
76.96 ac

291190007000  
1.18 ac

Mill Creek Preserve

Leffingwell Rd

Wimmers Cir

176

Mill Creek

Mill Pa



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY PARTNERSHIPS, CENTERS,  
AND RELATED ARRANGEMENTS POLICY, 3356-10-22**

**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 Partnerships, Centers, and Related Arrangements 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 Partnerships, Centers, and Related Arrangements, policy number 3356-10-22, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**



**Explanation to Modify *University Policy*:**

**3356-10-22 Partnerships, centers, and related arrangements.**

This policy is being reviewed pursuant to the five-year review cycle and modified to provide guidelines on external funding of centers or institutes (CI). Proposed changes and additions provide guidance for external funding of CIs, update review cycles for new and existing CIs, and more closely align with Office of Academic Affairs administrative policy governing the review and evaluation of new and existing CIs.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**



**3356-10-22 Partnerships, centers, and related arrangements.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: September 2017: September 2022  
Board Committee: Institutional Engagement  
**Effective Date: September 21, 2022**  
Next Review: 2027

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- (A) Policy statement. The president is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the university; and to establish, alter or abolish centers or institutes to advance those goals, subject to approval by the board of trustees. In extraordinary and exceptional cases when approval is urgently needed between scheduled board meetings, the president may authorize the establishment of the partnership, program, or CI, in which case this will be reported to the board of trustees at the next meeting.
- (B) Purpose. In striving to fulfill its teaching/learning, research/scholarship, and community service goals, the university actively becomes involved in the establishment of mutually beneficial partnerships or similar arrangements with a broad range of public and private entities and may establish centers or institutes (referred to as CI/CIs) to strengthen and enrich the educational (teaching and learning), research (and scholarship), and public service activities of faculty and students.
- (C) External funding.
- (1) If funding is received from external sources that requires the naming of a center or institute, the board of trustees will be notified in reports on the compilation of CIs and in reports on external funding.
  - (2) Funding from the Youngstown state university foundation may support the establishment of a center or institute named after a donor, or it may support initiatives or programming that take place within a named center or institute. Supporting funds which are independent of the naming of a center or institute

will be subject to the same policies governing the gift that established the center or institute.

(D) Procedures.

- (1) The chairperson of a department, council, committee or task force, or an individual member of the university community, may submit to the provost/vice president for academic affairs, after review by the appropriate academic dean(s) or executive director, proposals to establish partnerships, CIs, or related arrangements between the university and private or public entities.
- (2) Proposals will include:
  - (a) Statement of need and purpose;
  - (b) Description of partnership or CI and manner in which the arrangement will meet the stated need;
  - (c) Statement of the relationship between outside entity[s] and the university as outlined in the agreement;
  - (d) Identification of personnel/departments to be involved;
  - (e) Delineation of responsibilities of the university and other involved parties;
  - (f) Estimation of needs for fiscal resources, space, and equipment;
  - (g) A description of how these needs will be met;
  - (h) Work plan and budget for three years, including the sources of fiscal commitments; and
  - (i) A description of where administrative responsibility is housed and the lines of responsibility.
- (3) Proposals will be circulated to all entities or individuals that might be involved for review and feedback prior to submission to the provost/vice president for academic affairs. All approvals to

commit resources will be in writing and appended to the proposal during this process.

- (4) The provost/vice president for academic affairs will determine the departments to take part in the process.
  - (a) When the proposal involves research and/or sponsored programs, the office of research services must be contacted, and review by the director of research services is required, including written recommendation/determination about whether the proposed agreement/partnership is allowable under grants policies.
  - (b) When the proposal involves international collaboration, the international programs office must be contacted, and review by the associate provost for international and global initiatives is required, including a written statement indicating potential issues or concerns regarding immigration or other international affairs issues.
  - (c) When the proposal involves graduate programs, the graduate college must be contacted and review by the dean of the graduate college is required.
  - (d) When there are issues of ownership of intellectual property arising from the research or service mission of a proposed CI, the general counsel will review the proposal.
- (5) Upon the completion of the consultative process set forth in paragraph (D)(4)(a) to (d), the provost/vice president for academic affairs may recommend the establishment of the partnership, program or CI to the board of trustees. The board of trustees will formally approve or deny the recommendation. Approval by the board of trustees is required to establish the partnership, program or CI and to authorize the commencement of related activities and programs.
- (6) Newly established CIs will be evaluated within three years with all other CIs evaluated no less frequently than six years. The provost/vice president for academic affairs or designee will report their finding to the board of trustees. The office of academic affairs

will establish an administrative policy governing the review and evaluation of new and existing CIs.

- (7) The provost/vice president for academic affairs or designee will provide an update to the board of trustees at least annually on CIs, including, as appropriate, recommendations to discontinue CIs. Reports and updates pursuant to this policy will be made to the academic excellence and student success committee and/or the institutional engagement committee of the board of trustees, as appropriate.

**3356-10-22 Partnerships, centers, and related arrangements.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: September 2017; September 2022  
Board Committee: ~~Academic and Student Affairs~~Institutional  
Engagement  
**Effective Date:** ~~September 7, 2017~~21, 2022  
Next Review: ~~2022~~2027

---

- (A) Policy statement. The president is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the university; and to establish, alter or abolish centers or institutes to advance those goals, subject to approval by the board of trustees, ~~establish, alter, or abolish centers, institutes, or laboratories that advance those goals.~~ In extraordinary and exceptional cases when approval is urgently needed between scheduled board meetings, the president may authorize the establishment of the partnership, program, or CI, in which case this will be reported to the board of trustees at the next meeting.
- (B) Purpose. In striving to fulfill its teaching/learning, research/scholarship, and community service goals, the university actively becomes involved in the establishment of mutually beneficial partnerships or similar arrangements with a broad range of public and private entities and may establish centers, ~~or institutes, or laboratories~~ (referred to as CH/CHsCI/CIs) to strengthen and enrich the educational (teaching and learning), research (and scholarship), and public service activities of faculty and students.
- (C) External funding.
- (1) If funding is received from external sources that requires the naming of a center or institute, the board of trustees will be notified in reports on the compilation of CIs and in reports on external funding.
- (2) Funding from the Youngstown state university foundation may

support the establishment of a center or institute named after a donor, or it may support initiatives or programming that take place within a named center or institute. Supporting funds which are independent of the naming of a center or institute will be subject to the same policies governing the gift that established the center or institute.

(D) Procedures.

- (1) The chairperson of a department, council, committee or task force, or an individual member of the university community, may submit to the provost/vice president for academic affairs, after review by the appropriate academic dean(s) or executive director, proposals to establish partnerships, ~~CHCs~~ CHCIs, or related arrangements between the university and private or public entities.
- (2) Proposals will include:
  - (a) Statement of need and purpose;
  - (b) Description of partnership or ~~CHC~~ CHCI and manner in which the arrangement will meet the stated need;
  - (c) Statement of the relationship between outside entity[s] and the university as outlined in the agreement;
  - (d) Identification of personnel/departments to be involved;
  - (e) Delineation of responsibilities of the university and other involved parties;
  - (f) Estimation of needs for fiscal resources, space, and equipment;
  - (g) A description of how these needs will be met;
  - (h) Work plan and budget for three years, including the sources of fiscal commitments; and
  - (i) A description of where administrative responsibility is housed and the lines of responsibility.

- (3) Proposals will be circulated to all entities or individuals that might be involved for review and feedback prior to submission to the provost/vice president for academic affairs. All approvals to commit resources will be in writing and appended to the proposal during this process.
- (4) The provost/vice president for academic affairs will determine ~~whether review of the statement of partnership by the office of the general counsel is required~~ the departments to take part in the process.
- (a) ~~When the proposal involves research and/or sponsored programs, the office of research services must be contacted, and review by the associate vice president for research~~ When the proposal involves research and/or sponsored programs, the office of research services must be contacted, and review by the director of research services is required, including written recommendation/determination about whether the proposed agreement/partnership is allowable under grants policies.
- (b) When the proposal involves international collaboration, the international programs office must be contacted, and review by the associate provost for international and global initiatives is required, including a written statement indicating potential issues or concerns regarding immigration or other international affairs issues.
- (c) When the proposal involves graduate programs, the graduate college must be contacted and review by the dean of the graduate college is required.
- (d) When there are issues of ownership of intellectual property arising from the research or service mission of a proposed ~~CI/CI~~, the general counsel will review the proposal.
- (5) Upon the completion of ~~this~~ the consultative process set forth in paragraph (D)(4)(a) to (d), the provost/vice president for academic affairs may ~~authorize implementation~~ recommend the establishment of the partnership, or program or CI establishment of the center to the board of trustees. The board of trustees will formally approve

or deny the recommendation. Approval by the board of trustees is required to establish the partnership, program or CI and to authorize the commencement of related activities and programs.

- (6) All relationships and CILs established under this policy will be evaluated no less frequently than every five years, with newly established relationships evaluated within three years of their creation. Newly established CIs will be evaluated within three years with all other CIs evaluated no less frequently than six years. The provost/vice president for academic affairs or designee will report their finding to the board of trustees. The office of academic affairs will establish an administrative policy governing the review and evaluation of new and existing CIs.
- (7) The provost/vice president for academic affairs or designee will provide an update to the board of trustees at least annually on CIs, including, as appropriate, recommendations to discontinue CIs. Reports and updates pursuant to this policy will be made to the academic excellence and student success committee and/or the institutional engagement committee of the board of trustees, as appropriate.



<b>YSUF Gift Processing Summary - April, 2022 - June, 2022 Vs. April, 2021 - June, 2021</b>			
	<b><u>Total April, 2022 - June, 2022</u></b>	<b><u>Total April, 2021 - June, 2021</u></b>	<b><u>Difference 2022/2021</u></b>
<b>Development (New Gifts and New Pledges):</b>			
YSU	\$598,488.43	\$667,613.25	-\$69,124.82
YSUF	\$1,457,186.60	\$1,498,337.25	-\$41,150.65
Total Development (New Gifts and New Pledges)	\$2,055,675.03	\$2,165,950.50	-\$110,275.47
Planned Giving/Charitable Gift Annuities	\$3,080,000.00	\$130,000.00	\$2,950,000.00
<b>Pledge Payments (For Pledges Currently or Previously Included as Development):</b>			
YSU	\$114,322.50	\$734,489.65	-\$620,167.15
YSUF	\$259,809.00	\$310,518.00	-\$50,709.00
Total Pledge Payments	\$374,131.50	\$1,045,007.65	-\$670,876.15
<b>Non-Gift Clearing - YSU</b>	\$0.00	\$0.00	\$0.00
<b>Non-Gift Clearing - YSUF</b>	\$0.00	\$0.00	\$0.00
Number of New Gifts	676	801	-125
Number of Pledges	3	14	-11
Number of Payments	99	124	-25
Number of Planned Gifts/Charitable Gift Annuities	7	3	4
Non-Gift Clearing	0	0	0



Youngstown State University  
**Division of Workforce  
Education & Innovation**

Institutional Engagement Report  
September 20, 2022



# Active Awards and Projects

Project Name	Funding Partner	Status	Project Total	Contract Date	Performance Period	Description
Community Workforce Initiatives	General Motors	Active	\$3.5M	3/2021	2 years	Community Workforce Initiatives
Energy Storage Training and Innovation Center	General Motors	Active	\$1.5M	3/2021	2 years	Energy Storage Training Center
Tech Prep	State of Ohio/ODE	Active	\$20K	10/2021	2 year	High School CCP/ITAG, development of college new pathway programming to increase high school articulation
Mahoning Valley Workforce Partnership	State of Ohio/ODHE	Active	\$200K	11/2021	1 year	Regional Workforce Coalition with Chamber to increase collaboration and address digital branding for the region
Aerospace Defense Storefront	NCDMM/America Makes	Active	\$300K	10/2021	2 years	Siemens Expertise/Research Scientist
Hybrid Manufacturing/Mazak	NCDMM/America Makes	Active	\$2.3M	8/2021	1 year	Project to advance hybrid/additive mfg
RAPIDS 5	State of Ohio/ODHE	Active	\$540k	11/2021	1 year	State funds to procure equipment for YSU and CCTC's
IMAP	OWT/ODHE	NEW	\$250k	3/2022	1 year	Selected as one of 14 training providers to helps Ohioans who are low income, partially unemployed, or totally unemployed participate in a training program and receive one or more technology-focused credential(s) for free.. <b><u>Funding to cover up to 100 individuals.</u></b>
Tech Cred Round 7	State of Ohio	Active	\$10K	5/2022	1 Year	Train the trainer grant funds (robotics)
State Funds 22/23 extension	State of Ohio	Active	\$1M	6/2021	2 year	MVICC/ETC

# New Awards and Projects

Project Name	Funding Partner	Status	Project Total	Contract Date	Performance Period	Description
Industry 4.0 Adoption in the SME Defense Supply Chain for Metal Castings	NCDMM/DLA/UNI	NEW	\$3.7M	5/2022 (est)	1 year	Drive IoT adoption/commercialization across small and medium size businesses (Chicago to East Coast)
IMAP	OWT/ODHE	NEW	\$250k	3/2022	1 year	Selected as one of 14 training providers to help Ohioans who are low income, partially unemployed, or totally unemployed participate in a training program and receive one or more technology-focused credential(s) for free.. <b>Funding to cover up to 100 individuals.</b>
Ohio TechCred	OWT	NEW	\$100	5/2022	1 year	(1) Funding for YSU to pay for train-the-trainer to support IT/Advanced Manufacturing. (2) Provides up to \$2000 reimbursement to employers per credential through YSU Workforce programs.
Amplify – High School Scholarships/Support	ODE/Mahoning Educational Service Center (ESC)	NEW	\$100k	5/2022	1 year	Provide up to \$40k in scholarships towards industry credentials that go towards high school graduation credits. Funding supports part-time academic advisor to support students in the YSU Skills Accelerator Programs.
Total New Awards			\$4.1M			

# Submitted Grant Proposals

Project Name	Funding Partner	Status	Project Total	Contract Date	Performance Period	Description
Appalachia Regional Commission (ARC) Power Grant	ARC	Proposed	\$1.25M		3 year	Grant to support 5G/Broadband training program for up to 165 participants in six counties including Mahoning, Trumbull, Ashtabula, Jefferson, Columbiana and Belmont.
Submitted Awards			\$1.25M			

# Closed Awards

Project Name	Funding Partner	Status	Project Total	Contract Close	Performance Period	Summary
5G Readiness Training Program	State of Ohio/OWT	Active	\$180K	5/2022	1 year	UPDATE: 21 students enrolled; 10 students (YSU/MCCTC) graduated from the program.
Energy Storage Workforce Study	DOE/Oakridge National Labs	Active	\$750K	11/2021	6 mo	National/regional energy storage workforce study to guide national training center concept.

# Quarterly Project Highlights

## Mahoning Valley Workforce Partnership

- In collaboration with Chamber, YSU is convening a workforce coalition to help bring the workforce ecosystem together in new ways.
- Release of regional workforce and training provider guide

## NSF Engine Grant

- Lead: Carnegie Mellon University. This initiative is designed to bring regions together to cultivate use-inspired research, development and workforce innovation. EMPOWER will address supply chain disruptions, struggles resulting from the pandemic and geopolitical uncertainties by using domestic manufacturing. Industries such as autonomous vehicles (AV) and advanced materials like polymer composites will be targeted. 10 year/160M implementation grant
- Lead: CWRU. for sustainable manufacturing. Planning grant, \$ TBD.

## YSU Data Mine

- 12 YSU students enrolled and will receive up to 4 credits for participation in training and corporate sponsor
- 2 corporate cohorts – Nuvve and Central Insurance of Ohio

# Academic Affairs Collaboration

## YSU Data Mine

- 12 YSU students enrolled and will receive up to 4 credits for participation in training and corporate sponsor
- 2 corporate cohorts – Nuvve and Central Insurance of Ohio

## Regional Research Project

- Google dashboard control – 4 students will be hired to help assess regional digital footprint and provide recommendations for elevating brand of the region

## TechPrep

- State funded project to help expand CCP and ITAG pathways for high school students. Working closely with regional 4 years to expand programming for high school students.

## University Learning Outcomes

- Partnering to help understand how credential programs align to university learning outcomes.

# Yield Update for Fall 2022

Admission to Orientation and Orientation to Enrollment

Youngstown State University

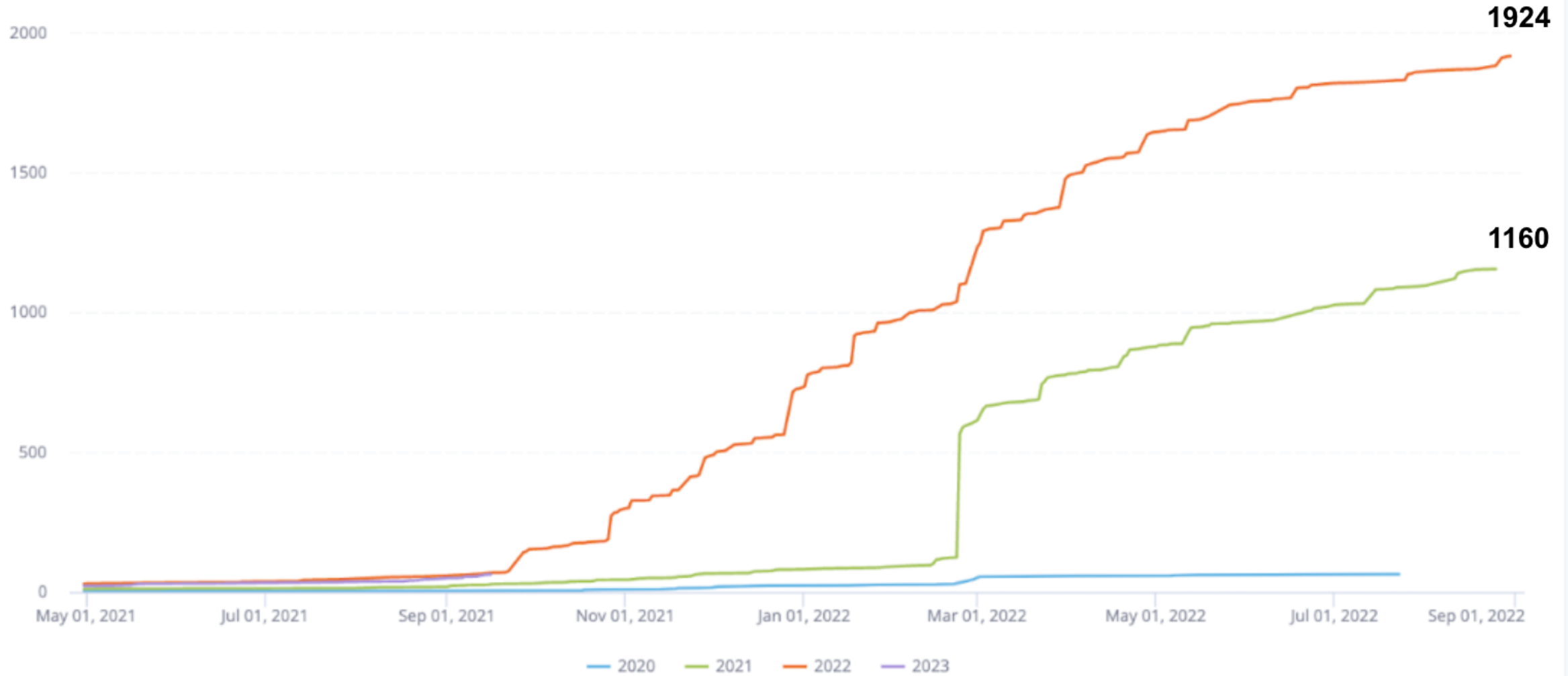
Board of Trustees

September 20, 2022



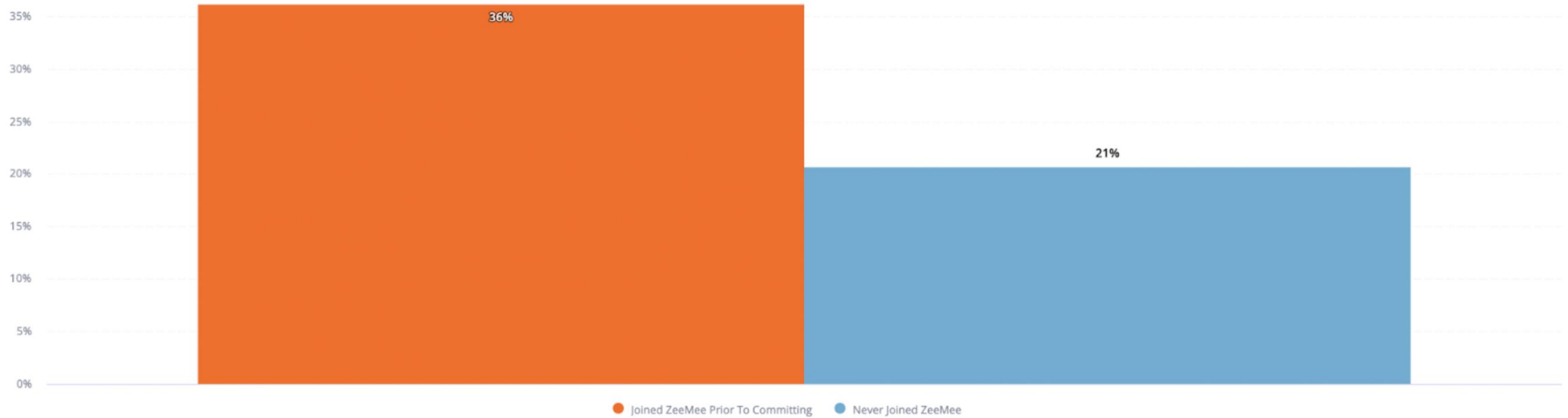
# ZeeMee Social Media Platform

## Community Growth - YoY



# ZeeMee Social Media Platform

Commit Rate (%) ⓘ ⌵



Students who joined your community *before* committing enrolled at **1.7x the rate** of those who never joined.

- For Fall of 2022, 47% of students who attended orientation were involved with ZeeMee

# ZeeMee Social Media Platform

1:57

Future Penguins  
Youngstown State University

Logan Moon  
Hey everyone my name is Logan am going to major in computer sci. Am looking for friends and some in similar field

Gracie Jackson  
hey logan! i'm not into all that but i'm willing to be friends!

Vincent Lilly  
Hi I'm Vinny and I want to major in either geography or environmental science. I'm not sure yet but I can't wait to meet some new people!

Gabrielle Nelson (Adrian)  
Hey y'all I'm Gabby. I'm majoring in Biology Pre-Med

Gracie Jackson  
hey guys!

Gabrielle Nelson (Adrian)  
I went to the orientation this month and the staff were amazing. Rlly feels like a family there. Always got your back

Gracie Jackson  
WAIT. GABBY!! i was in your group at orientation!! (i'm gracie, the one who talked nonstop)

Gabrielle Nelson (Adrian)  
Hiiii  
😂

Gracie Jackson

+ 🗨️

1:59

Future Penguins  
Youngstown State University

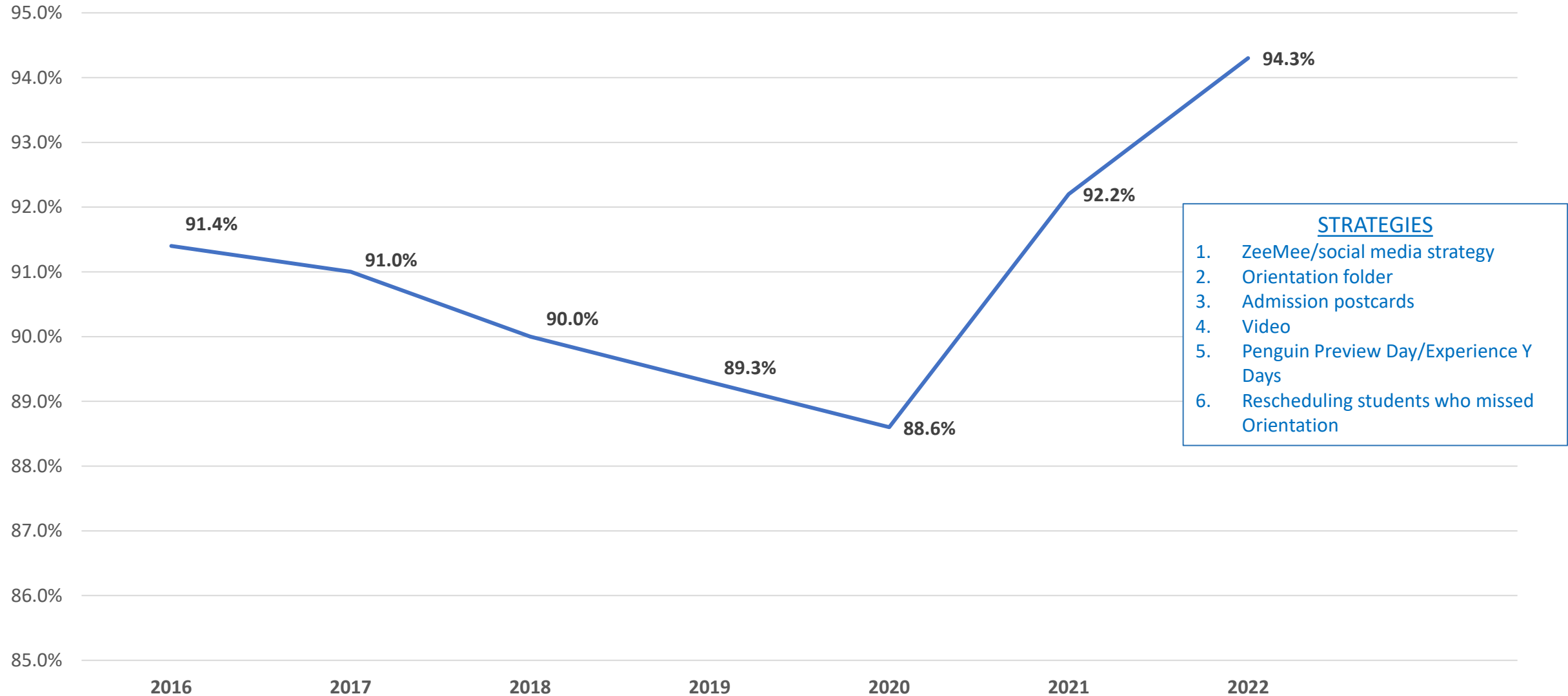
Mackenzie Quinn  
Hi everyone! I'm Mackenzie, I plan to major in music education and looking to live on campus and liking leaning towards going here, as I found that I like it here a lot.

Sanju Gupta  
Hello everyone 🤗❤️

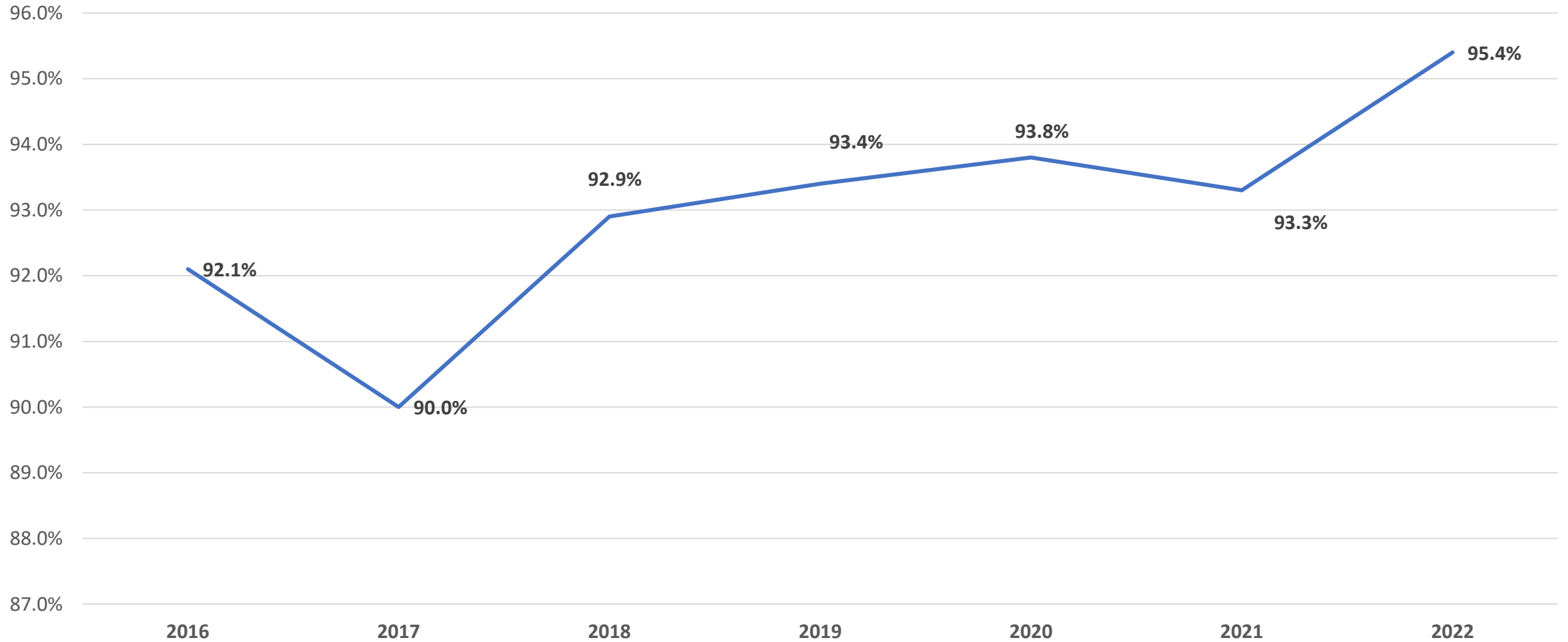
Leia Aguirre  
hi everyone, i'm Leia! YSU has been my dream school for awhile, in the fall i'm majoring in social work! i plan on living in the lyden house. im hoping to make some friends :)  
❤️ 4 😊+

Elizabeth Bolar  
hi everyone, i'm elizabeth! i am majoring in nursing! i won't be living on campus, but i'm hoping to get to know new people!

# Orientation attendance 2016 - 2022



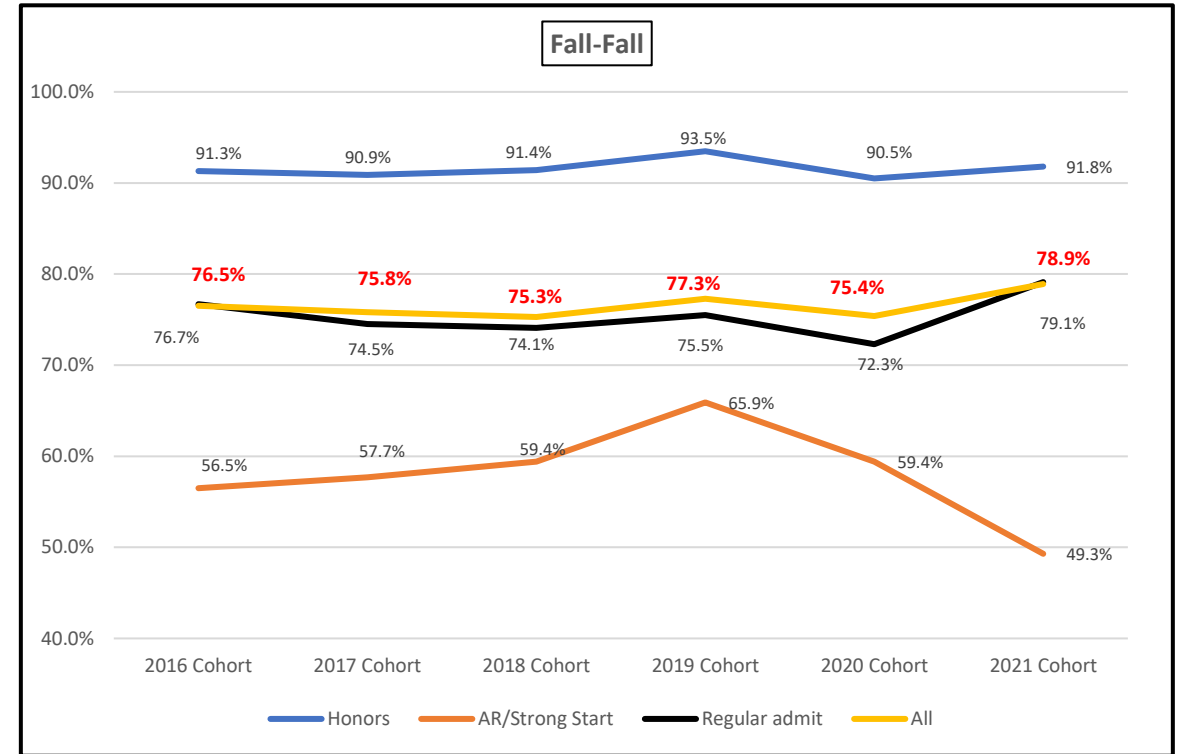
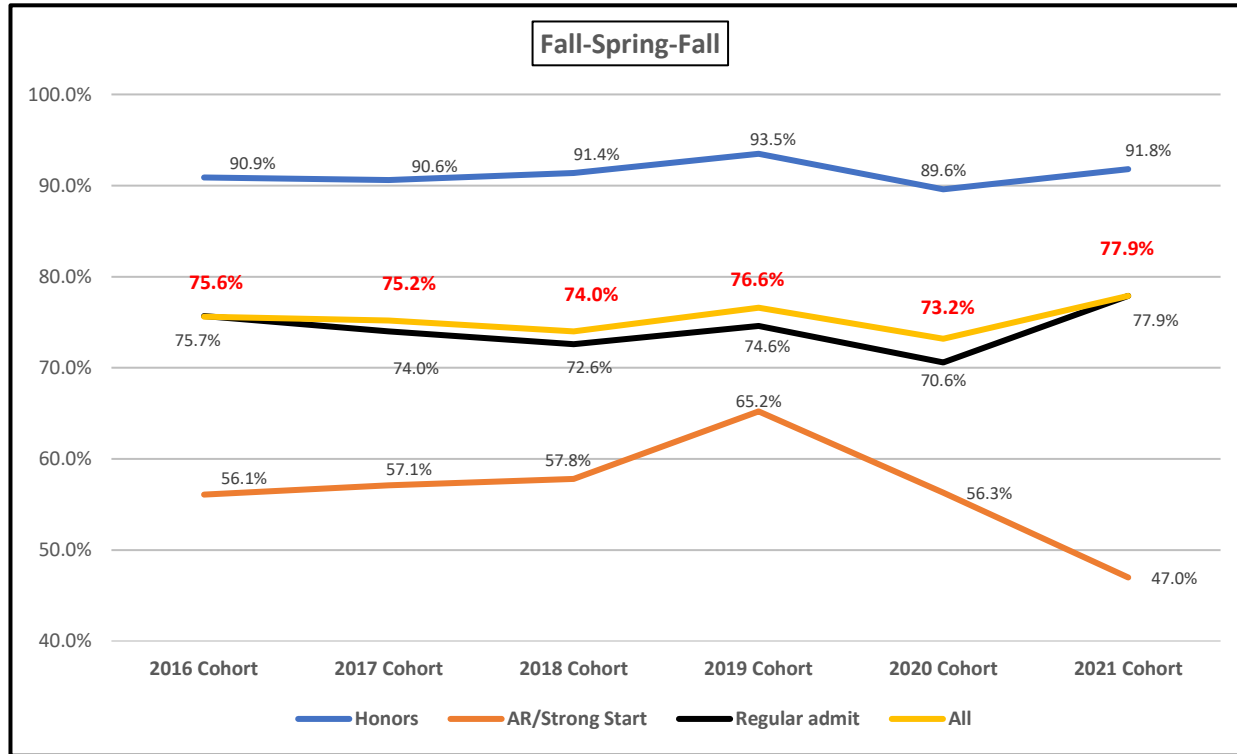
# Orientation to 14<sup>th</sup> Day 2016 - 2022



# Post-Orientation communications

When	Mode	Description
The day of orientation	Text	At the conclusion of the Orientation session, the Orientation Leader initiates continued contact through this first text message
The Friday after attending Orientation	Email	Thanks for attending, invitation to complete the survey, see you at IGNITE
June 15	Email	Monthly student newsletter- focus on the 3 summer program options
Three weeks after attending Orientation	Text	If the student hasn't been in communication with the Orientation Leader, they reached out to check in
End of June to mid-July to anyone who attended Orientation	Emails and Texts	Encouragement to join the summer program. Programs took place July 13-15. Themes were community service, outdoor recreation, and visiting downtown Youngstown
July 15	Email	Monthly student newsletter: Parking permits, IGNITE, etc.
August 1	Email	Reminder to get signed up for IGNITE
August 15	Email	Reminder to get signed up for IGNITE
August 18	Email	Event details for IGNITE
August 19	Email	Follow up on student interest forms completed at Orientation
August 22	Phone Call	"Call 'em all" from President Tressel to say he'll see them at IGNITE
August 24	Text	Reminder of the start time of IGNITE
August 24	Email	Agenda for IGNITE
August 25	Email	Invitation to Class Find Tours
August 26	Text	Details of Class Find tours for the day

# First-to-second year retention: 2016-2021 cohorts



	Fall 2021	Target	Actual Fall-Fall	Difference from target
Regular admit	1113	892	80.1%	-12 -1.0%
Strong Start	134	77	57.5%	-11 -8.2%
Honors	293	270	92.2%	-1 -0.4%
All FT, FT, Bach	1540	1239	80.4%	24 -1.5%



# ACADEMIC CENTERS AND INSTITUTES SEPTEMBER, 2022 BOARD OF TRUSTEES SEPTEMBER, 2022

Policy 3356-10-22 Partnerships, Centers, and Related Arrangements

<b>Academic Areas with a Clearly Identified/Designated Physical Location (a Destination) ..</b>	<b>2</b>
Williamson College of Business Administration.....	2
Center for Non-Profit Leadership.....	2
Ohio Small Business Development Center (SBDC) at the YSU Export Assistance Network Procurement Technical Assistance Center (PTAC).....	2
Beeghly College of Liberal Arts, Social Sciences and Education.....	3
Center for Historic Preservation.....	3
Center for Working Class Studies.....	3
Office of Academic Affairs.....	4
Center for Human Services Development.....	4
<b>Academic Areas with No Clearly Identified Physical Location .....</b>	<b>4</b>
Beeghly College of Liberal Arts, Social Sciences, and Education.....	4
Rigelhaupt Pre-Law Center .....	4
Poetry Center.....	4
Center for Islamic Studies.....	5
Center for Judaic and Holocaust Studies .....	5
James Dale Ethics Center .....	5
<b>Alignment of Centers and Institutes with the Goals of the Plan for Strategic Actions to Take Charge of Our Future.....</b>	<b>6</b>

## Academic Areas with a Clearly Identified/Designated Physical Location (a Destination)

### Williamson College of Business Administration

#### Center for Non-Profit Leadership

- Established 2017 via ORG name change
- Director: Laura Dewberry
- Location: Williamson College of Business Administration building
- Annual Report: 2021-22
- Funding: Faculty member reassigned time (0.25 fte); general funds for operating; Wean Foundation every-other-year for Summer Internship Program (\$85,000 2021)
- *The Plan*
  - Student Futures & Lifelong Learning
    - Student educational experience
  - Academic Distinction & Discovery of Knowledge
    - Develop internships, service, experiential, and applied learning projects with local businesses and organizations that provide opportunities for students to apply their knowledge in scholarly activities
  - Collective Impact with the Region
    - Establish community engagement and experiential learning as key components of the YSU educational experience through an enhanced new student experience, and enhanced coordination of community and business engagement initiatives

#### Ohio Small Business Development Center (SBDC) at the YSU Export Assistance Network Procurement Technical Assistance Center (PTAC)

- Established ~1988
- Director: Patricia Velsz
- Location: Williamson College of Business Administration building
- Annual Report: 2021-2022
- Funding: Having both designations requires a 40% match of funding. Ohio Small Business Development Center: State & Federal funding exceeding \$400,000 to occasionally more than \$800,00; YSU \$41,000 match; John D. Beeghly Fellow Program (\$30,000 annually from endowment funding for student career-related experiences; indirect costs are waived for SBDC and PTAC
- Funding: Procurement Technical Assistance Center \$10,000 and Graduate College provides a Graduate Student tuition waiver for one student plus 5% fringes
- *The Plan*
  - Student Futures & Lifelong Learning
    - Student educational experience
  - Academic Distinction & Discovery of Knowledge

## Academic Centers &amp; Institutes, September 2022

- Develop internships, service, experiential, and applied learning projects with local businesses and organizations that provide opportunities for students to apply their knowledge in scholarly activities
- Collective Impact with the Region
  - Impacts economic development of a 3-15 county services area
  - Establish community engagement and experiential learning as key components of the YSU educational experience through an enhanced new student experience, and enhanced coordination of community and business engagement initiatives

## Beeghly College of Liberal Arts, Social Sciences and Education

## Center for Historic Preservation

- Established 1993
- Location: 151 West Wood
- Director: Martha Pallante
- Annual Report: None
- Ohio History Connection Grant above requires this to be at the Historical Center of Industry and Labor (~\$1,000 Wuslich funds for student intern; \$32,000 via Pollock Family and YSU Foundation and \$50,000 via the General Duty Nurses Association annually; self-sufficient since the 1990s)
- *The Plan*
  - Collective Impact with the Region
    - Community Engagement with the Center
  - Student Futures and Lifelong Learning
    - Experiential learning activities

## Center for Working Class Studies

- Established 1995
- Location Steel Museum
- Director Tim Francisco
- Annual Report: Yes
- Funding: \$3,200
- *The Plan*
  - Student Futures and Lifelong Learning
    - Certificate: four courses related to the meanings of working-class life
  - Collective Impact with the Community
    - Partnerships including the City Club of the Mahoning Valley and “Views & Brews”
  - Academic Distinction and Discovery of Knowledge
    - Speaker series, national conference, and collaboration with Columbia University School of Business

## Office of Academic Affairs

### Center for Human Services Development

- Established 1985
- Interim Director: Elizabeth Cianciola, MS Ed
- Location: Beeghly Hall
- Annual Report: None
- Funding: \$1.5million annually; fees for services; Graduate School provides tuition remission + 5% fringes
- *The Plan*
  - Collective Impact with the Region
    - Serves the needs of students, families, organizations, and school districts by providing services around grant writing, program management, evaluation, and training.
    - Operate grant funded programs to serve students and families within the community.
    - Provide evaluation services to organizations to analyze and report on program/project efficacy and grant compliance.
    - Represent YSU in local, county, and state meetings
  - Academic Distinction and Discovery of Knowledge
    - Impacting faculty through assistance in obtaining grants and grant management to conduct research
    - Collective pool of subjects for faculty to conduct research through federally grant funded programs operated by the Center
  - Student Futures and Lifelong Learning
    - Experiential activities for students (internships, student employment, etc.)

## Academic Areas with No Clearly Identified Physical Location

### Beeghly College of Liberal Arts, Social Sciences, and Education

#### Rigelhaupt Pre-Law Center

- Established 2004
- Director: Dr. Paul Sracic
- Location: None
- Annual Report: None
- Funding: Endowment (~\$50,000 annually)
- *The Plan*
  - Collective Impact with the Region
    - Speaker series
  - Student Futures & Lifelong Learning
    - Student engagement with activities of the Center

#### Poetry Center

- Established 1994
- Director: Phil Brady
- Location: None

## Academic Centers &amp; Institutes, September 2022

- Annual Report: Yes
- Funding: BCLASSE: The Muses Fund; Drs Brothers; Murphy Fund; Ohio Arts Council; Wean Foundation; Rayen Foundation; Andrews Foundation
- *The Plan*
  - Collective Impact with the Region
    - Outreach to Youngstown City Schools and community gathers around poetry, films, and letter
  - Student Futures and Lifelong Learning
    - Experiential learning activities

## Center for Islamic Studies

- Established 1995
- Director: Unknown
- Location: None
- Annual Report: None
- Funding: Endowment (~\$12,000 to \$15,000 annually)
- *The Plan*
  - Collective Impact with the Region
    - Speaker series
  - Student Futures & Lifelong Learning
    - Student engagement with activities of the Center

## Center for Judaic and Holocaust Studies

- Established 2008
- Director: Unknown
- Location: None
- Annual Report: None
- Funding: Endowment (~\$41,000 annually)
- *The Plan*
  - Collective Impact with the Region
    - Speaker series
  - Student Futures & Lifelong Learning
    - Student engagement with activities of the Center

## James Dale Ethics Center

- Established 1993
- Director: Dr. Mark Vopat
- Location: None
- Annual Report: Yes
- Funding: Endowment (~\$25,000 annually)
- *The Plan*
  - Collective Impact with the Region
    - Speaker series
  - Student Futures & Lifelong Learning
    - Student engagement with activities of the Center

Academic Centers &amp; Institutes, September 2022

## Alignment of Centers and Institutes with the Goals of the [Plan for Strategic Actions to Take Charge of Our Future](#)

Affiliation	Student Futures & Lifelong Learning	Academic Distinction & Discovery of Knowledge	Collective Impact with the Community
<b>Center or Institute (I) as a Destination (a Place)</b>			
<b>WCBA</b>			
Center for Non-Profit Leadership	X	X	X
Ohio Small Business Development, Export Assistance, Procurement Technical Assistance		X	X
<b>BCLASSE</b>			
Center for Historical Preservation	X		X
Center for Working Class Studies	X	X	X
<b>Office of Academic Affairs</b>			
Center for Human Services Development	X	X	X
<b>Center or Institute (I) as an Initiative (not a Destination Place)</b>			
<b>BCLASSE</b>			
Rigelhaupt Pre-Law	X		X
Poetry	X		X
Islamic Studies	X		X
Judaic & Holocaust Studies	X		X
James Dale Ethics	X		X

**WYSU University Memberships**  
**Executive Summary**  
**Fiscal Year 2020-2021 (July 1, 2020 - June 30, 2021)**  
**vs**  
**Fiscal Year 2021-2022 (July 1, 2021 - June 30, 2022)**

<b>Memberships Received</b>	<b>Number of Members FY 2021</b>	<b>Amount FY 2021</b>	<b>Number of Members FY 2022</b>	<b>Amount FY 2022</b>
WYSU-FM	1,334	\$338,771	1,205	\$241,338
<b>Total WYSU-FM*</b>	<b>1,334</b>	<b>\$338,771</b>	<b>1,205</b>	<b>\$241,338</b>
		*FY 2021 \$15,912 in Annual Fund Gifts to WYSU are not included in these totals.		*FY 2022 \$30,250 in Annual Fund Gifts to WYSU are not included in these totals.



**RESOLUTION TO MODIFY  
OUTSIDE CONSULTING/EMPLOYMENT SERVICES – FACULTY  
POLICY, 3356-7-18**

**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 Outside Consulting/Employment Services – Faculty policy has been 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 Outside Consulting/Employment Services – Faculty, policy number 3356-7-18, attached hereto.



**3356-7-18      Outside consulting/employment services – faculty.**

Responsible Division/Office:    Legal Affairs/Human Resources; Office of  
Academic Affairs

Responsible Officers:            VP for Legal Affairs and Human Resources;  
Provost/VP for Academic Affairs

Revision History:                April 1999; December 2013; December 2019;  
September 2022

Board Committee:                University Affairs

**Effective Date:**                **September 21, 2022**

Next Review:                      2027

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- (A)    Policy statement. The university supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the university. Students, the university, and the state of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and university. Therefore, faculty may provide professional consulting services to entities or individuals outside the university and receive compensation for such services as long as the services do not create a conflict of commitment with the performance of their university duties, compete with the interests and work of the university, or violate any university policy or state or federal statute or applicable research or grant-funding guidelines.
  
- (B)    Purpose. The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their university duties and in their areas of general professional expertise.
  
- (C)    Scope. This policy applies to all full-time faculty who perform the duties of an educator, instructor, or professor and whose primary position does not involve the performance of or authority to perform administrative or supervisory functions. This policy does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers. This policy does not apply to employees covered by university policy, rule 3356-7-34 of the Administrative Code, “Outside consulting services/employment – full-time university employees.”

- (D) Definition. In general, “consulting” is defined as professional activity related to the person’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists.
- (E) Parameters.
  - (1) Ohio ethics laws and related statutes.
    - (a) The prohibitions contained in Ohio ethics law in divisions (D) and (E) of section 102.03 of the Revised Code do not apply to faculty who are educators and whose position does not involve administrative or supervisory functions. Divisions (D) and (E) prohibit employees from soliciting, accepting, or using their position to secure anything of value if the thing of value is of such a character as to have a substantial and improper influence upon the employee with respect to their duties.
    - (b) Sections 102.04 and 2921.43 of the Revised Code prohibit all faculty, regardless of whether they perform administrative or supervisory duties, from receiving payment from a third party for the performance of their official duties.
    - (c) Section 2921.42 of the Revised Code prohibits all faculty from having an unlawful interest in a public contract (i.e., authorizing or influencing the university to enter into a contract that benefits the employee, family, or business associates, or simply benefitting from a contract with the university unless the exceptions in division (C) of section 2921.42 of the Revised Code are met.
  - (2) Faculty providing consulting services should also refer to rules 3356-7-01, “Conflicts of interest and conflicts of commitment”; 3356-5-12, “Licensing of university names and marks”; and 3356-4-19, “Use of university equipment” of the Administrative Code.
  - (3) Generally, the proportion of a faculty member’s professional effort devoted to consulting should not exceed one business day per

week. Acceptance of a faculty appointment at the university requires that the faculty member make a commitment to the university consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the university. Outside activities that should not interfere with the faculty members' commitment to the university include, but are not limited to, other public or private employment, consulting, teaching, research, or memberships on corporate boards.

- (4) University facilities, supplies, equipment, and resources, including letterhead (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the vice president for finance and business operations and the provost. Faculty shall not use the university name or the fact that they are affiliated with the university in a manner that suggests that the university approves the product or service that is the subject of the consulting or that would suggest university involvement or approval of the consulting activity, purpose or findings.
  - (5) Under Ohio law, the university owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the university. Approval for the use of university resources does not negate the university's rights to and interest in discoveries, inventions, or patents pursuant to Ohio law.
  - (6) Consulting services may not be offered for activities provided by the university as part of its operations unless otherwise approved in consultation with the provost. Faculty may not enter into consulting arrangements that compete with the interests and work of the university.
- (F) Procedures.
- (1) Faculty shall annually complete the outside consulting/employment disclosure form ("form"), regardless of whether or not they engage in outside consulting/employment.

- (2) Faculty shall submit the completed form to their chairperson for approval/disapproval at least thirty days prior to the commencement of the consulting/employment services. The chair shall complete their review and forward the form to the office of human resources.
  - (3) The office of human resources will forward a copy of the completed form to the signatories and will also provide copies of the form to the office of research services in order to assist with conflict checks in that office. The office of human resources will maintain the forms and information in accordance with university retention schedules.
  - (4) The form must be completed on an annual basis for each new and ongoing employment or consulting arrangement. Faculty are under a continuing duty to update the form when circumstances change.
- (G) Policy violations.
- (1) Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by section 9.86 of the Revised Code does not apply to consulting activities.
  - (2) Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment may result in corrective action/discipline up to and including termination.

**3356-7-18      Outside consulting/employment services – faculty.**

Responsible Division/Office: Legal Affairs/Human Resources; Office of Academic Affairs

Responsible Officers: VP for Legal Affairs and Human Resources; Provost/VP for Academic Affairs

Revision History: April 1999; December 2013; December 2019; [September 2022](#)

Board Committee: University Affairs

**Effective Date:** ~~December 5, 2019~~ [September 21, 2022](#)

Next Review: ~~2024~~ [2027](#)

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- (A) Policy statement. The university supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the university. Students, the university, and the state of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and university. Therefore, faculty may provide professional consulting services to entities or individuals outside the university and receive compensation for such services as long as the services do not create a conflict of commitment with the performance of their university duties, compete with the interests and work of the university, or violate any university policy or state or federal statute or applicable research or grant-funding guidelines.
- (B) Purpose. The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their university duties and in their areas of general professional expertise. ~~This policy does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers.~~
- (C) Scope. This policy applies to all full-time faculty who perform the duties of an educator, instructor, or professor and whose primary position does not involve the performance of or authority to perform administrative or supervisory functions. This policy does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or

publishers. This policy does not apply to employees covered by university policy, rule 3356-7-34 of the Administrative Code, “Outside consulting services/employment – full-time university employees.”

(D) Definition. In general, “consulting” is defined as professional activity related to the person’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

(E) Parameters.

(1) ~~Faculty providing consulting services should also refer to rules 3356-7-01, “Conflicts of interest and conflicts of commitment”; 3356-5-12, “Licensing of university names and marks”; and 3356-4-19, “Use of university equipment” of the Administrative Code.~~

~~(2)~~ Ohio ethics laws and related statutes.

(a) The prohibitions contained in Ohio ethics law in divisions (D) and (E) of section 102.03 of the Revised Code do not apply to faculty who are educators and whose position does not involve administrative or supervisory functions. ~~\_\_\_\_\_~~

~~(a)~~ ~~Divisions (D) and (E) of section 102.03 of the Revised Code~~ prohibit employees from soliciting, accepting, or using their position to secure anything of value if the thing of value is of such a character as to have a substantial and improper influence upon the employee with respect to their duties. ~~These specific sections do not apply to the faculty.~~

(b) ~~However, sections~~ Sections 102.04 and 2921.43 of the Revised Code prohibit all faculty, regardless of whether they perform administrative or supervisory duties, from receiving payment from a third party for the performance of their official duties.

(c) ~~Also, section~~ Section 2921.42 of the Revised Code prohibits all faculty from having an unlawful interest in a public contract (i.e., authorizing or influencing the university to enter into a contract that benefits the employee, family, or business associates, or simply benefitting from a contract with the university unless the

exceptions in division (C) of section 2921.42 of the Revised Code are met).

- (2) [Faculty providing consulting services should also refer to rules 3356-7-01, “Conflicts of interest and conflicts of commitment”; 3356-5-12, “Licensing of university names and marks”; and 3356-4-19, “Use of university equipment” of the Administrative Code.](#)
- (3) Generally, the proportion of a faculty member’s professional effort devoted to consulting should not exceed one business day per week. Acceptance of a faculty appointment at the university requires that the faculty member make a commitment to the university consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the university. Outside activities that should not interfere with the faculty members’ commitment to the university include, but are not limited to, other public or private employment, consulting, teaching, research, or memberships on corporate boards.
- (4) University facilities, supplies, equipment, and resources, including letterhead (collectively referred to as “resources”) may not be utilized when providing consulting services without appropriate compensation and prior written approval of the vice president for finance and ~~administration~~[business operations](#) and the provost. Faculty shall not use the university name or the fact that they are affiliated with the university in a manner that suggests that the university approves the product or service that is the subject of the consulting or that would suggest university involvement or approval of the consulting activity, purpose or findings.
- (5) Under Ohio law, the university owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the university. Approval for the use of university resources does not negate the university’s rights to and interest in discoveries, inventions, or patents pursuant to Ohio law.

- (6) Consulting services may not be offered for activities provided by the university as part of its operations unless otherwise approved in consultation with the provost. Faculty may not enter into consulting arrangements that compete with the interests and work of the university.

(F) Procedures.

- (1) Faculty shall annually complete the outside consulting/  
-employment disclosure form (“form”), regardless of whether or not they engage in outside consulting/employment.
- (2) The Faculty shall submit the completed form ~~shall be submitted to~~ their chairperson for approval/disapproval at least thirty days prior to the commencement of ~~any~~ the consulting/employment activity services. The chair shall complete their review and forward the form to the office of human resources.
- ~~(2) — The faculty shall submit the form to the chair for review and approval/disapproval. The request will be forwarded to the dean and then to the provost/designee for review and approval/disapproval. Final approval is within the discretion of the provost/designee.~~
- (3) ~~The completed form will be forwarded to the office of human resources.~~ The office of human resources will forward a copy of the completed form to the signatories: and
- ~~(4) — The office of human resources~~ will also provide copies of the form to the office of research services in order to assist with conflict checks in that office. ~~Otherwise, the~~ The office of human resources will maintain the forms and information in accordance with university retention schedules.
- ~~(5)~~(4) The form must be completed on an annual basis for each new and ongoing employment or consulting arrangement. Faculty are under a continuing duty to update the form when circumstances change.

(G) Policy violations.



- (1) Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by section 9.86 of the Revised Code does not apply to consulting activities.
- (2) Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment may result in corrective action/discipline up to and including termination.



**RESOLUTION TO MODIFY  
OUTSIDE CONSULTING SERVICES/EMPLOYMENT BY FULL-TIME  
UNIVERSITY EMPLOYEES POLICY, 3356-7-34**

**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 Outside Consulting Services/Employment by Full-Time University Employees policy has been 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 Outside Consulting Services/Employment by Full-Time University Employees, policy number 3356-7-34, attached hereto.

**3356-7-34      Outside consulting services/employment by full-time university employees.**

Responsible Division/Office: Legal Affairs and Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: April 1999; December 2013; September 2019;  
December 2019; September 2022  
Board Committee: University Affairs  
**Effective Date: September 21, 2022**  
Next Review: 2027

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- (A) Policy statement. Youngstown state university (“university”) employees are responsible for meeting the expectations and responsibilities of their positions with the university. At the same time, the university recognizes that employees, the university, and the community can benefit from employee involvement in and support of outside organizations and industry. Employees may engage in outside consulting services/employment provided that the consulting services/employment does not interfere with the performance of their university responsibilities and/or job performance, create a conflict of interest, or violate any university policy or state or federal statute.
- (B) Purpose. To establish guidelines which allow employees to engage in outside consulting/employment activities while continuing to fulfill their work responsibilities and commitment to the university.
- (C) Scope. This policy applies to all full-time university employees, i.e., professional/administrative staff, deans and chairpersons, classified staff, and all faculty with administrative/supervisory duties. This policy does not apply to faculty covered by rule 3356-7-18 of the Administrative Code, “Outside consulting/employment services – full-time faculty.”
- (D) Definition. In general, “outside consulting services or employment” is defined as professional activity related to a person’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists.
- (E) Parameters.

- (1) All employees subject to this policy are covered by Ohio ethics laws in Chapters 102. (ethics) and 2921. (offenses against justice and public administration) of the Revised Code.
- (2) Employees providing consulting services should also refer to the university policies and rules 3356-7-01, "Conflicts of interest and conflicts of commitment," 3356-5-12, "Licensing of university names and marks," and 3356-4-19, "Use of university equipment" of the Administrative Code.
- (3) Outside consulting services/employment is generally allowed unless it interferes with an employee's university duties or presents a conflict of interest regarding these duties. A conflict of interest typically exists when financial, professional, or other personal considerations directly or indirectly affect or benefit, or have the appearance of affecting or benefiting, an employee or the employee's family or business associates. (See rule 3356-7-01, "Conflicts of interest and conflicts of commitment" of the Administrative Code.)
- (4) Failure to adequately perform university responsibilities due to involvement in outside consulting/employment is considered neglect of duty and may result in corrective action up to and including termination, regardless of whether the activity has been reported or approved.
- (5) Any outside consulting services/employment should be performed outside of an employee's regular work schedule. When this is not possible, the employee must use accrued vacation or personal leave, provided such leave is approved in advance.
- (6) University facilities, supplies, equipment, and resources, including letterhead, the university name and logo (collectively referred to as "resources") may not be utilized when providing consulting services/employment without the prior written approval of the vice president for finance and business operations and the provost or appropriate vice president and appropriate compensation for the use. Approval for the use of university resources does not negate the university's rights to and interest in discoveries, inventions, or patents pursuant to Ohio law.

- (7) An employee may not use their affiliation with the university in a manner that suggests university approval of or involvement with the service/employment or any product, activity, purpose or findings of the service or work.
- (F) Procedures.
- (1) All full-time employees engaged in outside consulting/employment shall annually complete the outside consulting/employment disclosure form (“form”), regardless of whether or not they engage in outside consulting/employment.
  - (2) Employees shall submit completed form to their immediate supervisor for approval/disapproval at least thirty days prior to the commencement of the consulting/employment services. The supervisor shall complete their review and forward the completed form to the office of human resources.
  - (3) Prior approval may be rescinded at any time if the outside consulting/employment interferes with an employee’s university duties or presents a conflict of interest regarding these duties.
  - (4) The office of human resources will forward a copy of the completed form, whether approved or disapproved, via university email to all signatories. The office of human resources will also forward a copy to the office of research services. The office of human resources will maintain the forms and information in accordance with university retention schedules.
  - (5) All employees are under a continuing duty to update the form when circumstances change.
- (G) Policy violations. Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment, may result in corrective action/discipline up to and including termination.

**3356-7-34      Outside consulting services/employment by full-time university employees.**

Responsible Division/Office: Legal Affairs and Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: April 1999; December 2013; September 2019;  
December 2019; [September 2022](#)  
Board Committee: University Affairs  
**Effective Date:** ~~December 5, 2019~~ [September 21, 2022](#)  
Next Review: ~~2024~~ [2027](#)

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- (A) Policy statement. Youngstown state university (“university”) employees are responsible for meeting the expectations and responsibilities of their positions with the university. At the same time, the university recognizes that employees, the university, and the community can benefit from employee involvement in and support of outside organizations and industry. Employees may engage in outside consulting services/employment provided that the consulting services/employment does not interfere with the performance of their university responsibilities and/or job performance, create a conflict of interest, or violate any university policy or state or federal statute.
- (B) Purpose. To establish guidelines which allow employees to engage in outside consulting/employment activities while continuing to fulfill their work responsibilities and commitment to the university.
- (C) Scope. This policy applies to all full-time university employees, i.e., professional/administrative staff, deans and chairpersons, classified staff, and all faculty with administrative/supervisory duties. This policy does not apply to faculty covered by rule 3356-7-18 of the Administrative Code, “Outside consulting/employment services – full-time faculty.”
- (D) Definition. In general, “outside consulting services or employment” is defined as professional activity related to a person’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists.
- (E) Parameters.

- (1) All employees subject to this policy are covered by Ohio ethics laws in Chapters 102. (ethics) and 2921. (offenses against justice and public administration) of the Revised Code.
- (2) Employees providing consulting services should also refer to the university policies and rules 3356-7-01, “Conflicts of interest and conflicts of commitment,” 3356-5-12, “Licensing of university names and marks,” and 3356-4-19, “Use of university equipment” of the Administrative Code.
- (3) Outside consulting services/employment is generally allowed unless it interferes with an employee’s university duties or presents a conflict of interest regarding these duties. A conflict of interest typically exists when financial, professional, or other personal considerations directly or indirectly affect or benefit, or have the appearance of affecting or benefiting, an employee or the employee’s family or business associates. (See rule 3356-7-01, “Conflicts of interest and conflicts of commitment” of the Administrative Code.)
- (4) Failure to adequately perform university responsibilities due to involvement in outside consulting/employment is considered neglect of duty and may result in corrective action up to and including termination, regardless of whether the activity has been reported or approved.
- (5) Any outside consulting services/employment should be performed outside of an employee’s regular work schedule. When this is not possible, the employee must use accrued vacation or personal leave, provided such leave is approved in advance.
- (6) University facilities, supplies, equipment, and resources, including letterhead, the university name and logo (collectively referred to as “resources”) may not be utilized when providing consulting services/employment without the prior written approval of the vice president for finance and business operations and the provost or appropriate vice president and appropriate compensation for the use. Approval for the use of university resources does not negate the university’s rights to and interest in discoveries, inventions, or patents pursuant to Ohio law.

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

(F) Procedures.

- (1) All full-time employees engaged in outside consulting/employment shall annually complete the ~~human resources~~ outside consulting/employment disclosure form (~~“form”~~), ~~regardless of whether or not they engage in outside consulting/employment.~~

- ~~(2) The~~ Employees shall submit completed form ~~should be submitted~~ to ~~the employee’s~~ ~~their~~ immediate supervisor ~~for~~ approval/disapproval at least thirty days prior to the ~~time~~ ~~when~~ ~~commencement of the~~ consulting/~~employment~~ services ~~are expected to begin.~~

- ~~(2) If the~~ The supervisor ~~shall complete their review and supports the request, the request is forwarded to the next level. This process continues until the request (with endorsements) is received by the provost or appropriate vice president. Final approval is within the discretion of the appropriate vice president/provost.~~

- ~~(3) The~~ forward the completed form ~~shall be forwarded~~ to the office of human resources ~~where it is retained in accordance with university retention schedules.~~

~~(3)~~

- ~~(4)~~ Prior approval may be rescinded at any time if the outside consulting/employment interferes with an employee’s university duties or presents a conflict of interest regarding these duties.

- ~~(5)~~ (4) The office of human resources will forward a copy of the completed form, whether approved or disapproved, via university email to all signatories. The office of human resources will also forward a copy to the office of research services. ~~Otherwise,~~ ~~the~~ ~~The~~ office of human resources will maintain the forms and information in accordance with university retention schedules.



- | ~~(6)~~(5) All employees are under a continuing duty to update the form when circumstances change.
- (G) Policy violations. Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment, may result in corrective action/discipline up to and including termination.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO MODIFY  
PUBLIC RECORDS POLICY, 3356-9-07**

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

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

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

**WHEREAS**, the Public Records 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 Records, policy number 3356-9-07, attached hereto.

**Board of Trustees Meeting  
September 21, 2022  
YR 2023-**

**3356-9-07      Public records.**

Responsible Division/Office: Office of General Counsel  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: November 2007; March 2011; March 2017;  
September 2022  
Board Committee: University Affairs  
**Effective Date: September 21, 2022**  
Next Review: 2027

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- (A) Policy statement. It is the policy of the university that openness leads to a better informed citizenry, which leads to better government and better public policy. In accordance with this policy, the university strictly adheres to the state’s public records act (see section 149.43 of the Revised Code).
- (B) Purpose. To define the procedures that the university will follow in administering the public records law.
- (C) Definition. A “public record” is defined as any document, device or item, regardless of physical form or characteristic, including paper, electronic (including but not limited to e-mail), or other format, that is created or received by or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the university are public unless they are specifically exempt from disclosure under section 149.43 of the Revised Code.
- (D) Procedures.
  - (1) It is the policy of the university that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.
  - (2) Each request for public records should be evaluated for a response using the following guidelines:

- (a) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification.
- (b) The requester does not have to put a records request in writing and does not have to provide their identity or the intended use of the requested public record.
- (c) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time.

“Prompt” and “reasonable” take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

- (d) Public records requests should be directed to the “Office of the General Counsel, Tod Hall, Suite 314, Youngstown State University, One University Plaza, Youngstown, Ohio 44555,” or call (330) 941-2340.

“Routine requests” are those that certain departments receive on a consistent basis and that request basic information. These routine requests do not need to go to the office of the general counsel but may be processed by the office that retains the information after having first discussed the process with the office of the general counsel. “Non-routine requests,” or requests that produce voluminous documents, must be processed through the general counsel’s office.

- (e) Routine requests for information that are easily accessed will be processed as quickly as is reasonable. Non-routine or voluminous requests that require extensive copying or

research will be accompanied by an acknowledgment including:

- (i) An estimated number of business days it will take to satisfy the request.
  - (ii) An estimated cost, if copies are requested.
  - (iii) Any items within the request that may be exempt from disclosure, if known at the time of the acknowledgment.
- (f) Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.
- (g) Those seeking public records will be charged only the actual cost of making copies. The university is permitted to request payment in advance.
- (i) The charge for paper copies is five cents per page.
  - (ii) The charge for downloaded computer files to a compact disc is one dollar per disc.
  - (iii) There is no charge for documents e-mailed.
  - (iv) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.
- (h) Documents in electronic mail format are records as defined in section 149.43 of the Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure and all employees or representatives of the university are instructed to retain their e-mails that relate to public business.

- (i) The university recognizes the legal and civic consequences of a failure to properly respond to a public records request. In addition to the distrust in government, such a failure may result in a court ordering the university to comply with the law and to pay the requester attorney's fees and damages.

**3356-9-07 Public records.**

Responsible Division/Office: Office of General Counsel  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: November 2007; March 2011; March 2017;  
[September 2022](#)  
Board Committee: University Affairs  
**Effective Date:** ~~March 16, 2017~~ [September 21, 2022](#)  
Next Review: ~~2022~~ [2027](#)

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- (A) Policy statement. It is the policy of the university that openness leads to a better informed citizenry, which leads to better government and better public policy. In accordance with this policy, the university strictly adheres to the state's public records act (see section 149.43 of the Revised Code).
- (B) Purpose. To define the procedures that the university will follow in administering the public records law.
- (C) Definition. A "public record" is defined as any document, device or item, regardless of physical form or characteristic, including paper, electronic (including but not limited to e-mail), or other format, that is created or received by or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the university are public unless they are specifically exempt from disclosure under section 149.43 of the Revised Code.
- (D) Procedures.
  - (1) It is the policy of the university that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.
  - (2) Each request for public records should be evaluated for a response using the following guidelines:

- (a) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification.
- (b) The requester does not have to put a records request in writing and does not have to provide ~~his or her~~their identity or the intended use of the requested public record.
- (c) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time.

“Prompt” and “reasonable” take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

- (d) Public records requests should be directed to the “Office of the General Counsel, Tod Hall, Suite 314, Youngstown State University, One University Plaza, Youngstown, Ohio 44555,” or call (330) 941-2340.

“Routine requests” are those that certain departments receive on a consistent basis and that request basic information. These routine requests do not need to go to the office of the general counsel but may be processed by the office that retains the information after having first discussed the process with the office of the general counsel. “Non-routine requests,” or requests that produce voluminous documents, must be processed through the general counsel’s office.

- (e) Routine requests for information that are easily accessed will be processed as quickly as is reasonable. Non-routine or voluminous requests that require extensive copying or



research will be accompanied by an acknowledgment including:

- (i) An estimated number of business days it will take to satisfy the request.
  - (ii) An estimated cost, if copies are requested.
  - (iii) Any items within the request that may be exempt from disclosure, if known at the time of the acknowledgment.
- (f) Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.
- (g) Those seeking public records will be charged only the actual cost of making copies. The university is permitted to request payment in advance.
- (i) The charge for paper copies is five cents per page.
  - (ii) The charge for downloaded computer files to a compact disc is one dollar per disc.
  - (iii) There is no charge for documents e-mailed.
  - (iv) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.
- (h) Documents in electronic mail format are records as defined in section 149.43 of the Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure and all employees or representatives of the university are instructed to retain their e-mails that relate to public business.

- (i) The university recognizes the legal and civic consequences of a failure to properly respond to a public records request. In addition to the distrust in government, such a failure may result in a court ordering the university to comply with the law and to pay the requester attorney's fees and damages.



**RESOLUTION TO MODIFY  
RECORDS MANAGEMENT POLICY, 3356-9-09**

**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 Records Management 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 Records Management, policy number 3356-9-09, attached hereto.

**3356-9-09      Records management.**

Responsible Division/Office: Office of Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: March 2012; December 2017; September 2022  
Board Committee: University Affairs  
**Effective Date: September 21, 2022**  
Next Review: 2027

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- (A) Policy statement. In accordance with section 149.33 of the Revised Code, the board of trustees has full responsibility for establishing and administering a records retention program for Youngstown state university (“university”). The board of trustees directs the university to comply with all state and federal laws regarding the creation and disposition of university records.
- (B) Purpose. To ensure compliance with section 149.33 of the Revised Code for the establishment and administration of efficient and economical management methods applied to the creation, utilization, maintenance, retention, preservation, and disposition of the university’s records.
- (C) Scope. This policy applies to all records of the university, both public and exempt, that are maintained and disposed in accordance with the university’s [records retention schedule](#).
- (D) Definitions (for purposes of this policy).
  - (1) “Records” are defined as any document, device or item, regardless of physical form or characteristic (including a record created, generated, sent, communicated or stored by electronic means) that is created or received by or comes under the jurisdiction of the university and which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the university. Records and their retention and associated retention schedules are numerated in the “Records Retention for Public Colleges and Universities in Ohio: A Manual” (“IUC manual”). University records may include, but are not limited to:

- (a) Financial records such as requisitions, purchase orders, invoices, bank data, and ledgers or journals.
  - (b) Administrative records such as correspondence, emails, reports, policy statements and related items both sent and received.
  - (c) Minutes of all university board and committee meetings.
  - (d) Publications and other items issued by the university.
- (2) “Non-record materials” are documents, devices, or items in the university’s custody that do not meet the above definition because they are not needed to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Examples of non-records include:
- (a) Rough notes and drafts which do not contain any information that needs to be preserved or which merely duplicate information that is being preserved in other documents that are records.
  - (b) Extra copies of documents kept only for reference.
  - (c) Stocks of publications and processed documents.
  - (d) Library or museum materials intended solely for reference or exhibition.
- (3) “Active record” means any record that relates to current business matters and is required to carry out the daily activities of the department.
- (4) “Disposal” means the removal of records from a department or office. It does not necessarily refer to record destruction, but rather to the various processes of records retention, whether offsite storage, conversion, or destruction.

- (5) “Electronic record” means any record that is created, generated, communicated, received, maintained or stored on any electronic medium owned by the university or controlled by the university or a university employee. Examples include, but are not limited to email, word processing documents and spreadsheets, and databases.
  - (6) “Permanent record” means a record that has continued historical or other value to warrant retention beyond the time it is needed for administrative, legal, or fiscal purposes.
  - (7) “Records custodian” means the employee responsible for records retention in their assigned area of university operations.
  - (8) “Records retention schedule” is a listing of various types of routine, administrative records maintained by university offices and departments.
  - (9) “Transitory records” are records which are needed for a limited time to complete a routine action, used in the preparation of final records, or are kept as information or convenience copies by offices or individuals who do not have primary responsibility for them. Examples are drafts of documents, telephone messages, and emails relating to the scheduling of meetings.
  - (10) “Unit leader” is a department chair, office director, or other administrator that directs the regular function of a unit of the university.
- (E) Procedures.
- (1) The program shall be administered by the archives and special collections department of Maag library (“university archives”), which shall have authority to develop administrative procedures and guidelines to implement this rule.
  - (2) The university hereby adopts the IUC manual as developed by the inter-university council of Ohio, as it may be amended by the university’s administration, as its guidelines for the retention of its records. Records and their retention and associated retention schedules are numerated in the IUC manual.

- (3) University employees shall make such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the university and for the protection of the legal and financial rights of the state and persons directly affected by the university's activities.
- (4) The creation of unnecessary and duplicative records should be avoided. Duplicative records are not official and should not be used to represent official records. Duplicative records should not be retained and should be destroyed as soon as their immediate need has passed.
- (5) University records shall be retained for such period as is required by retention schedules established by the IUC manual and administered by university archives and may be disposed of only in accordance with disposition instructions issued by university archives.
- (6) Each unit leader is responsible for ensuring that unit records (including electronic records) are maintained in such a way that they can be identified and retrieved on demand.
- (7) Each unit leader shall identify a records custodian to ensure (in conjunction with university archives) that records are maintained in accordance with the university's records retention schedule. Employees other than the records custodian may maintain records so long as the records custodian is aware of the records and is able to retrieve them.
- (8) Each unit shall develop a records inventory that describes the categories of records created and maintained by that unit.
- (9) Records may be maintained in paper or electronic format so long as they may be identified and retrieved by the custodian. Maintenance and disposal of electronic records shall be determined by the content, not the medium. Digitized paper records (e.g., scanned documents) may be kept in lieu of paper records at the discretion of the unit leader and university archives.

- (10) University records shall not be removed or destroyed except in accordance with the university's records retention schedule.
  - (11) Detailed administration guidelines for records retention are found on the university's [records management](#) website.
- (F) Policy violation, removal, destruction, mutilation, alteration, transfer, or other disposition of university records, except as authorized by this policy, is prohibited and may result in disciplinary action.



### 3356-9-09      **Records management.**

Responsible Division/Office: ~~Finance and Business Operations~~[Office of Academic Affairs](#)

Responsible Officer: ~~VP for Finance and Business Operations~~[Provost and Vice President for Academic Affairs](#)

Revision History: March 2012; December 2017; [September 2022](#)

Board Committee: University Affairs

**Effective Date:** ~~December 7, 2017~~[September 21, 2022](#)

Next Review: ~~2022~~[2027](#)

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- (A) Policy statement. In accordance with section 149.33 of the Revised Code, the board of trustees has full responsibility for establishing and administering a records retention program for Youngstown state university (“university”). The board of trustees directs the university to comply with all state and federal laws regarding the creation and disposition of university records.
- (B) Purpose. To ensure compliance with section 149.33 of the Revised Code for the establishment and administration of efficient and economical management methods applied to the creation, utilization, maintenance, retention, preservation, and disposition of the university’s records-.
- (C) Scope. This policy applies to all records of the university, both public and exempt, that are maintained and disposed in accordance with the university’s [records retention schedule](#).
- (D) Definitions (for purposes of this policy).
  - (1) “Records” are defined as any document, device or item, regardless of physical form or characteristic (including a record created, generated, sent, communicated or stored by electronic means) that is created or received by or comes under the jurisdiction of the university and which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the university. Records and their retention and associated retention schedules are numerated in the ~~IUC~~

~~manual~~” [Records Retention for Public Colleges and Universities in Ohio: A Manual](#) (“IUC manual”). University records may include, but are not limited to:

- (a) Financial records such as requisitions, purchase orders, invoices, bank data, and ledgers or journals.
  - (b) Administrative records such as correspondence, emails, reports, policy statements and related items both sent and received.
  - (c) Minutes of all university ~~boards~~[board](#) and committee meetings.
  - (d) Publications and other items issued by the university.
- (2) “Non-record materials” are documents, devices, or items in the university’s custody that do not meet the above definition because they are not needed to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Examples of non-records include:
- (a) Rough notes and drafts which do not contain any information that needs to be preserved or which merely duplicate information that is being preserved in other documents that are records.
  - (b) Extra copies of documents kept only for reference.
  - (c) Stocks of publications and processed documents.
  - (d) Library or museum materials intended solely for reference or exhibition.
- (3) “Active record” means any ~~records~~[record](#) that ~~relate~~[relates](#) to current business matters and ~~are~~[is](#) required to carry out the daily activities of the department.
- (4) “Disposal” means the removal of records from a department or office. It does not necessarily refer to record destruction, but

rather, to the various processes of records retention, whether offsite storage, conversion, or destruction.

- (5) “Electronic record” means any record that is created, generated, communicated, received, maintained or stored on any electronic medium owned by the university or controlled by the university or a university employee. Examples include, but are not limited to: email, word processing documents and spreadsheets, and databases.
- (6) “Permanent record” means a record that has continued historical or other value to ~~a~~ warrant retention beyond the time ~~they are~~ it is needed for administrative, legal, or fiscal purposes.
- (7) “Records custodian” means the employee responsible for records retention in their assigned area of university operations.
- (8) “Records retention schedule” is a listing of various types of routine, administrative records maintained by university offices and departments.
- (9) “Transitory records” are records which are needed for a limited time to complete a routine action, used in the preparation of final records, or are kept as information or convenience copies by offices or individuals who do not have primary responsibility for ~~offices or individuals who do not have primary responsibility for~~ them. Examples are drafts of documents, telephone messages, and emails relating to the scheduling of meetings.
- (10) “Unit leader” is a department chair, office director, or other administrator that directs the regular function of a unit of the university.

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

- (1) The program shall be ~~directed by the vice president for finance and business operations and~~ administered by the archives and special collections ~~unit~~ department of Maag library (“university archives”), which shall have authority to develop administrative procedures and guidelines to implement this rule.

- (2) The university hereby adopts the ~~“Records Retention for Public Colleges and Universities in Ohio: A Manual”~~ (hereafter, the ~~“IUC manual”~~) as developed by the inter-university council of Ohio, as it may be amended by the university’s administration, as its guidelines for the retention of its records. Records and their retention and associated retention schedules are numerated in the IUC manual.
- (3) University employees shall make such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the university and for the protection of the legal and financial rights of the state and persons directly affected by the university’s activities.
- (4) The creation of unnecessary and duplicative records should be avoided. Duplicative records are not official and should not be used to represent official records. Duplicative records should not be retained and should be destroyed as soon as their immediate need has passed.
- (5) University records shall be retained for such period as is required by retention schedules established by the IUC manual and administered by university archives and may be disposed of only in accordance with disposition instructions issued by ~~the~~ university archives.
- (6) Each unit leader is responsible for ensuring that unit records (including electronic records) are maintained in such a way that they can be identified and retrieved on demand.
- (7) Each unit leader shall identify a records custodian to ensure (in conjunction with university archives) that records are maintained in accordance with the university’s records retention schedule. Employees other than the records custodian may maintain records so long as the records custodian is aware of the records and is able to retrieve them.
- (8) Each unit shall develop a records inventory that describes the categories of records created and maintained by that unit.

- | (9) Records ~~may~~may be maintained in paper or electronic format so long as they may be identified and retrieved by the custodian. Maintenance and disposal of electronic records shall be determined by the content, not the medium. Digitized paper records (e.g., scanned documents) may be kept in lieu of paper records at the discretion of the unit leader and university archives.
  - | (10) University records shall not be removed or destroyed except in accordance with the university's records retention schedule.
  - | (11) Detailed administration guidelines for ~~Youngstown state university~~ records retention are found on the [university's records management](#) website.
- (F) Policy violation, removal, destruction, mutilation, alteration, transfer, or other disposition of university records, except as authorized by this policy, is prohibited and may result in disciplinary action.



**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 June 23, 2022, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2021-2022 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; 3356-7-43, Externally Funded Professional/Administrative Staff; and 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches;

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



**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**

**4/16/22 through 7/15/22**

**Separations – 26**

- Professional Administrative Staff – 6
- Excluded – 4
- Externally Funded – 4
- Faculty – 12

**Appointments – 8**

**Replacement Positions – 4**

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

**New Positions – 4**

- Excluded – 2
- Externally Funded – 2

**Reclassifications/Position Adjustments – 17**

- Professional Administrative Staff – 5
- Excluded – 11
- Faculty – 1

**Promotions – 9**

- Professional Administrative Staff – 8
- Excluded – 1

**Salary Adjustments – 28**

- Professional Administrative – 3
- Excluded – 6
- Externally Funded – 19

## **Transfers – 2**

- Professional Administrative Staff – 1
- Excluded – 1



**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
Centofanti, Allison	APAS	Success Coordinator	First Year Student Services	5/27/2022	1.00	\$ 43,645.00	Resignation
Defibaugh, Brittany	APAS	Engagement	Alumni & Events Operations	5/13/2022	1.00	\$ 40,812.16	Resignation
Hazy, Virginia	APAS	Program Coordinator Strategic Communication	Dean Cliffe College of Creative Arts	5/31/2022	1.00	\$ 60,000.00	Resignation
Miller, Susanne	APAS	Senior Academic Advisor 2	Dean Bitonte College Health & Human	5/31/2022	1.00	\$ 60,994.42	Retirement
Tupaj, Robert	APAS	Website Manager Portal Administrator	Marketing & Communications	7/4/2022	1.00	\$ 75,831.63	Retirement
Wells, Brian	APAS	Senior Academic Advisor 1	Dean Bitonte College Health & Human	5/31/2022	1.00	\$ 51,386.37	Resignation
Geltz, Rebecca	Excluded	Director	Institutional Research & Analytics	7/5/2022	1.00	\$ 95,040.54	Retirement
Greco-Yanniello, Alisha	Excluded	Director HRIS	Human Resources	4/22/2022	1.00	\$ 93,000.00	Resignation
Styraneec, Timothy	Excluded	Associate Director	Environmental Occupational Health & Safety	5/13/2022	1.00	\$ 66,973.76	Resignation
Sweeney, Stanley	Excluded	Director Kilcawley Center Student Union	Kilcawley Center	5/9/2022	1.00	\$ 76,125.00	Resignation
Haynie, Hannah	Externally Funded	Coordinator COVID Tracking Operations	Environmental Occupational Health & Safety	5/15/2022	0.25	\$ 26,000.00	Resignation
Loew, Melanie	Externally Funded	Coordinator English Festival	English	5/15/2022	0.38	\$ 13,933.33	Resignation
Gavin, Caitlin	Externally Funded	Instruction Specialist	Rich Center for Autism	7/15/2022	1.00	\$ 37,324.64	Resignation
Knight, Kristin	Externally Funded	Class Mentor Lead Instruction Specialist	Rich Center for Autism	6/30/2022	1.00	\$ 37,483.99	Resignation
Brickey, Russell	Faculty	Lecturer	English	5/15/2022	1.00	\$ 43,588.68	Nonrenewal
Choi, Myunghyun	Faculty	Lecturer	Criminal Justice	7/2/2022	1.00	\$ 42,734.00	Resignation

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
Chordas, Ronald	Faculty	Lecturer	Master of Health & Human Services	5/15/2022	1.00	\$ 57,909.14	Nonrenewal
Dick, Jeffrey	Faculty	Professor	Geology & Environmental Studies	6/30/2022	1.00	\$ 91,338.04	Retirement
Fields, Ronald	Faculty	Lecturer	English	5/15/2022	1.00	\$ 43,588.68	Nonrenewal
Gaier, Robyn	Faculty	Lecturer	Philosophy & Religious Studies	5/16/2022	1.00	\$ 49,138.50	Resignation
Huising, Cynthia	Faculty	Lecturer	Physics & Astronomy	5/15/2022	1.00	\$ 43,588.68	Nonrenewal
Jacobs, Alan	Faculty	Professor	Geology & Environmental Studies	5/31/2022	1.00	\$ 94,703.46	Retirement
LaVine, Mary	Faculty	Associate Professor	Teacher Education	6/20/2022	1.00	\$ 71,815.79	Retirement
Mathews, Walter	Faculty	Associate Professor	Communication	5/7/2022	1.00	\$ 84,791.00	Retirement
Mingrone, Alessia	Faculty	Visiting Lecturer - Ives	World Languages and Cultures	5/15/2022	1.00	\$ 42,734.00	Nonrenewal
Raabe, Amy	Faculty	Lecturer	Human Ecology	5/15/2022	1.00	\$ 54,653.52	Nonrenewal

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**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>
Alexander, Anne	APAS	Academic Advisor 1	Dean - WCBA	7/5/2022	1.00	\$ 35,568.00
Jerome, Madison*	Excluded	Deputy, Title IX Coordinator and Investigator	Equal Opportunity & Policy Compliance	7/5/2022	1.00	\$ 48,000.00
Marino, Nicole*	Excluded	Intermittent Museum Assistant and Educator	Industry & Labor Steel Museum	7/6/2022	0.25	\$ 16,640.00
Moring, Greg	Excluded	Acting Chair, Art	Dean - Cliffe College of Creative Arts	6/16/2022	0.45	\$ 40,000.00
Chapman, Gabrielle	Externally Funded	Instruction Specialist	Rich Center for Autism	7/5/2022	1.00	\$ 21,175.00
Giamboi, Julia	Externally Funded	Instruction Specialist	Rich Center for Autism	7/5/2022	1.00	\$ 22,175.00
Prokop, Andrew*	Externally Funded	Project Technician, Hybrid DED Additive Manufacturing	Civil Environmental & Chemical Engr	6/16/2022	1.00	\$ 65,000.00
Rea, Allison*	Externally Funded	Project Technician	Excellence Training Center	7/5/2022	1.00	\$ 57,000.00
<b>*New Positions</b>						

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Bannon, Crystal	APAS	Assistant Director/ Senior Career Academic Advisor 1	Career Exploration & Development	6/16/2022	1.00	\$ 50,341.11	\$ 47,943.91
Fetty, Katie	APAS	Success Coordinator/ Success Coordinator	Dean, Bitonte College Health & Human Services/First Year Student Success	7/5/2022	1.00	\$ 45,500.00	\$ 44,517.90
Miller, Megan	APAS	Senior Counselor, Penguin Service Center/ Counselor, Penguin Service Ctr	Registration & Records	5/1/2022	1.00	\$ 37,500.00	\$ 32,987.50
Stephan, Katie	APAS/Externally Funded	Clinical Counselor	Student Counseling Services	7/1/2022	1.00	\$ 52,800.30	\$ 51,765.00
Thompson, Kimberly	APAS	Senior Counselor Financial Aid/ Counselor, Financial Aid	Financial Aid and Scholarships	4/16/2022	1.00	\$ 40,505.91	\$ 36,823.55
Belgin, Heather	Excluded	Director / Associate Director	Alumni & Events Operations	4/16/2022	1.00	\$ 68,000.00	\$ 62,202.67
Christiansen Erb, Joy	Excluded	Associate Dean/ Special Assistant to the Dean	Dean - Cliffe College of Creative Arts	4/16/2022	1.00	\$ 107,000.00	\$ 101,829.00
Greene, Barbara	Excluded	Interim Director/ Manager AP Travel Services	Procurement Services	4/16/2022	1.00	\$ 79,020.00	\$ 69,020.00
Kucharski, Debora	Excluded/APAS	Interim Director/ Academic Advisor 2	Dean - STEM	7/16/2022	1.00	\$ 57,043.56	\$ 52,894.94
Lamb, Carol	Excluded	Interim Associate Dean/ Professor and Director	Dean - STEM/ School of Computer Science, Information & Engr Tech	7/1/2022	1.00	\$ 125,000.00	\$ 105,277.68
Luce, Stacey	Excluded	Manager, Benefits and Training / Manager, Employee Benefits	Human Resources	6/16/2022	1.00	\$ 68,329.80	\$ 62,118.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Minotti, Armand	Excluded	Associate Director, Marketing & Advertising/ Assistant Director, Marketing & Advertising	Marketing & Communications	5/1/2022	1.00	\$ 55,825.00	\$ 50,750.00
Rojas, Rolando	Excluded/APAS	Manager/ Coordinator	Undergraduate Admissions	5/1/2022	1.00	\$ 44,601.52	\$ 36,601.52
Sahli, Susan	PA Excluded/ Classified Excluded	Manager / Student Loan Supervisor	Financial Aid and Scholarships	4/16/2022	1.00	\$ 61,661.60	\$ 56,056.00
Scrocco, Frank	Excluded/APAS	Manager / Assist Director Special Program	Financial Aid and Scholarships	4/16/2022	1.00	\$ 57,229.65	\$ 52,026.95
Thomas, Jennifer	Excluded/APAS	Manager/Assistant Director SP Verification	Financial Aid and Scholarships	4/16/2022	1.00	\$ 51,417.78	\$ 45,908.73
Smith, Stephanie	Faculty	Professor/ Professor & Chair Visual/Dramatic Arts	Art/Visual Dramatic Arts	7/1/2022	1.00	\$ 86,919.36	\$ 104,601.36

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Baker, Stephanie	APAS	Case Manager / Coordinator Housing Res Life	Dean of Students / Housing	7/5/2022	1.00	\$ 45,000.00	\$ 40,914.95
Buck, Tiffany	APAS/Classified Excluded	Senior Financial Analyst / Business Operations Specialist 4	Controller's Office / Facilities Maintenance	4/16/2022	1.00	\$ 45,000.00	\$ 39,395.20
Burdette, Molly	APAS	Assistant Director, Degree Completion & Credentialing Facilitator/ Senior Academic Advisor 1	Registration & Records / Dean - Beeghly College Liberal Arts, Social Sciences & Education	5/16/2022	1.00	\$ 57,000.00	\$ 48,606.32
Duchon, Brian	APAS	Assistant Director / Senior Counselor Financial Aid	Financial Aid and Scholarships	4/16/2022	1.00	\$ 45,000.00	\$ 40,505.91
Korda, Dalton	APAS	Coordinator Ops and Event Services/Temp Coordinator Facility Operations	Kilcawley Center	5/16/2022	1.00	\$ 40,000.00	\$ 36,101.52
Muir, Lauren	APAS	Associate Bursar / Coordinator, Gifts Accounting	Bursar / Controller's Office	5/16/2022	1.00	\$ 63,000.00	\$ 47,197.50
Theiss, Ian	APAS	Assistant Director Retail Operations/Temporary Coordinator Retail Operations	Kilcawley Center	5/16/2022	1.00	\$ 45,000.00	\$ 36,101.00
Wells, Nicole	APAS	Coordinator Teacher Licensure/ Clinical Coordinator Graduate	Dean - Beeghly College Liberal Arts, Social Science & Education/ Nursing	5/1/2022	1.00	\$ 50,000.00	\$ 48,705.00
Cameron, Angela	Excluded	Associate Director Research Services /Director	Office of Research Services / Ctr for Human Services Develop	6/20/2022	1.00	\$ 73,143.00	\$ 67,967.45

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Stanley, Jacob	APAS	Coordinator	Undergraduate Admissions	5/1/2022	1.00	\$ 40,000.00	1.00	\$ 36,101.52
Clyde, Carrie	APAS	Learning and Development Admin	Human Resources	5/16/2022	1.00	\$ 55,506.39	1.00	\$ 55,006.39
Leonelli, Ashley	APAS	Coordinator Graduate Admissions	Dean College of Graduate Studies	6/1/2022	1.00	\$ 46,964.26	1.00	\$ 46,464.26
Ewing, David	Excluded	Associate Director	Grounds	5/16/2022	1.00	\$ 75,000.00	1.00	\$ 67,583.59
Gentile, Julie	Excluded	Director	Environmental Occupational Health & Safety	6/1/2022	1.00	\$ 75,000.00	1.00	\$ 69,020.00
Hubert, Christine	Excluded	Director	Undergraduate Admissions	5/1/2022	1.00	\$ 93,079.22	1.00	\$ 88,079.22
Sacco, Vincent	Excluded	Director	Facilities Maintenance	5/16/2022	1.00	\$ 95,000.00	1.00	\$ 88,238.71
Spencer, William	Excluded	Associate Director, Planning & Construction	Facilities Maintenance	5/1/2022	1.00	\$ 85,000.00	1.00	\$ 75,077.89
White, Richard	Excluded	Director, Planning & Construction	Facilities Maintenance	5/1/2022	1.00	\$ 95,000.00	1.00	\$ 81,860.77
Bock, Jodie	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 28,956.45	1.00	\$ 27,577.57
Bondi, Daniel	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 36,921.29	1.00	\$ 35,163.13
Burton, Shawntae	Externally Funded	Outreach Coordinator ADMETE	Civil Environmental & Chemical Engineer	5/1/2022	1.00	\$ 49,654.11	1.00	\$ 45,140.10
Candel, Anthony	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 42,619.65	1.00	\$ 40,590.14
Chapman, Chaste	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 22,233.75	1.00	\$ 21,175.00
Cornell, Amy	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 35,980.84	1.00	\$ 34,267.47
Gavin, Caitlin	Externally Funded	Class Mentor Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 37,324.64	1.00	\$ 35,547.28

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Gereb, Scott	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 33,668.73	1.00	\$ 32,065.46
Harris, Gloria	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 33,948.41	1.00	\$ 32,331.82
Joseph, Jana	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 40,239.57	1.00	\$ 38,323.40
Kassos, Pamela	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 34,983.57	1.00	\$ 33,317.69
Leskovec, Alexandra	Externally Funded	Class Mentor Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 38,720.83	1.00	\$ 36,876.98
Mancini, Anthony	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 28,956.45	1.00	\$ 27,577.57
Moore, Kimberly	Externally Funded	Instruction Specialist	Rich Center for Autism	5/16/2022	1.00	\$ 24,057.82	1.00	\$ 22,696.06
Moore, Kimberly	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 25,260.71	1.00	\$ 24,057.82
Porch, Erica	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 34,037.17	1.00	\$ 32,416.35
Trott, Natalie	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 39,157.62	1.00	\$ 37,292.97
Watkins, Taliah	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 39,157.62	1.00	\$ 37,292.97
Wilson, Marcelle	Externally Funded	Museum Site Manager	History	7/1/2022	0.50	\$ 24,565.07	0.50	\$ 23,112.67



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>SALARY</b>
Moorer, Susan	APAS	Assistant Director DEI / Assistant Director SAS	Diversity and Inclusion / Dean of Students	6/16/2022	1.00	\$ 65,053.70
Rogner, William	Excluded	Campus Safety Emergency Management Officer	YSU Police / University Relations	4/16/2022	1.00	\$ 48,283.14



## **SUMMARY OF PERSONNEL ACTIONS**

### **Athletic Employees**

**4/16/2022 through 7/15/2022**

#### **Separations – 7**

- Professional Administrative Staff – 1
- Excluded – 6

#### **Appointments – 3**

- Excluded – 3

#### **Salary Adjustments – 17**

- Professional Administrative Staff – 1
- Excluded – 16

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>	<b>TYPE OF SEPARATION</b>
Bailey, Rashaun	APAS	Assistant Athletic Trainer	Training Room	6/17/2022	1	\$ 57,117.26	Resignation
Collins, Ryan	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	6/3/2022	1.00	\$ 35,000.00	Nonrenewal
Gervelis, Alyssa	Excluded	Assistant Coach	Soccer - Women's	5/15/2022	1.00	\$ 30,450.00	Resignation
Marshall, Taylor	Excluded	Asst Coach Women's	Lacrosse - Women's	6/10/2022	1.00	\$ 32,500.00	Resignation
Nwachukwu, Chinedu	Excluded	Assistant Coach	Basketball - Men's	7/15/2022	1.00	\$ 77,647.50	Resignation
Peterson, Cole	Excluded	Assistant Football Coach	Football	7/8/2022	1.00	\$ 45,900.00	Resignation
Ritter, Lynnne	Excluded	Assistant Coach	Volleyball	6/24/2022	1.00	\$ 30,000.00	Resignation

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22  
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>
Phillips, Thomas	Excluded	Assistant Coach	Football	4/18/2022	1.00	\$ 55,000.00
Romanyk-O'Brien, Ashley	Excluded	Assistant Coach	Lacrosse - Women's	7/5/2022	1.00	\$ 32,500.00
Bergner, Miles	Excluded	Manager, Athletic Facilities and Prog	Athletic Facilities Rental	5/16/2022	1.00	\$ 50,000.00

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Eddy, Connie	APAS	Coordinator	Ticket Office	6/1/2022	1.00	\$ 45,441.96	1.00	\$ 43,278.06
Butler, Chelsie	Excluded	Assistant Coach	Basketball - Women's	7/1/2022	1.00	\$ 51,510.00	1.00	\$ 47,500.00
Campbell, Brian	Excluded	Head Coach	Softball	7/1/2022	1.00	\$ 62,738.16	1.00	\$ 60,898.84
Clarkson, Kendyl	Excluded	Assistant Coach	Lacrosse - Women's	7/1/2022	1.00	\$ 41,335.50	1.00	\$ 35,525.00
Glover, Malika	Excluded	Assistant Coach	Basketball - Women's	7/1/2022	1.00	\$ 53,805.00	1.00	\$ 50,750.00
Gorby, Brian	Excluded	Head Coach Track and CC	Track - Men's	7/1/2022	1.00	\$ 71,359.20	1.00	\$ 68,588.63
Hernandez, Ulises	Excluded	Head Coach	Tennis - Men's	7/1/2022	1.00	\$ 41,256.96	1.00	\$ 35,447.64
Joy, Tony	Excluded	Head Coach	Golf - Men's	7/1/2022	0.75	\$ 29,483.10	0.75	\$ 28,618.48
Kuberski, Douglas	Excluded	Head Coach	Women's Bowling	7/1/2022	1.00	\$ 46,597.68	1.00	\$ 40,683.83
Morales, Arnaldo	Excluded	Assistant Coach Track and Field	Track - Men's	7/1/2022	1.00	\$ 42,179.04	1.00	\$ 40,541.00
Nicolais, John	Excluded	Associate Head Coach	Basketball - Women's	7/1/2022	1.00	\$ 60,001.50	1.00	\$ 55,825.00
Pacanowski, Jason	Excluded	Assistant Coach Director of Operations Wms Bktb	Basketball - Women's	7/1/2022	1.00	\$ 41,414.04	1.00	\$ 38,602.00
Reagan, Kelsey	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	7/1/2022	1.00	\$ 41,335.50	1.00	\$ 35,525.00
Sopel, Mickael	Excluded	Head Coach	Tennis - Women's	7/1/2022	1.00	\$ 55,894.98	1.00	\$ 53,724.29
Tomei, Megan	Excluded	Assistant Coach Track Field Throws	Track - Women's	7/1/2022	1.00	\$ 45,257.40	1.00	\$ 43,500.00
Walton, Theresa	Excluded	Head Coach	Lacrosse - Women's	7/1/2022	1.00	\$ 63,360.36	1.00	\$ 60,900.00
Zilles, Sara	Excluded	Assistant Coach	Softball	7/1/2022	1.00	\$ 41,976.06	1.00	\$ 40,745.34

# The Division of Student Affairs

Board of Trustees Meeting

September 2022



**YOUNGSTOWN  
STATE  
UNIVERSITY**

# The Division of Student Affairs

The Division of Student Affairs encompasses departments that create the experiences beyond the classroom.

In an effort to meet students' unique needs, our division is comprised of three offices: **The Office of Student Enrollment and Business Services, The Office of the Dean of Students, and The Office of Student Experience.**

The Division of Student Affairs is committed to supporting students in every facet of their experience at YSU.



# The Office of Student Enrollment & Business Services

## Undergraduate Admissions

### Office of Undergraduate Admissions

**Mission Statement:** The Office of Undergraduate Admissions supports the mission of the university by recruiting, admitting and serving a diverse student population capable of matriculating and graduating. The office also maintains the integrity of the admissions process by systematic and efficient evaluation of academic credentials in order to ensure college access to eligible students.

**Quality Statement:** Identifying prospective students for recruitment that are college ready and capable of succeeding at Youngstown State University.

### **Attribute Statements:**

- **Recruitment to Matriculation** - Identifies prospective students for recruitment through the use of direct communication with students, High School visits, college fairs, campus visit programs, and special events that are college ready and matriculate.
- **Persistence to Completion** - Evaluates student transcripts and test records to determine the applicant's ability to successfully matriculate to YSU and persist until graduation from their chosen academic program.
- **Career Planning to Life Long Learning** – Assists students to identify potential academic majors and careers through education/presentations, and to prepare for college by guiding prospective students and families through the admissions process.



# The Office of Student Enrollment & Business Services

## Financial Aid & Scholarships

### Office of Financial Aid & Scholarships

**Mission Statement:** The Office of Financial Aid & Scholarships places an emphasis on education, collaboration, accountability, and innovation in its daily operations. The office strives to provide up-to-date information on financial aid processes and options for current and prospective students, as well as their families, working collaboratively with campus partners during student and recruitment events. Additionally, as counselors, managers of budgets, implementers of regulations, and keepers of protected data, it is the role of the office to ensure equity and consistency in the delivery of funds to students while also maintaining compliance with accurate reporting to federal, state, and private funding sources in an efficient and streamlined manner and by using technological enhancements and advancements. Through these efforts, the office establishes its value to the university by providing proficient awarding practices, increasing financial aid literacy, minimizing student debt, and decreasing default rates, thus ensuring its importance to a student's degree completion.

**Quality Statement:** Educating current and prospective students, as well as their families on financial aid processes and options that enable them to focus on academic goals rather than financial concerns.

# The Office of Student Enrollment & Business Services

## Financial Aid & Scholarships

### *Continued*

#### Office of Financial Aid & Scholarships

##### **Attribute Statements:**

- Engages in recruitment events both on-campus and within the community.
- Provides outreach to prospective and current students in an effort to enhance their understanding of financial aid literacy.
- Counsels students and parents by having critical financial conversations about financial aid options, loss of income, appeals, etc.
- Packages financial aid and scholarships in support of YSU's enrollment strategies.
- Maximizes sources of federal, state, private and institutional funding for students.
- Ensures equity and consistency in the delivery of funds to students.
- Provides quality customer service that leads to enrolling and retaining students.
- Promotes debt management strategies.
- Works collaboratively with campus partners to educate and enhance awareness of financial aid and its importance in the student's overall college experience.
- Implements technological enhancements designed to educate and communicate more regularly about scholarships, making financial aid learning tools available 24/7, and providing information on student's personal financial aid usage.
- Advocates for and ensures that YSU is in compliance with the rules and regulations associated with federal, state, institutional and private donor funds.

# The Office of Student Enrollment & Business Services



## UNDERGRADUATE ADMISSIONS

- Recruitment of New & Transfer Students
- Credential Evaluation for Regular & Test Optional Admission
- Residency Review
- Admissions Recruitment & Yield Programs
- Assist Academic Colleges with Recruitment Activities & Events
- Individual Campus Visits & Tours
- High School Visits & College Fairs
- Major & Career Counseling

## FINANCIAL AID & SCHOLARSHIPS

- Merit Based Scholarship Processing & Offers
- Recruitment Presentations & Outreach for New, Transfer & Adult Undergraduates
- FAFSA Education & Processing
- Federal Verification Processing
- Federal Direct Student & Parent Loan Processing
- Private Student Loan Processing
- Federal Work Study Employment Awarding and Processing
- Financial Aid Offer Packaging
- Payment Assistance Outreach to Current Students with Balances Owed
- Federal, State & Institutional Aid Program Compliance & Audits
- Financial Aid Literacy
- Outside Scholarships Check Processing
- Third Party Program Processing
- Employee Fee Remission Processing
- Graduate Scholarship & Assistantship Processing
- International Scholarship & Agreements Award Processing
- Ad Hoc Consortium & Study Abroad Processing

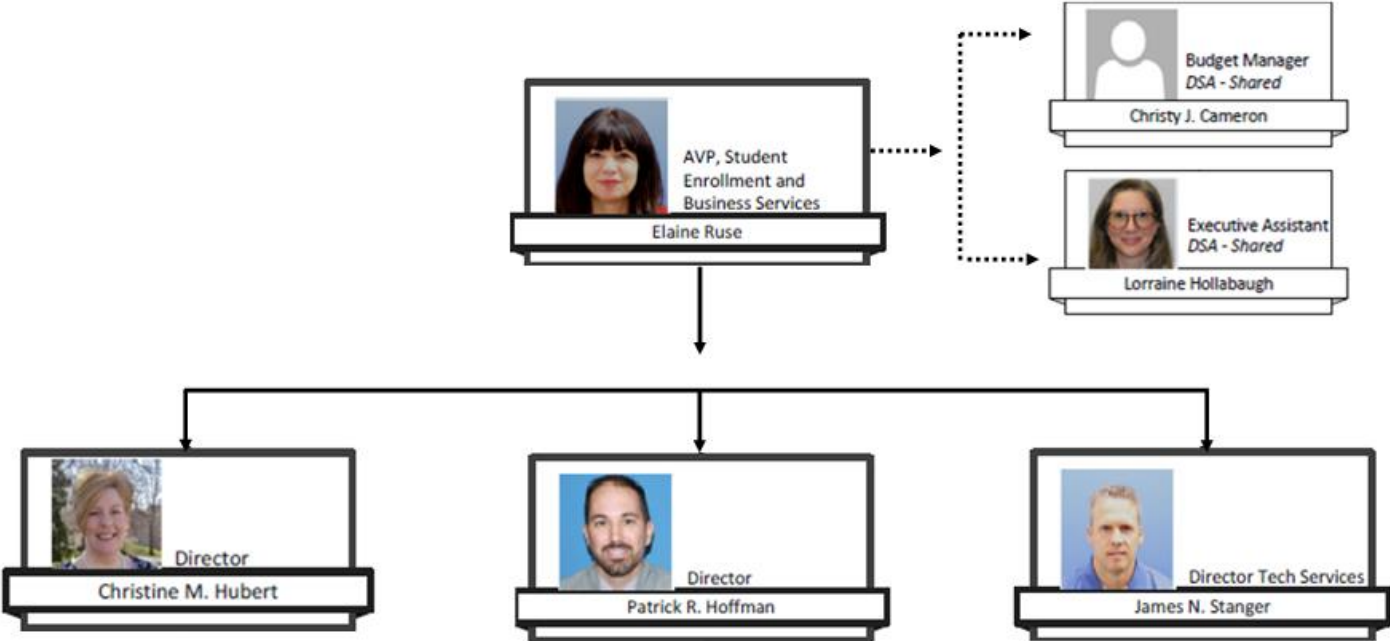
## TECHNOLOGY & SUPPORT SERVICES FOR STUDENT ENROLLMENT AREAS

- Admissions & Financial Aid Data & Reports
- Ellucian CRM Recruit & Banner Systems Upgrades & Patches
- New Award Year Federal Updates
- Ellucian Banner Document Management Storage
- Federal & State Reporting Processes for Payment Reimbursement
- Federal Work Study Reconciliations with Payroll
- Upload Tool for Electronic Document Submissions
- SQL Queries and Reporting
- Online YSU Foundation Scholarship Application
- Online Scholarship Search Engine & Updates
- Online Net Price Calculator & Financial Aid Estimator
- Online Financial Aid Snapshot for Students
- Online Summer Aid Application
- Online Housing Grant Application
- Reporting Tool
- Online Staff Snapshot
- Financial Aid & Admissions Survey Queries & Data
- YSU Foundation Thank You Letter System & Processes

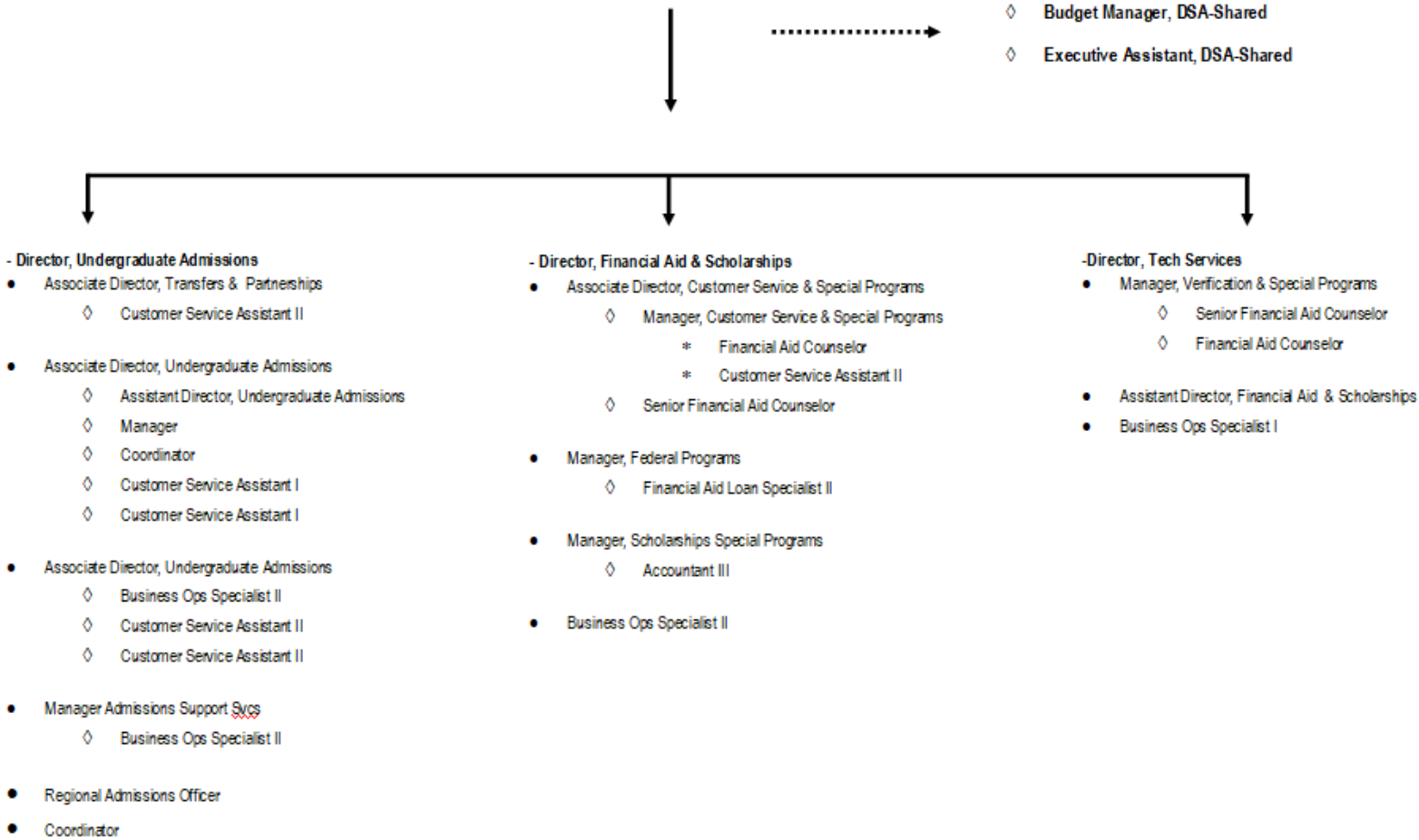


**YOUNGSTOWN  
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# The Office of Student Enrollment & Business Services



-AVP, Student Enrollment & Business Services



# Student Enrollment & Business Services

- Supports the strategic plan by doing everything possible to recruit and admit undergraduate students with the academic profile to be successful at YSU and by offering the best combination of financial aid to demonstrate YSU's net tuition cost value to enroll and persist through to graduation.
  - Experienced leaders work with Undergraduate Admissions & Financial Aid staff to focus on what can be done to counteract demographic, economic, and competitor institution influences. Freshmen & Transfer data is reported, monitored, and utilized.
  - Understand and appreciate what YSU has to offer and how competitive recruitment has become so they focus on responsiveness to student and parent needs and concerns, demonstrating YSU's student-centered approach to service.
  - Work to increase the number of applicants and admitted students to improve yield.
  - Provide the best financial aid offers and customer service to students while ensuring federal, state, external, and institutional compliance is upheld.

# Student Enrollment & Business Services Undergraduate Admissions Initiatives

- Visit more high schools and attend more college fairs throughout Ohio and western Pennsylvania to recruit incoming freshmen
- Further develop communication strategies and communication plans within the New Recruit System
- Work with school counselors to increase application completion rates from their high schools
- Develop a more comprehensive student recruitment strategy for College Credit PLUS (CCP) students
- Implement the Recruit System in collaboration with the Honors College staff to process Honors College & BaccMed applications

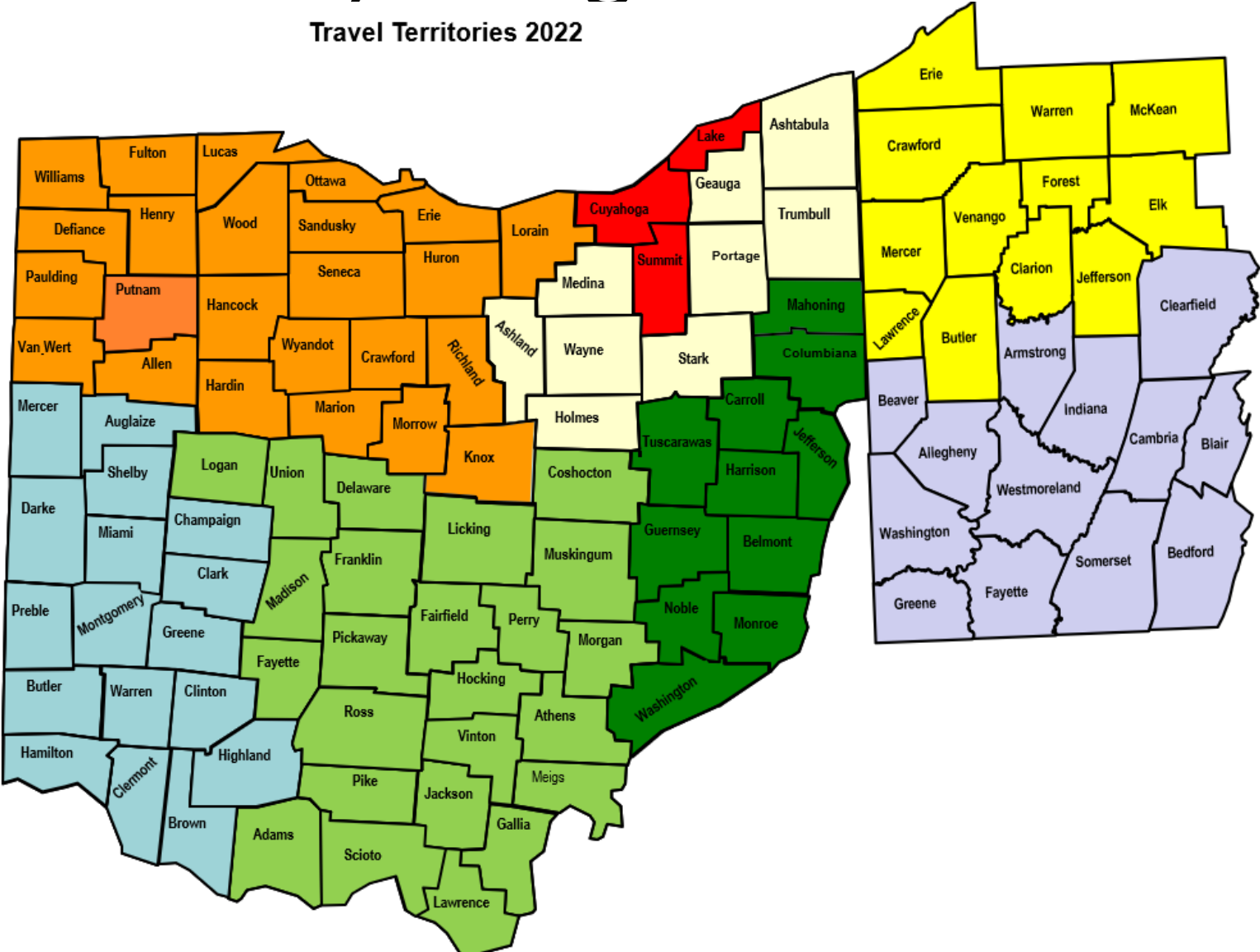
# Student Enrollment & Business Services Financial Aid & Scholarships Initiatives

- Implement the Banner Financial Aid Self-Service 9 System
- Increase the number of Free Application for Federal Student Aid (FAFSA's) Received
- Integrate both Beeghly College of Liberal Arts, Social Sciences & Education and Bitonte College of Health and Human Services into the online YSU Foundation Scholarship Application
- Process federal student aid verifications using the Ellucian Banner Document Management (BDM) System



# Recruiter Territory Assignments

Travel Territories 2022



# Fall Freshman Weekly Report

Fall 2022 vs. Fall 2021 vs. Fall 2020 vs. Fall 2019 vs. Fall 2018 Freshmen Comparison													
8/1/2022 vs. 8/2/2021 vs. 8/3/2020 vs. 8/5/2019 vs. 8/6/2018													
	Fall 2022	Fall 2021	Fall 2020	Fall 2019	Fall 2018	22 vs. '21	22 vs. '21	22 vs. '20	22 vs. '20	22 vs. '19	22 vs. '19	22 vs. '18	22 vs. '18
						Difference	Percentage	Difference	Percentage	Difference	Percentage	Difference	Percentage
Applied	7,275	6,532	8,470	9,161	10,457	743	11.37%	(1,195)	-14.11%	(1,886)	-20.59%	(3,182)	-30.43%
Admitted	5,919	5,172	5,945	6,166	7,164	747	14.44%	(26)	-0.44%	(247)	-4.01%	(1,245)	-17.38%
Honors College Applications	632	482	560	546	540	150	31.12%	72	12.86%	86	15.75%	92	17.04%
Registered for Orientation	1,572	1,654	1,956	2,042	2,452	(82)	-4.96%	(384)	-19.63%	(470)	-23.02%	(880)	-35.89%
Orientation Attendance (18 programs)	1,460	1,695	1,852	2,009	2,315	(235)	-13.86%	(392)	-21.17%	(549)	-27.33%	(855)	-36.93%
Scholarships Awarded	2,983	3,127	2,854	3,054	3,921	(144)	-4.61%	129	4.52%	1,789	-2.32%	(938)	-23.92%
FAFSA Applications Received	3,100	3,162	3,757	4,001	4,737	(62)	-1.96%	(657)	-17.49%	(901)	-22.52%	(1,637)	-34.56%
Financial Aid Offers	2,927	3,000	3,045	3,217	3,335	(73)	-2.43%	(118)	-3.88%	(290)	-9.01%	(408)	-12.23%
Freshmen Paid Housing	453	377	563	619	701	76	20.16%	(110)	-19.54%	(166)	-26.82%	(248)	-35.38%
Ohio admitted	3,520	3,420	3,155	3,156	5,397	100	2.92%	365	11.57%	364	11.53%	(1,877)	-34.78%
Out-of-state admitted	2,117	1,165	1,469	1,256	1,768	952	81.72%	648	44.11%	861	68.55%	349	19.74%
ACT Registered	21.19	21.31	21.60	21.57	21.66								
GPA Registered	3.53	3.52	3.48	3.40	3.35								
Transfer Applied	837	739	1012	1154	1260	98	13.26%	(175)	-17.29%	(317)	-27.47%	(423)	-33.57%
Transfer Admitted	498	491	575	689	750	7	1.43%	(77)	-13.39%	(191)	-27.72%	(252)	-33.60%
Transfer Registered	196	241	281	352	336	(45)	-18.67%	(85)	-30.25%	(156)	-44.32%	(140)	-41.67%
Admitted by Race	Fall 2022												
American Indian/Alaska Native	7	0.12%											
Asian	68	1.21%											
Black/African American	798	14.16%											
Native Hawaiian/Other Pacific Islander	4	0.07%											
Hispanic/Latino Ethnicity	277	4.91%											
Multiple	248	4.40%											
Nonresident Alien	1,053	18.68%											
Unknown	145	2.57%											
White	3,037	53.88%											
Total Admitted	5,637												

Prepared by: E. Ruse 8/1/22



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# Fall 14<sup>th</sup> Day Comparisons

Fall 2021 Freshmen / Overall Registration Comparison vs 2020 and 2019 and 2018 and 2017

	Fall 2021	Fall 2020	21 vs. '20	%	Fall 2019	21 vs. '19	%	Fall 2018	21 vs. '18	%	Fall 2017	21 vs. '17	%
Headcount	11298	11,788	-490	-4.16%	12,155	-857	-7.05%	12,696	-1,398	-11.01%	12,644	-1,346	-10.65%
FTE	9031	9,739	-708	-7.27%	10,185	-1,154	-11.33%	10,566	-1,535	-14.53%	10,432	-1,401	-13.43%
Total New Freshmen	1629	1,822	-193	-10.59%	2,010	-381	-18.96%	2,383	-754	-31.64%	2,278	-649	-28.49%
Total New Transfers	387	420	-33	-7.86%	470	-83	-17.66%	495	-108	-21.82%	608	-221	-36.35%
Total New Graduate	491	426	65	15.26%	285	206	72.28%	348	143	41.09%	334	157	47.01%
Total New College Credit Plus	559	777	-218	-28.06%	682	-123	-18.04%	811	-252	-31.07%	631	-72	-11.41%
ACT average	21.31	21.60	-0.29		21.57	-0.26		21.65	-0.34		21.80	-0.49	
GPA average	3.52	3.48	0.04		3.4	0.12		3.35	0.17		3.31	0.21	
Honors College Freshmen	299	337	-38	-11.28%	282	17	6.03%	330	-31	-9.39%	333	-34	-10.21%
Boardman	109	130	-21	-16.15%	122	-13	-10.66%	126	-17	-13.49%	122	-13	-10.66%
Austintown Fitch	98	99	-1	-1.01%	114	-16	-14.04%	140	-42	-30.00%	107	-9	-8.41%
Canfield	71	80	-9	-11.25%	107	-36	-33.64%	110	-39	-35.45%	90	-19	-21.11%
Poland	60	56	4	7.14%	64	-4	-6.25%	86	-26	-30.23%	71	-11	-15.49%
Hubbard	41	49	-8	-16.33%	47	-6	-12.77%	60	-19	-31.67%	72	-31	-43.06%
Struthers	40	44	-4	-9.09%	42	-2	-4.76%	57	-17	-29.82%	54	-14	-25.93%
Ursuline	37	48	-11	-22.92%	40	-3	-7.50%	49	-12	-24.49%	45	-8	-17.78%
Howland	32	39	-7	-17.95%	48	-16	-33.33%	60	-28	-46.67%	45	-13	-28.89%
Lakeview	30	35	-5	-14.29%	34	-4	-11.76%	33	-3	-9.09%	39	-9	-23.08%
McKinley	27	36	-9	-25.00%	45	-18	-40.00%	33	-6	-18.18%	37	-10	-27.03%
South Range	27	33	-6	-18.18%	35	-8	-22.86%	25	2	8.00%	40	-13	-32.50%
Cardinal Mooney	26	33	-7	-21.21%	29	-3	-10.34%	33	-7	-21.21%	33	-7	-21.21%
Girard	26	39	-13	-33.33%	30	-4	-13.33%	38	-12	-31.58%	49	-23	-46.94%
Springfield Local	26	30	-4	-13.33%	20	6	30.00%	37	-11	-29.73%	30	-4	-13.33%
McDonald	25	18	7	38.89%	29	-4	-13.79%	24	1	4.17%	34	-9	-26.47%
Salem	23	9	14	155.56%	19	4	21.05%	27	-4	-14.81%	17	6	35.29%
Hickory, PA	22	18	4	22.22%	7	15	214.29%	28	-6	-21.43%	18	4	22.22%
Youngstown Early College	21	18	3	16.67%	28	-7	-25.00%	26	-5	-19.23%	18	3	16.67%
Campbell	20	22	-2	-9.09%	22	-2	-9.09%	25	-5	-20.00%	15	5	33.33%
Liberty	19	13	6	46.15%	28	-9	-32.14%	33	-14	-42.42%	26	-7	-26.92%
New Castle PA	19	19	0	0.00%	18	1	5.56%	18	1	5.56%	10	9	90.00%
Crestview	18	31	-13	-41.94%	21	-3	-14.29%	18	0	0.00%	22	-4	-18.18%
Mineral Ridge	18	25	-7	-28.00%	24	-6	-25.00%	27	-9	-33.33%	19	-1	-5.26%
Western Reserve	18	13	5	38.46%	15	3	20.00%	23	-5	-21.74%	19	-1	-5.26%



# Financial Aid Dashboard

The Office of Financial Aid and Scholarships is committed to helping students with the financial aid process. Every effort to communicate all available financial resources is made. One of our main objectives is to offer students and parents a complete financial aid package early to plan for college expenses.

## YSU OFFICE OF FINANCIAL AID & SCHOLARSHIPS

### KEY INDICATORS OF SUCCESS

Processing	2019-20	2020-21	2021-22*
Number of Federal Student Aid Applications (FAFSA's) received	14,410	13,773	12,595
Number of FAFSA results (Institutional Student Information Records-ISIR's) verified	2,702	2,370	2,435
Number of students packaged (completed FAFSA results)	11,842	11,473	11,318
Number of loan applications processed and paid (to students with registered hours)	7,663	6,908	6,310
Number of Summer Aid applications received	669	648	834
Funds Management (Disbursed/Paid Amounts)	2019-20	2020-21	2021-22*
Federal Grants (Pell & FSEOG)	\$19,472,259.30	\$17,593,480.27	\$16,202,841.18
Federal Loans (Stafford & PLUS)	\$51,939,654.00	\$48,975,734.00	\$47,188,706.00
Private (Alternative) Loans	\$4,734,827.21	\$4,220,705.76	\$4,327,603.00
Federal Work-Study	\$553,756.98	\$405,504.51	\$634,241.11
Ohio and Pennsylvania State Grants	\$5,783,179.81	\$5,177,549.79	\$4,964,040.05
YSU Goal Based Scholarship Programs (funded by YSU Foundation and the University)	\$15,846,683.38	\$15,436,028.50	\$14,149,480.13
All Other Aid Programs	\$24,258,958.48	\$23,652,552.64	\$34,010,826.51
Total Aid Disbursements	\$122,589,319.16	\$115,461,555.47	\$121,477,737.98

\* 2021-22 award information is not final and is subject to change

### Financial Aid Night – Funding Your Future

The Office of Financial Aid and Scholarships sponsored two community service financial aid night events. An in-person event held on campus in the Kilcawley Center on October 19, 2021 and a virtual event held January 26, 2022.

Both events educated college-bound students and parents, promoted financial aid literacy, and provided information about financial aid applications such as the Free Application for Federal Student Aid and YSU's scholarship applications. Attendance was noteworthy with a total of 289 in attendance between both events.



### Student Outreach

The Office of Financial Aid and Scholarships has focused on providing more personalized direct outreach to students and families since the COVID-19 pandemic hit. Over the last year, the Office of Financial Aid and Scholarships participated in numerous recruitment events such as Penguin Preview Day programs, Experience Y Day programs, and new student orientations to name a few. Moreover, the staff conducted financial aid presentations at local area high schools and presented scholarships to recipients at senior ceremonies as well. Staff also attended on-campus events hosted by YSU departments and colleges to provide information over the last year.

Telephone call and email campaigns were used to offer financial aid staff assistance with the completion of the Free Application for Federal Student Aid (FAFSA), federal verification, acceptance of financial aid offers, and resolving outstanding balances owed to name a few.

When the U.S. Department of Education waived certain federal verification requirements, the Office of Financial Aid and Scholarships reached out to students and families to ask if they experienced a financial hardship during the calendar year 2020, or into 2021 so they could offer financial assistance and reassess federal and state grant eligibility to ensure students were receiving all possible need-based financial aid resources. They also mailed postcards and sent email communications to students encouraging them to contact the Office of Financial Aid and Scholarships to make an appointment with a financial aid counselor for assistance with the loss of income process.

The Office of Financial Aid and Scholarships also has staff available to answer questions asked through the ZeeMe app. The app focuses on engagement and connects incoming freshmen to university representatives and to each other.

# 2019 SEBS Staff to Employee Ratio & Comparison

INSTITUTION	STUDENT FTE	SEBS STAFF FTE	STUDENT: SEBS RATIO
Bowling Green State University	16,462	86.0	1 : 191
Kent State University	23,143	71.0	1 : 326
Miami University	19,716	157.0	1 : 126
Ohio University	20,330	120.0	1 : 169
Wright State University	12,279	85.0	1 : 144
<b>Youngstown State University</b>	<b>10,185</b>	<b>35.0</b>	<b>1 : 291</b>

*Student FTE Source: 2019 Fall 15<sup>th</sup> Day Enrollment Statistics  
Total SEBS Staff Source: Peer University websites, Peer contacts*

# 2019 SEBS Staff to Employee Ratio & Comparison

INSTITUTION	TOTAL # FT/PT EMPLOYEES	TOTAL FTE SEBS STAFF	SEBS STAFF TO EMPLOYEE RATIO	TOTAL SEBS OPERATING BUDGET	SEBS SPEND PER TOTAL # FT/PT EMPLOYEES
Bowling Green State University	3,594	86.0	1 : 42	\$5,352,236	\$1,489
Kent State University	6,653	71.0	1 : 94	\$4,574,624	\$688
Miami University	4,656	157.0	1 : 30	\$16,871,699	\$3,624
Ohio University	6,497	120.0	1 : 54	\$12,612,206	\$1,941
Wright State University	2,694	85.0	1 : 32	\$6,465,603	\$2,400
<b>Youngstown State University</b>	<b>1,973</b>	<b>35.0</b>	<b>1 : 56</b>	<b>\$4,216,444</b>	<b>\$2,137</b>

*Total FT/PT Employee Source: Ohio Department of Higher Education, Fall 2019, report date April 2020*

*Total SEBS Staff Source: Peer University websites, Peer contacts*

*Total Operating Budget Source: Peer University websites*

# Points of Pride

Implementation of the CRM  
Ellucian “Recruit” System  
for Undergraduate  
Admission Recruitment &  
Application Processes

Penguin Preview Day  
Recruitment Programs

Experience Y Day Yield  
Programs

Permanent Test Optional  
Admission Approved by  
Academic Senate

Virtual Admissions  
Recruitment & Financial Aid  
Community Service  
Education Programs

HEERF I, II & III Emergency  
Grant Student Aid  
Distribution, Administration,  
& Compliance

Financial Aid Community  
Service Financial Aid Night  
Programs to Improve  
Financial Aid Literacy

State of Ohio 2021-22  
Second Chance Grant Pilot  
Program and 2022-23  
Award Year Continuation

Tracking of Admissions &  
Financial Aid Student  
Information & Report  
Distribution of Year Over Year  
Comparisons & Dashboards

Increased & Improved  
Communication Plans  
Associated with Prospective  
Student Recruitment,  
Admissions Applications &  
Orientation Sign Up

# Thank you!



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# The Office of Student Enrollment & Business Services

## Classification Summary

Classification	FY18		FY19		FY20		FY21		FY22	
	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE
AVP, Student Enrollment & Business Services	0.00	0.0	0.00	0.0	0.00	0.0	129,355.00	1.0	131,295.33	1.0
Administrative Assistant I, Student Enrollment & Business Services	22,791.60	0.5	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Regional Admissions Officer Student Enrollment Business Services	37,500.00	1.0	37,875.00	1.0	38,632.00	1.0	38,632.00	1.0	39,211.48	1.0
	<b>60,291.60</b>	<b>1.5</b>	<b>37,875.00</b>	<b>1.0</b>	<b>38,632.00</b>	<b>1.0</b>	<b>167,987.00</b>	<b>2.0</b>	<b>170,506.81</b>	<b>2.0</b>
Executive Director, Financial Aid & Scholarships	0.00	0.0	0.00	0.0	118,555.42	1.0	0.00	0.0	0.00	0.0
Director, Financial Aid & Scholarships	109,600.00	1.0	110,696.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0
Director, Financial Aid & Scholarships	0.00	0.0	0.00	0.0	80,000.00	1.0	80,000.00	1.0	81,200.00	1.0
Director, Technology & Support Services Financial Aid	86,500.00	1.0	87,365.00	1.0	89,112.30	1.0	89,112.30	1.0	90,448.98	1.0
Assistant Director, Compliance Programs Financial Aid	48,000.00	1.0	48,480.00	1.0	49,449.60	1.0	50,438.59	1.0	51,195.17	1.0
Business Ops Specialist I, Technology & Support Services Financial Aid	0.00	0.0	0.00	0.0	0.00	0.0	53,123.20	1.0	53,788.80	1.0
Customer Services Assistant I, Financial Aid	42,432.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Customer Services Assistant II, Technology & Support Services Financial Aid	0.00	0.0	45,572.80	1.0	45,822.40	1.0	45,822.40	1.0	46,404.80	1.0
Student Loan Supervisor, Financial Aid	51,792.00	1.0	55,120.00	1.0	55,369.60	1.0	55,369.60	1.0	56,056.00	1.0
Financial Aid Loan Specialist I	34,548.80	1.0	35,526.40	1.0	35,776.00	1.0	35,776.00	1.0	0.00	0.0
Financial Aid Loan Specialist II	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	36,462.40	1.0
Business Ops Specialist II, Financial Aid and Scholarships	0.00	0.0	0.00	0.0	0.00	0.0	54,142.40	1.0	54,828.80	1.0
Associate Director, Cust Serv Spec Prgm Financial Aid	72,500.00	1.0	73,225.00	1.0	74,689.50	1.0	74,689.50	1.0	75,809.84	1.0
Assistant Director, Special Programs Financial Aid	0.00	0.0	48,287.27	1.0	50,253.02	1.0	51,258.08	1.0	52,026.95	1.0
Assistant Director, Special Programs Verification Financial Aid	0.00	0.0	43,473.93	1.0	44,343.41	1.0	45,230.28	1.0	45,908.73	1.0
Assistant Director, Fed Programs Financial Aid	50,000.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Financial Aid Counselor	33,411.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Financial Aid Counselor	31,820.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Financial Aid Counselor	0.00	0.0	33,000.00	1.0	35,568.00	1.0	36,279.36	1.0	36,823.55	1.0
Financial Aid Counselor	0.00	0.0	36,000.00	1.0	36,720.00	1.0	37,454.40	1.0	38,016.22	1.0
Financial Aid Counselor	0.00	0.0	33,000.00	1.0	35,568.00	1.0	36,279.36	1.0	36,823.55	1.0
Sr. Financial Aid Counselor II	43,848.78	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Sr. Financial Aid Counselor II	38,093.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Financial Aid Associate	0.00	0.0	29,536.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0
Associate Director, Financial Aid Programs	0.00	0.0	57,933.60	1.0	59,092.28	1.0	59,092.28	1.0	59,978.66	1.0
Associate Director Financial Analysis Report	71,500.00	1.0	72,215.00	1.0	73,659.30	1.0	72,186.11	1.0	0.00	0.0
Manager Scholarships, Special Programs Financial Aid	43,872.00	1.0	49,878.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0
Manager Scholarships, Special Programs Financial Aid	0.00	0.0	0.00	0.0	49,878.00	1.0	49,878.00	1.0	50,626.17	1.0
Manager, Financial Aid Programs Financial Aid	48,500.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Accountant II, Financial Aid	0.00	0.0	0.00	0.0	33,009.60	1.0	0.00	0.0	0.00	0.0
Accountant III, Financial Aid	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	36,920.00	1.0
Administrative Assistant I, Financial Aid	51,896.00	1.0	52,873.60	1.0	53,123.20	1.0	0.00	0.0	0.00	0.0
Administrative Assistant I, Financial Aid	50,356.80	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Administrative Assistant II, Financial Aid	0.00	0.0	53,892.80	1.0	54,142.40	1.0	0.00	0.0	0.00	0.0
	<b>908,670.38</b>	<b>17.0</b>	<b>966,075.40</b>	<b>18.0</b>	<b>1,074,132.03</b>	<b>19.0</b>	<b>926,131.86</b>	<b>17.0</b>	<b>903,318.62</b>	<b>17.0</b>



# The Office of Student Enrollment & Business Services

## Classification Summary Continued

Classification	FY18		FY19		FY20		FY21		FY22	
	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE
Director, Undergraduate Admissions	91,952.18	0.5	92,871.50	0.5	0.00	0.0	0.00	0.0	0.00	0.0
Director, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	86,777.56	1.0	88,079.22	1.0
Associate Director, Transfers/Partnerships Undergraduate Admissions	60,500.00	1.0	61,105.00	1.0	62,327.10	1.0	62,327.10	1.0	63,262.01	1.0
Associate Director, Undergraduate Admissions	70,900.80	1.0	71,609.81	1.0	73,042.01	1.0	71,581.17	1.0	0.00	0.0
Associate Director, Undergraduate Admissions	60,500.00	1.0	61,105.00	1.0	62,327.10	1.0	62,327.10	1.0	63,262.01	1.0
Associate Director, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	60,900.00	1.0
Assistant Director, Undergraduate Admissions	44,000.00	1.0	45,450.00	1.0	46,359.00	1.0	42,557.56	1.0	0.00	0.0
Assistant Director, Undergraduate Admissions	53,445.00	1.0	53,979.45	1.0	56,059.04	1.0	0.00	0.0	0.00	0.0
Assistant Director, Undergraduate Admissions	44,275.14	1.0	44,717.89	1.0	0.00	0.0	0.00	0.0	0.00	0.0
Assistant Director, Undergraduate Admissions	53,963.10	1.0	54,502.73	1.0	55,592.79	1.0	56,704.65	1.0	57,555.22	1.0
Manager, Admissions Supp Serv Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	54,417.00	1.0	55,233.26	1.0
Customer Services Representative I Undergraduate Admissions	33,009.60	1.0	33,987.20	1.0	34,236.80	1.0	34,236.80	1.0	34,673.60	1.0
Customer Services Representative I Undergraduate Admissions	37,148.80	1.0	38,126.40	1.0	38,376.00	1.0	38,376.00	1.0	38,854.40	1.0
Customer Services Representative II Undergraduate Admissions	17,274.40	0.5	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Customer Services Representative II Undergraduate Admissions	44,075.20	1.0	45,052.80	1.0	45,302.40	1.0	0.00	0.0	0.00	0.0
Customer Services Representative II Undergraduate Admissions	44,740.80	1.0	45,718.40	1.0	45,968.00	1.0	45,968.00	1.0	46,550.40	1.0
Customer Services Representative II Undergraduate Admissions	49,628.80	1.0	50,606.40	1.0	50,856.00	1.0	50,856.00	1.0	51,500.80	1.0
Customer Services Representative II Undergraduate Admissions	34,798.40	1.0	35,776.00	1.0	36,025.60	1.0	36,025.60	1.0	36,483.20	1.0
Coordinator, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	35,568.00	1.0	36,601.52	1.0
Coordinator, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	35,568.00	1.0	36,101.52	1.0
Coordinator, Membership & Marketing Undergraduate Admissions	0.00	0.0	0.00	0.0	19,803.50	0.5	20,502.57	0.5	20,502.57	0.5
Data Systems Coordinator I, Undergraduate Admissions	53,456.00	0.5	54,433.60	0.5	54,683.20	0.5	0.00	0.0	0.00	0.0
Business Ops Specialist II, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	44,179.20	1.0	44,179.20	1.0
Business Ops Specialist II, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	58,115.20	1.0	58,843.20	1.0
Business Ops Specialist II, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	31,782.40	1.0
Administrative Assistant II, Undergraduate Admissions	42,952.00	1.0	43,929.60	1.0	44,179.20	1.0	0.00	0.0	0.00	0.0
Administrative Assistant II, Undergraduate Admissions	56,888.00	1.0	57,865.60	1.0	58,115.20	1.0	0.00	0.0	0.00	0.0
	<b>893,508.22</b>	<b>16.5</b>	<b>890,837.38</b>	<b>16.0</b>	<b>783,252.94</b>	<b>15.0</b>	<b>836,087.51</b>	<b>16.5</b>	<b>824,364.53</b>	<b>16.5</b>
	<b>1,862,470.20</b>	<b>35.0</b>	<b>1,894,787.78</b>	<b>35.0</b>	<b>1,896,016.97</b>	<b>35.0</b>	<b>1,930,206.37</b>	<b>35.5</b>	<b>1,898,189.96</b>	<b>35.5</b>
<b>Shared DSA Positions</b>										
Executive Assistant, Division of Student Affairs (paid out of DOS)	0.00	0.0	0.00	0.0	0.00	0.0	43,000.00	1.0	43,645.00	1.0
Budget Manager, Division of Student Affairs (paid out of SE)	62,000.00	1.0	62,620.00	1.0	63,872.40	1.0	65,149.85	1.0	66,127.10	1.0

# 2019 SEBS YSU Salary Analysis

Classification	Average Salary by Position							% YSU Compared to Average
	BGSU	KENT	MIAMI	OU	WSU	YSU/Payroll Report	Position Average	
AVP, Student Enrollment & Business Services	\$197,000.00	\$187,568.00	\$296,573.00	\$211,561.00	-	-	\$223,175.50	0%
Administrative Assistant I, Student Enrollment & Business Services	\$34,382.40	\$38,882.00	\$38,038.00	\$41,497.00	\$34,585.00	-	\$37,476.88	0%
Regional Admissions Officer Student Enrollment Business Services	-	-	-	-	-	\$37,875.00	\$37,875.00	0%
Executive Director, Financial Aid & Scholarships	-	-	-	-	-	-	-	-
Director, Financial Aid & Scholarships	\$116,694.00	\$144,882.00	\$97,375.00	\$108,473.00	\$106,227.00	\$110,696.00	\$114,057.83	-3%
Director, Financial Aid & Scholarships	-	-	-	-	-	-	-	-
Director, Technology & Support Services Financial Aid	-	-	-	-	-	\$87,365.00	\$87,365.00	0%
Assistant Director, Compliance Programs Financial Aid	-	-	-	-	-	\$48,480.00	\$48,480.00	0%
Business Ops Specialist I, Technology & Support Services Financial Aid	-	\$32,650.00	\$33,605.00	-	\$35,848.00	-	\$34,034.33	0%
Customer Services Assistant I, Financial Aid	\$28,433.60	-	\$31,586.00	\$28,785.00	-	-	\$29,601.53	0%
Customer Services Assistant II, Technology & Support Services Financial Aid	\$31,262.40	-	-	-	-	\$45,572.80	\$38,417.60	0%
Student Loan Supervisor, Financial Aid	-	-	-	-	-	\$55,120.00	\$55,120.00	0%
Financial Aid Loan Specialist I	-	-	-	-	-	\$35,526.40	\$35,526.40	0%
Financial Aid Loan Specialist II	-	-	-	-	-	-	-	-
Business Ops Specialist II, Financial Aid and Scholarships	-	-	-	-	-	-	-	-
Associate Director, Cust Serv Spec Prgm Financial Aid	-	-	-	-	-	\$73,225.00	\$73,225.00	0%
Assistant Director, Special Programs Financial Aid	-	-	-	-	-	\$48,287.27	\$48,287.27	0%
Assistant Director, Special Programs Verification Financial Aid	-	-	-	-	-	\$43,473.93	\$43,473.93	0%
Assistant Director, Fed Programs Financial Aid	-	-	-	-	-	-	-	-
Financial Aid Counselor	\$31,262.40	-	-	-	-	-	\$31,262.40	0%
Financial Aid Counselor	\$31,262.40	\$37,500.00	\$41,784.00	\$40,006.00	\$43,864.00	-	\$38,883.28	0%
Financial Aid Counselor	\$31,262.40	\$37,500.00	\$41,784.00	\$40,006.00	\$43,864.00	\$36,000.00	\$38,402.67	-7%
Financial Aid Counselor	\$31,262.40	\$37,500.00	\$41,784.00	\$40,006.00	\$43,864.00	\$33,000.00	\$37,902.73	-15%
Financial Aid Counselor	\$31,262.40	\$37,500.00	\$41,784.00	\$40,006.00	\$43,864.00	\$33,000.00	\$37,902.73	-15%
Sr. Financial Aid Counselor II	\$34,382.40	-	-	-	-	-	\$34,382.40	0%
Sr. Financial Aid Counselor II	\$34,382.40	-	-	-	-	-	\$34,382.40	0%
Financial Aid Associate	-	-	-	-	-	\$29,536.00	\$29,536.00	0%
Associate Director, Financial Aid Programs	-	-	-	-	-	\$57,933.60	\$57,933.60	0%
Associate Director Financial Analysis Report	-	-	-	-	-	\$72,215.00	\$72,215.00	0%
Manager Scholarships, Special Programs Financial Aid	-	-	-	-	-	\$49,878.00	\$49,878.00	0%
Manager Scholarships, Special Programs Financial Aid	-	-	-	-	-	-	-	-
Manager, Financial Aid Programs Financial Aid	-	-	-	-	-	-	-	-
Accountant II, Financial Aid	-	-	-	-	-	-	-	-
Accountant III, Financial Aid	-	-	-	-	-	-	-	-
Administrative Assistant I, Financial Aid	\$34,382.40	\$38,882.00	\$38,038.00	\$41,497.00	\$34,585.00	\$52,873.60	\$40,043.00	24%
Administrative Assistant I, Financial Aid	-	-	-	-	-	-	-	-
Administrative Assistant II, Financial Aid	\$37,856.00	-	\$44,290.00	-	-	\$53,892.80	\$45,346.27	16%

# 2019 SEBS YSU Salary Analysis

Classification	Average Salary by Position							Position Average	% YSU Compared to Average
	BGSU	KENT	MIAMI	OU	WSU	YSU/Payroll Re port			
Director, Undergraduate Admissions	\$111,974.00	\$123,788.00	\$169,000.00	\$149,789.00	\$72,001.00	\$92,871.50	\$119,903.92	-29%	
Director, Undergraduate Admissions	-	-	-	-	-	-	-	-	
Associate Director, Transfers/Partnerships Undergraduate Admissions	-	-	-	-	-	\$61,105.00	\$61,105.00	0%	
Associate Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$71,609.81	\$72,583.47	-1%	
Associate Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$61,105.00	\$70,832.67	-16%	
Associate Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	-	\$72,778.20	0%	
Assistant Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$45,450.00	\$68,223.50	-50%	
Assistant Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$53,979.45	\$69,645.08	-29%	
Assistant Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$44,717.89	\$68,101.48	-52%	
Assistant Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$54,502.73	\$69,732.29	-28%	
Manager, Admissions Supp Serv Undergraduate Admissions	-	-	-	-	-	-	-	-	
Customer Services Representative I Undergraduate Admissions	\$28,433.60	-	\$31,586.00	\$28,785.00	-	\$33,987.20	\$30,697.95	10%	
Customer Services Representative I Undergraduate Admissions	\$28,433.60	-	\$31,586.00	\$28,785.00	-	\$38,126.40	\$31,732.75	17%	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	-	-	-	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	\$45,052.80	\$45,052.80	0%	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	\$45,718.40	\$45,718.40	0%	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	\$50,606.40	\$50,606.40	0%	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	\$35,776.00	\$35,776.00	0%	
Coordinator, Undergraduate Admissions	-	\$52,020.00	\$92,145.00	\$38,838.00	-	-	\$61,001.00	0%	
Coordinator, Undergraduate Admissions	-	\$52,020.00	\$92,145.00	\$38,838.00	-	-	\$61,001.00	0%	
Coordinator, Membership & Marketing Undergraduate Admissions (.5)	-	\$52,020.00	\$92,145.00	\$38,838.00	-	-	\$61,001.00	0%	
Data Systems Coordinator I, Undergraduate Admissions	-	\$52,020.00	\$92,145.00	\$38,838.00	-	\$54,433.60	\$59,359.15	-9%	
Business Ops Specialist II, Undergraduate Admissions	-	-	-	-	-	-	-	-	
Business Ops Specialist II, Undergraduate Admissions	-	-	-	-	-	-	-	-	
Business Ops Specialist II, Undergraduate Admissions	-	-	-	-	-	-	-	-	
Administrative Assistant II, Undergraduate Admissions	\$37,856.00	-	\$44,290.00	-	-	\$43,929.60	\$42,025.20	4%	
Administrative Assistant II, Undergraduate Admissions	\$37,856.00	-	\$44,290.00	-	-	\$57,865.60	\$46,670.53	-20%	

\*Executive Assistant reports to ER but is paid by DOS

**TEMPLATE  
ACADEMIC SUPPORT AREA ASSESSMENT  
UNIVERSITY AFFAIRS DISCUSSION ITEM**

**SCHEDULE**

**2021**

September Intercollegiate Athletics-**Ron**

December Information Technology-**Jim**

**2022**

March Finance-Neal and Human Resources-**Holly**

June Student Affairs: Student Experience-Joy & Facilities-**John**

September Student Enrollment and Business Services-**Elaine**

December Student Affairs: Dean of Students & Ombudsperson-**Nicole**  
Student Success-**Claire**

**2023**

March Registrar-**Jeanne**

University Relations-**Shannon**

June Academic Affairs-**Brien**

International Programs-**Nate**

## **YSU: An Institution of Opportunity: Inspires Individuals; Enhances Futures; Enriches Lives**

### **Alignment with Mission and Vision and the [Plan for Strategic Actions to Take Charge of Our Future](#)**

- Provide a brief description of the unit from the perspective of supporting *institutional excellence and [academic vitality and viability](#)*
- Provide the mission, quality, and attributes statements created to align with the goals and strategies of the Plan

### **Strategic Resource allocation to optimize Support Area Performance**

- Provide a table and graph for 5-years of data with 5-y and 1-y change sub-tables for November 1 (respective year) for the numbers and salaries by employee classification
  - Provided in consultation with Human Resources, Finance and Administration, Institutional Research, and possibly ITS
- Illustrate strategic staffing adjustments and/or staff spending reductions over the previous 5-y timeframe
  - Provided in consultation with Human Resources, Finance and Administration, Institutional Research, and possibly ITS

### **Resources Comparisons and Quality of Service Indicators**

- Provide available benchmark data that compares the area to other similar institutions, if possible, or comparisons at the regional, state, or national levels
  - Information from professional organizations or other higher education reporting services
- Report on satisfaction surveys or similar input related to the quality and attributes statements and services to primary constituents/stakeholders

### **Actions taken to implement the Plan and highlights associated with those actions**

- List the alignment of actions and/or innovations related to the Academic Support Area Goals associated with the [Plan for Support Area Actions](#)
- Provide up to five points of pride and/or outstanding accomplishments (as appropriate)

Consider the perspective that items one and two, three and four, and separately five, six, seven, and eight will be about one-page (or less); thus, the Assessment Materials will total six pages.

## Office of Human Resources Update September 2022

### Benefits and Training

The 2022 employee Benefits Fair will be held on September 20-21, 2022. All YSU healthcare and retirement service providers have been invited to attend. Those employees who are unable to attend have the option to schedule personal meetings with these service providers.

#### Fall 2022 Employee Wellness Events:

- Rethink Your Drink Hydration Challenge (August 8 – 21)
- Annual Battle of the Birds 2022 University vs. University Steps Challenge (September 12 – October 12) Participating so far: Morehead State and Miami University
- Employee Health Screens & Flu Shot Events September 30, October 12, & October 25 and Prevention Program Promotion (physician form, home test kits, and wellness assessment)
- IMPACT Solutions Live Monthly Webinars
- On-going Health and Wellness Webinars
- PNC Financial Webinars

#### Fall 2022 Employee Trainings:

- Creating Psychologically Healthy Workplaces (*Workr Being*) Wednesday, September 21 from 1pm – 2pm Virtual
- Title IX (*Dana Lantz*) Thursday, September 29 from 11am – 12pm in WCBA Room 3423
- FERPA (*Jeanne Herman*) Tuesday, October 4 from 11am – 12pm in WCBA 3423
- Network Storage & Acceptable Use Policy (*Rosalyn Donaldson*) Thursday, October 6 from 10am – 11am in WCBA 3423
- Improving Work Attitudes and Engagement (*Workr Being*) Thursday, October 6 from 1pm – 2pm Virtual
- Digital Accessibility Policy (*Rosalyn Donaldson*) Thursday, October 13 from 2pm – 3pm in WCBA 3423
- Title IX (*Dana Lantz*) Wednesday, November 16 from 2pm – 3pm in WCBA 3423

### Human Resources Operations (Talent Acquisition, Processing & Employee Records/Human Resources Information System)

Human Resources Operations and Information Technology (IT) continues to its transition to a new software system. Current work involves the completion of the transfer of employee and position data from the current software system into the new software system (NEOED).

In order to allow for minimal disruption to Human Resources software use and processing, the activation of the new system is being phased-in beginning with part-time faculty. Additionally, to allow a smooth transition between the software systems and with the assistance of Marketing and Communications, a “Career Landing” webpage has been developed to house postings from both systems while YSU completes its transition to its new software system.

## **Labor and Employee Relations/Unfair Labor Practices, Grievances and Arbitrations**

- **ACE**
  - No Activity
- **APAS**
  - No activity
- **FOP**
  - New Grievances - No Activity
  - Grievances Advanced to Arbitration:
    - Grievance #69 - Emergency Closure Pay. Arbitration held April 6, 2022. Decision in favor of YSU issued on July 25, 2022.
    - Grievance #75 - Suspension of Police Officer for policy violation. Arbitration scheduled for October 3, 2022.
- **OEA**
  - New Grievances:
    - Grievance # 394 - Overload Pay. Heard May 6, 2022. Determination supporting administration calculation of overload pay.
  - Grievances Advanced to Arbitration:
    - Grievance #383 and #384 - Retrenchment of faculty member. Arbitration held July 25-27, 2022. Decision pending.
    - Grievance #386 - Retrenchment of faculty member. Arbitrator selection in progress
    - Grievance #394 - Overload Pay. Arbitrator selection in progress.

## **EEO/Title IX**

The Office of Equal Opportunity, Policy Development and Title IX is currently reviewing the U.S. Department of Education's (DOE) proposed amendments to Title IX of the Education Amendments of 1972. Among other proposals, are expanded protections for pregnancy and pregnancy related issues and clarification of Title IX's scope to include discrimination based on sexual orientation, sex stereotypes, sex characteristics and gender identity. The proposed amendments encompass major changes to existing Title IX regulations and significantly expand the duties imposed on educational institutions. The public comment period for the proposed amendments expires on September 12, 2022. Based on previous Title IX amendments, it is anticipated the amendments will become effective in late 2022 or early 2023 and largely in their proposed form.

We are happy to announce that YSU has hired Madison Jerome as our new Deputy Title IX Coordinator and Investigator. Madison is a Proud Penguin having earned her Bachelor's and Master's Degrees from Youngstown State University. Madison formerly served as a Deputy Title IX Coordinator and Assistant Director of Residence Life at Thiel College and was a Resident Assistant at YSU while a student.



**PERSONNEL ACTION MINORITY/FEMALE SNAPSHOT REPORT (04/01/2022 to 06/30/2022)**

EMPLOYMENT INTO JOB GROUP	JOB GROUP	SEPARATIONS FROM JOB GROUP
<p><b>Employment into Job Group: 0</b></p>	<p><u>Executive</u></p> <p><b>Total Group: 29</b>  <b>3 % Minority (100 % African American, 0 % Hispanic)</b>  <b>55 % Female</b></p>	<p><b>Separations from Job Group: 0</b></p>
<p><b>Employment into Job Group: 5</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b>  <b>40 % Female</b></p>	<p><u>Administrative/Managerial</u></p> <p><b>Total Group: 135</b>  <b>7 % Minority (11 % African American, 44 % Hispanic)</b>  <b>51 % Female</b></p>	<p><b>Separations from Job Group: 3</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b>  <b>33 % Female</b></p>
<p><b>Employment into Job Group: 4</b></p> <p><b>50 % Minority (100 % African American, 0 % Hispanic)</b>  <b>75 % Female</b></p>	<p><u>Faculty (Professor, Associate Professor, Assistant Professor, Instructor, Other Lecturer/Teaching Staff,)</u></p> <p><b>Total Group: 444</b>  <b>20 % Minority (32 % African American, 12 % Hispanic)</b>  <b>43 % Female</b></p>	<p><b>Separations from Job Group: 10</b></p> <p><b>20 % Minority (0 % African American, 50 % Hispanic)</b>  <b>40 % Female</b></p>
<p><b>Employment into Job Group: 2</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b>  <b>50 % Female</b></p>	<p><u>Professional Salaried including Athletic Professionals</u></p> <p><b>Total Group: 316</b></p> <p><b>16 % Minority (57 % African American, 18 % Hispanic)</b>  <b>54 % Female</b></p>	<p><b>Separations from Job Group: 4</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b>  <b>100 % Female</b></p>
<p><b>Employment into Job Group: 2</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b>  <b>100 % Female</b></p>	<p><u>Clerical/Secretary</u></p> <p><b>Total Group: 132</b>  <b>13 % Minority (71 % African American, 29 % Hispanic)</b>  <b>88 % Female</b></p>	<p><b>Separations from Job Group: 3</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b>  <b>100 % Female</b></p>
<p><b>Employment into Job Group: 1</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b>  <b>0 % Female</b></p>	<p><u>Technical/Paraprofessional (IT, Library, WYSU, Communication)</u></p> <p><b>Total Group: 53</b>  <b>15 % Minority (38 % African American, 38 % Hispanic)</b>  <b>43 % Female</b></p>	<p><b>Separations from Job Group: 3</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b>  <b>33 % Female</b></p>

**PERSONNEL ACTION MINORITY/FEMALE SNAPSHOT REPORT (04/01/2022 to 06/30/2022)**

<p><b>Employment into Job Group: 0</b></p>	<p><b><u>Skilled Craft</u></b></p> <p><b>Total Group: 7</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b></p> <p><b>14 % Female</b></p>	<p><b>Separations from Job Group: 0</b></p>
<p><b>Employment into Job Group: 1</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b></p> <p><b>0 % Female</b></p>	<p><b><u>Service/Maintenance</u></b></p> <p><b>Total Group: 52</b></p> <p><b>13 % Minority (86 % African American, 14 % Hispanic)</b></p> <p><b>4 % Female</b></p>	<p><b>Separations from Job Group: 2</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b></p> <p><b>0 % Female</b></p>
<p><b>Employment into Job Group: 2</b></p> <p><b>0 % Minority (0 % African American, 0 % Hispanic)</b></p> <p><b>50 % Female</b></p>	<p><b><u>Full-time Protective Service/Police excluding Intermittent Protective Services/Police</u></b></p> <p><b>Total Group: 40</b></p> <p><b>10 % Minority (25 % African American, 75 % Hispanic)</b></p> <p><b>40 % Female</b></p>	<p><b>Separation from Job Group: 0</b></p>

**UNDERUTILIZED EMPLOYEE SNAPSHOT 04/01/22-06/30/22**

<b>EEO AA Plan Job Groups</b>	<b>Goal Category</b>	<b>Total # of Employees</b>	<b># by M/F</b>	<b># by RACE</b>	<b># Employees IN by race/gender</b>	<b># Emp. OUT by race/gender</b>
1C Directors and chairs	<u>Minority</u>	73	33/40	0-Am. Indian	---	---
				2- Asian	---	---
				1-Black	---	---
				1-Hispanic	---	---
				1- 2 or more	---	---
				0- unknown	---	1M
				68- White	1M	1M
2A Professor	<u>Female</u>	111	71/40	0-Am. Indian	---	---
				15-Asian	---	1M
				6-Black	---	---
				2-Hispanic	---	---
				0-2 or more	---	---
				0-unknown	---	---
				88-White	---	1M
2B Associate Professor	<u>Female</u>	93	52/41	0-Am. Indian	---	---
				15-Asian	---	---
				4-Black	---	---
				2-Hispanic	---	---
				1- 2 or more	---	---
				1- Unknown	---	---
				70-White	---	1M
2D Instructor	<u>Minority</u>	67	26/41	0-Am. Indian	---	---
				6-Asian	---	---
				2-Black	---	---
				0-Hispanic	---	1M
				2-2 or more	---	---
				0-Unknown	---	---
				64-White	---	4F, 2M
2E Other Teaching	<u>Min. and Fem.</u>	111	74/37	0-Am. Indian	---	---
				1-Asian	---	---
				10-Black	2F	---
				5-Hispanic	---	---
				0-2 or more	---	---
				0-Unknown	---	---
				95 – White	1M,1F	---
3C Athletic	<u>Female</u>	77	57/20	0-Am. Indian	---	---
				1-Asian	---	---
				10-Black	---	---
				3-Hispanic	---	---
				0-2 or more	---	---
				1-Unknown	---	---
				62-White	1M/1F	---
7B Service	<u>Female</u>	52	50/2	0-Am. Indian	---	---
				0-Asian	---	---
				6-Black	---	---
				1-Hispanic	---	---
				0-2 or more	---	---
				0-Unknown	---	---
				45-White	1M	2M



## Current Postings

4/16/2022 – 7/15/2022

### Faculty

#### Beeghly College of Liberal Arts, Social Sciences & Education

- Part-time Faculty, Photography
- Part-time Faculty, Art History
- Part-time Faculty, Graphic Design
- Part-time Faculty, Visual Arts Foundations
- Part-time Instructor, Visual Arts
- College Credit Plus Instructor, Visual Arts Foundations
- College Credit Plus Instructor, Personal Finance
- College Credit Plus Instructor, English
- Part-time Faculty, English
- Part-time Instructor, History
- College Credit Plus Instructor, History
- Continuing Education Instructor, English ESOL
- Part-time Instructor, Religious Studies
- Part-time Faculty, Philosophy
- Part-time Faculty, Politics and International Relations
- Part-time Faculty, Humanities and Social Sciences, Political Science
- Part-time Faculty, Counseling and School Psychology
- Part-time Instructor, Adolescent/Young Adult Education
- Part-time Instructor, Middle Childhood Education
- Part-time Instructor, Literacy Education
- Part-time Instructor, Early Childhood Education/Early Childhood Intervention Specialist
- Part-time Instructor, Student Teaching Supervisor  
(Early Childhood Intervn. Specialist, Middle Childhood, Adolescent Young Adult, Multi-Age)
- Part-time Faculty, Special Education
- Part-time, Faculty Reading & Study Skills
- Part-time Faculty, Teacher Education
- Part-time Instructor, Women's and Gender Studies
- Part-time Faculty, World Languages
- Part-time Faculty, Humanities and Social Sciences – Anthropology
- Assistant Professor, Primary Education /Primary Intervention Specialist (Tenure-Track)

### **College of Science, Technology Engineering & Math**

- College Credit Plus Instructor, Biological Sciences
- Part-time Faculty, Anatomy & Physiology
- Part-time Faculty, Plant Biology
- Lecturer, Chemical and Biological Sciences, Biology (Term)
- Part-time Faculty, Chemistry
- Part-time Lab Instructor, Chemistry
- College Credit Plus Instructor, Chemistry
- Part-time Faculty, Civil, Environmental and Chemical Engineering
- Part-time Faculty, Chemical Engineering
- Part-time Faculty, Computer Science and Information Systems
- Part-time Instructor, Electrical and Computer Engineering
- Part-time Faculty, Geography
- Part-time Faculty, Environmental Science
- Part-time Faculty, PAGES, Geology
- Part-time Instructor, Mathematics
- Part-time Instructor, Mathematics and Statistics
- College Credit Plus Instructor, Mathematics/Statistics
- Part-time Instructor, Mechanical Engineering
- Part-time Faculty, Industrial Engineering
- Part-time Instructor, Physics
- College Credit Plus Instructor, Physics
- Lecturer, Chemical Engineering (Term)
- Part-time Instructor, Civil and Construction Engineering Technology
- Part-time Instructor, Electrical Engineering Technology
- Part-time Instructor, Mechanical Engineering Technology
- Part-time Faculty, Mechanical Engineering Technology

### **Cliffe College of Creative Arts & Communication**

- Part-time Faculty, Communication Studies, Journalism and Telecommunication Studies
- College Credit Plus Instructor, Communication Foundation
- Part-time Instructor, Director of Dana Gospel Choir
- Part-time Faculty, Dana School of Music
- Lecturer, Dana School of Music, Music Industry, Recording Arts (Term)
- Part-time Faculty, Theatre and Dance
- Part-time Faculty, Theatre & Dance Performance
- Assistant Professor, Graphic + Interactive Design (Tenure-Track)

### **Bitonte College of Health and Human Services**

- Part-time Faculty, Criminal Justice
- Part-time Faculty, Merchandising-Fashion & Interiors
- Part-time Faculty, Hospitality Management
- Part-time Faculty, Forensic Sciences
- Part-time Faculty, Master of Health and Human Services (MHHS)
- Part-time Faculty, Public Health

- Part-time Faculty, Respiratory Care
- Part-time Faculty, Dental Hygiene
- Part-time Faculty, Medical Laboratory Programs
- Part-time Faculty, Kinesiology & Sport Science, Activity Courses
- Part-time Faculty, Master in Athletic Training
- Part-time Faculty, Nursing Clinical
- Part-time Instructor, Pharmacology for Nurse Anesthetist Students
- Part-time Faculty, Nurse Practitioner (Online)
- Part-time Faculty, Nursing Graduate
- Lecturer, Centofanti School of Nursing (Term)
- Part-time Faculty, Physical Therapy, Clinical Psychology
- Part-time Faculty, Graduate Studies in Health and Rehabilitation Sciences
- Part-time Faculty, Social Work
- Part-time Faculty, Social Work Lakeland & Lorain CC Campuses
- Part-time Faculty, Health Professions – Kinesiology & Sport Science
- Assistant Professor, Centofanti School of Nursing – Medical Surgical and Mental Health (Tenure-Track)
- Assistant Professor, Centofanti School of Nursing – Medical Surgical / Advanced Medical Surgical (Tenure-Track)
- Assistant Professor, Physical Therapy (Tenure – Track)

### **Williamson College of Business Administration**

- Part-time Instructor, Management
- Part-time Instructor, Management (Undergraduate Courses)
- Assistant/Associate Professor, Human Resources (Tenure-Track)
- Part-time Instructor, Marketing
- Part-time Instructor, Master of Business Administration
- Part-time Instructor, Marketing/Center for Nonprofit Leadership

### **Sokolov Honors College**

- Part-time Faculty, Honors
- Part-time Faculty, Medical Practices

### **Student Success**

- Part-time Faculty, First Year Student Services

### **Professional Administrative**

- Assistant Coach, Softball
- Deputy Title IX Coordinator and Investigator
- Instruction Specialist
- Senior Buyer
- Senior Research Scientist, Additive Manufacturing
- Technical Director, Advanced Manufacturing and Facilities Engineering
- Visiting Scientist
- Associate Director, Research Services
- Project Technician

- Procurement Counselor, Procurement and Technical Assistance Center (PTAC)
- Senior Academic Advisor 1
- University Architect
- Coordinator and Audio-Video Engineer
- Academic Advisor 2
- Associate Director, Penguin Service Center
- Coordinator, Undergraduate Admissions
- Software Integration Engineer
- Associate Director, IT Training
- Assistant Director, Alumni Engagement
- Assistant Coach, Swimming
- Coordinator, Costume Shop
- Success Coordinator
- Associate Director, Residence Life
- Academic Advisor 1
- Associate Director, FYSS
- Director, Undergraduate Advising
- Case Manager
- Clinical Coordinator, Graduate Nursing Program
- Counselor, Financial Aid

### **Classified**

- Boiler Technician
- Custodial Technician 2
- Technology Support Technician 1
- Technology Support Technician 2
- Business Operations Specialist 2
- Business Operations Specialist 1
- Business Operations Specialist 4
- Building Maintenance Supervisor
- Residence Hall Monitor (.50 FTE)
- Customer Service Assistant 2
- Accountant 3
- Locksmith
- Audio Visual Production Specialist
- Business Operations Specialist 3
- Software Integration Analyst 1
- Activity Leader – Brookfield
- Academic Leader Multiple Locations



## **SUMMARY OF PERSONNEL ACTIONS**

**Classified Employees  
4/16/22 through 7/15/22**

### **Separations – 7**

- Classified Civil Service – 5
- Excluded – 2

### **Appointments – 5**

- Classified Civil Service – 4
- Excluded – 1

### **Reclassifications/Position Adjustments – 3**

- Classified Civil Service – 3

### **Salary Adjustments – 5**

- Classified Civil Service – 3
- Excluded – 1
- Externally Funded – 1



**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SEPARATIONS**

<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>	<b>SEPARATION TYPE</b>
Young, Jennifer	ACE	Business Operations Specialist 2	College Access and Transition	7/15/2022	1.00	\$ 45,468.00	Retirement
Brooks, Genine	ACE	Academic Ops Specialist 2	Dana School of Music	5/13/2022	1.00	\$ 33,238.40	Resignation
Cunningham, Amber	ACE	Library Assistant	Maag Library	5/9/2022	1.00	\$ 30,409.60	Resignation
Gordon, John	ACE	Boiler Technician	Facilities Maintenance	4/19/2022	1.00	\$ 54,828.80	Resignation
Provencher, Melodie	ACE	Business Ops Specialist 2	Student Success	6/18/2022	1.00	\$ 53,185.60	Resignation
Angelilli, Mark	Classified Excluded	Layout Design Artist	Marketing & Communications	6/10/2022	1.00	\$ 35,048.00	Resignation
Hannon, Melinda	Classified Excluded	Human Resources Generalist	Human Resources	7/2/2022	1.00	\$ 38,896.00	Resignation

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**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>
Dye, Christopher	ACE	Boiler Technician	Central Utility Plant & Distribution	6/19/2022	1.00	\$ 54,828.80
Herbert, Sallee	ACE	Business Operations Specialist 2	College Access and Transition	5/22/2022	1.00	\$ 31,782.40
Kelly, Melissa	ACE	Customer Service Assistant 2	Financial Aid and Scholarships	5/22/2022	1.00	\$ 27,476.80
Pezzuto, Lori	ACE	Accountant 3	Controller's Office	4/25/2022	1.00	\$ 36,462.40
Angelilli, Mark	Classified Excluded	Temporary Layout Design Artist	Marketing & Communications	5/23/2022	1.00	\$ 35,048.00

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Cucchiara, Cheryl	ACE	Business Ops Specialist 3 / Customer Service Assistant 1	YSU Police / Undergraduate Admissions	6/19/2022	1.00	\$ 40,788.80	\$ 38,854.40
Jenkins, Kimberly	ACE	Business Ops Specialist 2 / Business Ops Specialist 1	Peace Officers Training Academy	5/22/2022	1.00	\$ 42,203.20	\$ 40,185.60
Leonard, Melanie	ACE	Student Employment Specialist/ Business Ops Specialist 1	Student Success	7/3/2022	1.00	\$ 42,328.00	\$ 40,310.40

**YOUNGSTOWN STATE UNIVERSITY**  
**CLASSIFIED EMPLOYEE**  
**PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22**  
**SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Cerimele, Richard	ACE	Groundskeeper 2	Grounds	6/19/2022	1.00	\$ 33,238.40	\$ 32,739.20
Kelty, Joseph	ACE	Groundskeeper 2	Grounds	6/5/2022	1.00	\$ 32,260.80	\$ 31,782.40
Montgomery, Hunter	ACE	Information Security Tech 1	IT Security Services	7/3/2022	1.00	\$ 45,136.00	\$ 44,470.40
Guerrieri, Thomas	Excluded	Building Construction Superintendent	Facilities Maintenance	4/24/2022	1.00	\$ 66,000.00	\$ 57,574.40
Liana, John	Externally Funded	Blueprint and Customer Service Specialist	Industry & Labor Steel Museum	7/3/2022	1.00	\$ 14,976.00	\$ 13,728.00



TO: Board of Trustees, Youngstown State University  
Dr. Sergul Erzurum  
Mr. Charles T. George  
Dr. Anita A. Hackstedde  
Dr. John R. Jakubek  
Mr. Joseph J. Kerola  
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Mr. Allen L. Ryan, Esq.  
Mrs. Molly S. Seals  
Mr. Eric A. Spiegel  
Ms. Julie Centofanti, Student Trustee  
Ms. Elsa Khan, Student Trustee

FROM: Dana Lantz, Director Equal Opportunity, Policy Development & Title IX

RE: 3356-2-04 Search waivers for hiring of faculty and professional/administrative staff report pursuant to (F)(6) for the September 2022 Board of Trustees' Meeting

Below please find the report information as required by 3356-2-04 Search waivers for hiring of faculty and professional/administrative staff pursuant to section (F)(6). The information contained herein consists of search waivers approved during the time period beginning April 16, 2021 through and including July 15, 2022.

Date approved: June 13, 2022  
Requestor: Phyllis Paul  
Department: Art  
Position: Acting Chair, part-time  
Candidate: Gregory Moring  
Start date: June 16, 2022  
Race/Gender: White/ Male  
Rationale: "Unanticipated resignation of incumbent chair with less than twenty-four hours notice. Administraiton of Department is crucial to prepare for upcoming academic year."

Date approved: June 6, 2022  
Requestor: Pedro Cortes, Jackie Ruller  
Department: CECE/ETC  
Position: Project Technician  
Candidate: Andrew Prokop  
Start date: June 1, 2022  
Race/Gender: White/Male  
Rationale: " The phase 1 of the hybrid project has already started an we are a bit behind schedule...Also, the machine we are working on, is the first in the whole in the US. Any other potential candidate, would have to be trained by Mazak, ORNL, and HyperMIL...Additionally, the candidate already has a strong experience on the casting process at YSU."

## YEARS of SERVICE RECOGNITION 1/1/2022 - 12/31/2022

### 45 Years of Service

Stephen Rodabaugh – Mathematics & Statistics  
9/15/2022

### 40 Years of Service

Alan Hankey – IT Customer Services 1/25/2022  
Amy Kyte – Nursing 7/6/2022  
Eric Wiegler – Mathematics & Statistics 9/15/2022

### 35 Years of Service

Jayne Caputo – Registrar's Office 9/14/2022  
Derrick Cobbin – Parking Services 1/6/2022  
Janice Evidk – Procurement Services 10/28/2022

### 30 Years of Service

Dave Ash – Biological Sciences 9/15/2022  
Patty Hoyson – Nursing 1/6/2022  
Allen Hunter – Chemistry 9/15/2022  
Gabriel Palmer-Fernandez – Philosophy & Religious Studies  
9/15/2022  
Paul Straic – Politics, International Relations, & Rigelhaupt Pre-  
Law Center 9/15/2022  
Timothy Wagner – Chemistry 9/15/2022

### 25 Years of Service

Cheryl Coy – Research Services 8/18/2022  
Steven Eggleston – Facilities Office 7/14/2022  
Dennis Godoy – YSU Police 12/10/2022  
Paul Guowa – Facilities Office 1/2/2022  
Ray Hoff – Chemistry 10/15/2022  
James Jacobson – Facilities Office 1/6/2022  
Robert Kramer – Computer Science & Information  
Systems 1/1/2022  
Nancy Landgraff – Graduate Studies in Health &  
Rehabilitation Sciences 6/1/2022  
Richard Love – Athletic Ticket Office 7/14/2022  
Thomas Manning – Parking Services 9/2/2022  
Jan Modarelli – Registrar's Office 2/17/2022  
Mary Noble – IT Application Services 1/27/2022  
Cathy Parrott – Graduate Studies in Health &  
Rehabilitation Sciences 1/1/2022  
Jennifer Staaf – Undergraduate Admissions 5/19/2022  
Shawn Varso – YSU Police 12/9/2022  
RosaMaría Vega – Humanities & Social Sciences  
8/14/2022

### 20 Years of Service

Samuel Adu-Poku – Art 8/19/2022  
David Benko – YSU Police 9/1/2022  
Jeff Buchanan – English 8/16/2022  
Ron Cole – Marketing & Communications 11/4/2022  
Eleanor Congdon – History 8/16/2022  
Lauren Cummins – Teacher Education 8/16/2022  
Angela DeLuda – McDonough Museum of Art 1/1/2022  
Todd Dicken – Theatre & Dance 9/15/2022  
Thomas Diggins – Biological Sciences 8/16/2022  
Bryn Driscoll – Student Activities 7/1/2022  
Timothy Gallo – Athletic Equipment Room 7/1/2022  
Paul Gordiejew – Sociology & Anthropology 8/16/2022  
Amy Gordon – Comprehensive Testing center 7/15/2022  
Shirley Hodge – Campus Recreation & Wellness 8/5/2022  
Diane Kandray – Health Professions 8/19/2022  
Alina Lazar – Computer Science & Information Systems  
8/16/2022  
Hae-Jong Lee – Dana School of Music 8/26/2022  
Hazel Marie – Mechanical, Industrial, & Manufacturing  
Engineering 8/16/2022  
Dan McCormick – IT Customer Services 10/7/2022  
Nicole Mullins – Kinesiology & Sport Science 8/16/2022  
Kathryn Umble – Dana School of Music 8/16/2022  
Yaqin Wang – Economics 8/19/2022  
Kevin Whitfield – Maag Library 7/1/2022  
Halheen Wilson – IT Customer Services 11/17/2022

### 10 Years of Service

Darlene Alberti – Criminal Justice & Consumer Sciences  
4/23/2022  
Alvy Armstrong – Athletic Equipment Room 4/16/2022  
Jane Beese – Counseling, School Psychology, &  
Educational Leadership 8/15/2022  
Jennifer Behney – English 8/15/2022  
Claudia Berinski – McDonough Museum of Art  
8/15/2022  
Louie Cennamo – Facilities Office 9/24/2022  
Olivia Cupp – Housing & Residence Life 7/1/2022  
Ramesh Dangol – Management & Marketing  
8/15/2022  
Adam Fuller – Politics, International Relations, and  
Rigelhaupt Pre-Law Center 8/15/2022  
Ida Fusillo – Health Professions 8/15/2022  
David Griswold – Graduate Studies in Health &  
Rehabilitation Sciences 8/15/2022

## YEARS of SERVICE RECOGNITION 1/1/2022 - 12/31/2022

Bill Haas – Facilities Office 10/29/2022  
Marilyn Handel – Cyberlearning 7/29/2022  
Lucas Hardy – English 8/15/2022  
Charles Howell – Dean - BCLASSE 7/1/2022  
Jennifer Lewis-Aey – Human Resources 5/21/2022  
Megan Massaro – Human Resources 8/20/2022  
Missy McCormick – Art 8/15/2022  
Travis McDade – YSU Police 10/12/2022  
Ryan McNicholas – Campus Recreation & Wellness  
7/2/2022  
Patrick O'Leary – Teacher Education 8/15/2022  
Mike Pieton – YSU Police 2/6/2022  
Steve Pinciaro – Athletic Ticket Office 11/1/2022  
Shannon Pope – Rerch Academic Success Center  
11/4/2022  
Alicia Prieto Langanica – Mathematics & Statistics  
8/15/2022  
Donald Priour – Physics & Astronomy 8/15/2022  
Crystal Ratican – Teacher Education 8/15/2022  
Richard Rogers – Criminal Justice & Consumer Sciences  
1/9/2022  
Megan Shargo – Academic Affairs 6/4/2022  
Adam Skovira – YSU Police 8/13/2022  
Jacob Stanley – Undergraduate Admissions 5/12/2022  
Carrie Stipanovich – Dean – BCLASSE 11/1/2022  
Wendy Thomas – Nursing 3/12/2022  
Thurston Winbush – YSU Police 2/7/2022  
Cidilia Yudha – Dana School of Music 8/15/2022