



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

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

**Wednesday, June 21, 2023
11:30 a.m. or immediately following
previous meeting**

**Board Room
Tod Hall**

AGENDA

A. Disposition of Minutes for Meeting

B. Old Business

C. Committee Items

1. Finance and Facilities Consent Items*

C.1.a. = Tab 1 a. Resolution to Modify Budget Transfers Policy, 3356-3-11.1

C.1.b. = Tab 2 b. Resolution to Modify Acceptable Use of University Technology Resources Policy, 3356-4-09

C.1.c. = Tab 3 c. Resolution to Modify Storage of Electronic Data Policy, 3356-4-09.2

C.1.d. = Tab 4 d. Resolution to Modify Use of University Vehicles Policy, 3356-4-18

2. Finance and Facilities Action Items

C.2.a. = Tab 5 a. Resolution to Approve Changes to Tuition and Fees for the 2023-24 Academic and Fiscal Year
Neal McNally, Vice President for Finance and Business Operations, will report.

C.2.b. = Tab 6 b. Resolution to Approve the Annual Operating Budget for FY 2024
Neal McNally, Vice President for Finance and Business Operations, will report.

C.2.c. = Tab 7 c. Resolution to Approve Interfund Transfers
Katrena Davidson, Associate Vice President for Finance and Controller, will report.

*Items listed under the Consent Agenda require Board approval; however they may be presented without discussion as these items include only non-substantive changes.

3. Finance and Facilities Discussion Items

- C.3.a. = Tab 8** **a. Quarterly Update on the FY 2023 Operating Budget**
Neal McNally, Vice President for Finance and Business Operations, will report.

- C.3.b. = Tab 9** **b. Planning and Construction Projects Update**
John Hyden, Associate Vice President for Facilities and Support Services, and Rich White, Director of Planning and Construction, will report.

- C.3.c. = Tab 10** **c. IT Security Update**
Jim Yukech, Associate Vice President and Chief Information Officer, and Justin Bettura, Deputy Chief Information Security Officer, will report.

- d. Report of Audit Subcommittee**
A verbal report of the Audit Subcommittee will be presented.
Michael A. Peterson will report.

- D. New Business**

- E. Adjournment**



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
BUDGET TRANSFERS POLICY, 3356-3-11.1**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 22, 2023
YR 2023-**

3356-3-11.1 Budget transfers.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: December 2004; December 2008; March 2013;
June 2018; June 2023
Board Committee: Finance and Facilities
Effective Date: June 22, 2023
Next Review: 2028

- (A) Policy statement. The board of trustees will approve a policy for budget transfers within operating budget accounts and between university funds.
- (B) Purpose. Establish a policy for the transfer of university funds.
- (C) Parameter. The board of trustees will approve an operating budget for each fiscal year prior to the beginning of that fiscal year (July first). From time to time it will be necessary to transfer funds within and outside of the operating budget.
- (D) Definitions.
 - (1) “Auxiliary funds” - funding for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises generate revenue from fees that are directly related to the cost of the goods or services. University auxiliaries include the bookstore, Kilcawley center, housing services, parking services, intercollegiate athletics, Andrews wellness and recreation center, and the museum of labor and industry.
 - (2) “Budget transfers” - budget reallocations from one account to another account that will change the available balance of two or more budgets.
 - (3) “Designated funds” - unrestricted funds internally transferred from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.

- (4) “General funds” - current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, and financial aid.
 - (5) “Institution-wide accounts” - university-wide accounts that are assigned to a unit or department for management that benefit the entire university.
 - (6) “Inter-fund transfers” - budget transfers to and from accounts from different funds.
 - (7) “Operating budget” - general and auxiliary funds representing the operating activities of the university for a given fiscal year. Excluded from the operating budget are designated funds, plant and capital funds, restricted funds, endowments and funds functioning as endowments.
 - (8) “Operating Reserves” - funds functioning as endowments sourced from general and auxiliary funds that are specifically designated as the institution’s primary operating reserves to be used as contingency funds to support emergency budget shortfalls and/or unexpected operating deficits. These reserves also serve as the basis for maintaining long-term investments and positive financial ratios.
 - (9) “Signature authority” - a university employee who has been designated as a financial manager and given spending authority for a specific account(s) or fund(s).
 - (10) “Area division officer” - an executive officer of the university who maintains overall leadership for a particular division of the university. Area division officers include the president, provost, and vice presidents.
- (E) Procedures.
- (1) Budget transfers within operating budget accounts.
 - (a) Any reallocation of funds within the overall operating

budget level established by the board of two hundred fifty thousand dollars or more will be reported as an information item at the next finance and facilities committee meeting.

- (b) Signature authorities have authority to transfer operating funds within and among all accounts under their area(s) of responsibility, with the exception of:
 - (i) From permanent salary and fringe benefit accounts; and
 - (ii) From institution-wide accounts.
- (c) Transfers to permanent salary accounts for the purpose of creating new positions require the approval of the vice president for finance and administration or his/her designee.

(2) Inter-fund transfers.

- (a) Inter-fund transfers of fifty thousand dollars or more, including year-end transfers, will be approved by the appropriate financial manager(s) and will be reported as an information item at the next finance and facilities committee meeting.
- (b) Inter-fund transfers of one hundred thousand dollars or more for operating purposes or for any purpose other than a specific capital improvement project will be approved by the appropriate area division officer and by the board of trustees.
- (c) Inter-fund transfers for specific capital improvements or construction projects will be approved by the appropriate area division officer and by the vice president for finance and administration. Inter-fund transfers for capital improvements or construction projects of five hundred thousand dollars or more will be approved by the board of trustees.
- (d) Inter-fund transfers approved by the board of trustees as part of the operating budget approval or modification

process will not be reported further.

- (3) Operating reserve transfers.
 - (a) The university shall maintain an operating reserve fund sourced from the general fund. Transfers into the general fund operating reserve will generally occur as part of the operating budget approval procedures outlined in rule 3356-3-11 of the Administrative Code (see university policy 3356-3-11, "Operating budget approval and modification").
 - (b) It is a goal for the university's auxiliary enterprises to also maintain separate operating reserve funds with targeted balances comparable to the general fund operating reserve in percentage terms.
 - (c) Transfers out of the operating reserve funds must be approved by the board of trustees regardless of the amount to be transferred.

3356-3-11.1 Budget transfers.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: December 2004; December 2008; March 2013;
June 2018; June 2023
Board Committee: Finance and Facilities
Effective Date: ~~June 7, 2018~~ 22, 2023
Next Review: ~~2023~~ 2028

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 - (2) “Budget transfers.” ~~Budget~~ - budget reallocations from one account to another account that will change the available balance of two or more budgets.
 - (3) “Designated funds.” ~~Unrestricted~~ - unrestricted funds internally transferred from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.

- (4) “General funds.” ~~Current~~ - current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, and financial aid.
 - (5) “Institution-wide accounts.” ~~University-wide~~ - university-wide accounts that are assigned to a unit or department for management that benefit the entire university.
 - (6) “Inter-fund transfers.” ~~Budget~~ - budget transfers to and from accounts from different funds.
 - (7) “Operating budget.” ~~General~~ - general and auxiliary funds representing the operating activities of the university for a given fiscal year. Excluded from the operating budget are designated funds, plant and capital funds, restricted funds, endowments and funds functioning as endowments.
 - (8) “Operating Reserves.” ~~Funds~~ - funds functioning as endowments sourced from general and auxiliary funds that are specifically designated as the institution’s primary operating reserves to be used as contingency funds to support emergency budget shortfalls and/or unexpected operating deficits. These reserves also serve as the basis for maintaining long-term investments and positive financial ratios.
 - (9) “Signature authority.” ~~A~~ - a university employee who has been designated as a financial manager and given spending authority for a specific account(s) or fund(s).
 - (10) “Area division officer.” ~~An~~ - an executive officer of the university who maintains overall leadership for a particular division of the university. Area division officers include the president, provost, and vice presidents.
- (E) Procedures.
- (1) Budget transfers within operating budget accounts.

- (a) Any reallocation of funds within the overall operating budget level established by the board of two hundred fifty thousand dollars or more will be reported as an information item at the next finance and facilities committee meeting.
- (b) Signature authorities have authority to transfer operating funds within and among all accounts under their area(s) of responsibility, with the exception of:
 - (i) From permanent salary and fringe benefit accounts; and
 - (ii) From institution-wide accounts.
- (c) Transfers to permanent salary accounts for the purpose of creating new positions require the approval of the vice president for finance and administration or his/her designee.

(2) Inter-fund transfers.

- (a) Inter-fund transfers of ~~twenty-five~~fifty thousand dollars or more, including year-end transfers, will be approved by the appropriate financial manager(s) and will be reported as an information item at the next finance and facilities committee meeting.
- (b) Inter-fund transfers of one hundred thousand dollars or more for operating purposes or for any purpose other than a specific capital improvement project will be approved by the appropriate area division officer and by the board of trustees.
- (c) Inter-fund transfers for specific capital improvements or construction projects will be approved by the appropriate area division officer and by the vice president for finance and administration. Inter-fund transfers for capital improvements or construction projects of five hundred thousand dollars or more will be approved by the board of trustees.
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 - (b) It is a goal for the university’s auxiliary enterprises to also maintain separate operating reserve funds with targeted balances comparable to the general fund operating reserve in percentage terms.
 - (c) Transfers out of the operating reserve funds must be approved by the board of trustees regardless of the amount to be transferred.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
ACCEPTABLE USE OF UNIVERSITY TECHNOLOGY RESOURCES POLICY,
3356-4-09**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 22, 2023
YR 2023-**

3356-4-09 Acceptable use of university technology resources.

Responsible Division/Office: Information Technology Services
Responsible Officer: VP for Finance and Business Operations
Revision History: August 1999; November 2010; December 2012;
March 2016; June 2021; March 2023; June 2023
Board Committee: Finance and Facilities
Effective Date: June 22, 2023
Next Review: 2028

- (A) Policy statement. University technology resources are provided to the university community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the university in compliance with this policy.
- (B) Scope. This policy applies to all users and uses of university-owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.
- (C) Parameters.
 - (1) Technology resources (computing, digital recordings, networking, data and network services) are provided to the university community in order to fulfill the mission of the university.
 - (2) While the university recognizes the importance of academic freedom and freedom of expression, as a public employer, the university also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.
 - (3) Use of university-owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the university or for more than limited, responsible personal use conforming to this policy is prohibited.

- (4) Technology resources provided by the university are the property of the university. University-owned technology is not intended to supersede the need for technology purchases for personal purposes.
 - (5) As the university is a public entity, information in an electronic form may also be subject to disclosure under the Ohio public records act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).
 - (6) Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.
- (D) User requirements. All users of the university-owned technology resources (computing, digital recordings, networking and data), regardless of affiliation with the university, must:
- (1) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
 - (2) Protect the confidentiality, integrity and availability of technology resources.
 - (3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
 - (4) Comply with all applicable policies at Youngstown state university (YSU).
 - (5) Respect the right of other technology users to be free from harassment or intimidation.
 - (6) Respect copyrights, intellectual property rights, and ownership of files and passwords.
 - (7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
 - (8) Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those

resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.

- (9) Limit personal use of university technology resources so that such use does not interfere with one's responsibilities to the university.
 - (10) Not attempt to circumvent information technology security systems or the university "IT Security Manual."
 - (11) Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the university.
 - (12) Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the university.
 - (13) Not state or imply that they speak on behalf of the university without authorization to do so and not use university trademarks and logos without authorization to do so.
- (E) User responsibilities.
- (1) By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to adhere to the university "IT Security Manual."
 - (2) Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.
 - (3) Users are responsible for any activity performed on university-owned technology devices assigned to them except when the device is compromised by actions beyond the user's control.
 - (4) There is no expectation of personal privacy when using university resources. See paragraph (F) of this rule.
 - (5) Potential violations regarding use of technology resources should be reported to the appropriate information technology services

manager(s) or information security officer.

- (6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
 - (7) Users are responsible for maintaining data in compliance with the university records retention plan.
 - (8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See university policy 3356-4-13, "Sensitive information/information security"; rule 3356-4-13 of the Administrative Code.)
 - (9) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.
- (F) No expectation of privacy.
- (1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.
 - (2) When authorized by the office of the general counsel, the university may also specifically monitor the activity and accounts of individual end-users of university technology resources,

including login sessions, file systems, and communications.

- (3) When authorized by the appropriate university administrator (president, vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned personnel for university business and the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.
- (4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
- (5) Personal computing devices:
 - (a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.
 - (b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).
 - (c) Personal computing devices must comply with university "IT Security Manual" when using the campus wireless network or other provided university technology resource.
 - (d) Personal computing devices used to conduct university business are subject to public records requests.
 - (e) Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the university's wired or wireless network.

- (G) Email. University email (i.e. username@ysu.edu) is the only acceptable email for conducting University business. Email is an official means for communication at the university. Students, faculty, and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.
- (H) Security. The university employs various measures (i.e., the university's "IT Security Manual") to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.

Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder. Passwords may be changed at the request of the area supervisor and approved by the supervisor's vice president or the president.

- (I) Additional policy ramifications. Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resources and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.
- (J) Examples of unacceptable use:
 - (1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.
 - (a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.
 - (b) Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.

- (c) Any form of harassment by electronic means (e.g., email, videoconferencing, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited. (Refer to university policies 3356-2-03, “Discrimination/harassment,” 3356-2-05, “Title IX sexual harassment policy,” and 3356-4-21, “Campus free speech”; rules 3356-2-03, 3356-2-05, and 3356-4-21 of the Administrative Code.)
- (d) Making fraudulent offers of products, items or services using any university technology resource is prohibited.
- (e) Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity that involves a conflict of interest. (Refer to university policies 3356-7-01, “Conflicts of interest and conflicts of commitment” and 3356-7-19, “Access to campus for purposes of commercial solicitation or advertising”; rules 3356-7-01 and 3356-7-19 of the Administrative Code.)
- (f) Creating or forwarding chain letters, Ponzi, or other pyramid schemes is prohibited.
- (g) Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official university purposes necessitates following the university’s procedures for the electronic distribution of information.
- (h) Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- (i) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not

limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.

- (j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- (k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.
- (l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.
- (m) Attempting to log onto another user's account (secured or otherwise) is prohibited.
- (n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
- (o) Personal use beyond limited responsible use is prohibited.
- (p) Digital recordings of any sensitive nature, such as manager-employee personnel discussions/interactions or any discussions that email sensitive or protected data (i.e., FERPA, HIPAA, etc.), as well as recording of any meeting or conversation without full disclosure that the interaction is being recorded. All recordings become subject to the public records law of Ohio, university policy 3356-9-07, "Public records" and 3356-9-09, "Records management" (rules 3356-9-07 and 3356-9-09 of the Administrative Code).

- (q) Use of TikTok, or any other social media application that freely harvests device and/or network data, is prohibited on YSU-owned devices.
 - (2) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing university-owned resources.
- (K) Enforcement.
- (1) The office of the chief information officer (CIO) may suspend and/or restrict either an individual's or a device's access to the university network resource if:
 - (a) It is deemed necessary to maintain the security or functionality of the network resource.
 - (b) It is deemed necessary to protect the university from potential liability.
 - (c) The account, system, or device is believed to have been either compromised or is in violation of this policy.
 - (2) The office of the CIO must immediately report the enforcement action and the justification for the action to the vice president of student affairs, vice president for finance and administration, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.
- (L) Exceptions.
- (1) The chief information officer, or designee, may approve exceptions to this policy on a case-by-case basis (with written authorization according to the university "IT Security Manual").
 - (2) Faculty and staff who have a legitimate business or academic case for using TikTok or other prohibited applications can request an

exception.

Approved exceptions require a departmental purchase of a dedicated YSU-owned device that does not comingle university data.

- (M) **Violations:** An employee may be held financially liable for a data breach when using non-university storage or email. In addition, in the event of a data breach, the university will not defend or support any employee who uses unsupported information technology.

3356-4-09 Acceptable use of university technology resources.

Responsible Division/Office: Information Technology Services
Responsible Officer: VP for Finance and Business Operations
Revision History: August 1999; November 2010; December 2012;
March 2016; June 2021; March 2023; June 2023
Board Committee: Finance and Facilities
Effective Date: ~~March 2, 2023~~ June 22, 2023
Next Review: 2028

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 - (3) Use of university-owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the university or for more than limited, responsible personal use conforming to this policy is prohibited.

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 - (2) Protect the confidentiality, integrity and availability of technology resources.
 - (3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
 - (4) Comply with all applicable policies at Youngstown state university (YSU).
 - (5) Respect the right of other technology users to be free from harassment or intimidation.
 - (6) Respect copyrights, intellectual property rights, and ownership of files and passwords.
 - (7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
 - (8) Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those

resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.

- (9) Limit personal use of university technology resources so that such use does not interfere with one's responsibilities to the university.
 - (10) Not attempt to circumvent information technology security systems or the university "IT Security Manual."
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- (6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
 - (7) Users are responsible for maintaining data in compliance with the university records retention plan.
 - (8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See university policy 3356-4-13, "Sensitive information/information security"; rule 3356-4-13 of the Administrative Code.)
 - (9) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.
- (F) No expectation of privacy.
- (1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.
 - (2) When authorized by the office of the general counsel, the university may also specifically monitor the activity and accounts of individual end-users of university technology resources,

including login sessions, file systems, and communications.

- (3) When authorized by the appropriate university administrator (president, vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned personnel for university business and the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.
- (4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
- (5) Personal computing devices:
 - (a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.
 - (b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).
 - (c) Personal computing devices must comply with university "IT Security Manual" when using the campus wireless network or other provided university technology resource.
 - (d) Personal computing devices used to conduct university business are subject to public records requests.
 - (e) Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the university's wired or wireless network.

(G) Email. University email (i.e. username@ysu.edu) is the only acceptable email for conducting University business. Email is an official means for communication at the university. Students, faculty, and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.

(H) **Security.** The university employs various measures (i.e., the university's "IT Security Manual") to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.

Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder. Passwords may be changed at the request of the area supervisor and approved by the supervisor's vice president or the president.

(I) **Additional policy ramifications.** Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resources and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.

(J) **Examples of unacceptable use:**

(1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.

(a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.

(b) Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.

- (c) Any form of harassment by electronic means (e.g., email, videoconferencing, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited. (Refer to university policies 3356-2-03, “Discrimination/harassment,” 3356-2-05, “Title IX sexual harassment policy,” and 3356-4-21, “Campus free speech”; rules 3356-2-03, 3356-2-05, and 3356-4-21 of the Administrative Code.)
- (d) Making fraudulent offers of products, items or services using any university technology resource is prohibited.
- (e) Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity that involves a conflict of interest. (Refer to university policies 3356-7-01, “Conflicts of interest and conflicts of commitment” and 3356-7-19, “Access to campus for purposes of commercial solicitation or advertising”; rules 3356-7-01 and 3356-7-19 of the Administrative Code.)
- (f) Creating or forwarding chain letters, Ponzi, or other pyramid schemes is prohibited.
- (g) Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official university purposes necessitates following the university’s procedures for the electronic distribution of information.
- (h) Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- (i) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not

limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.

- (j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- (k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.
- (l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.
- (m) Attempting to log onto another user's account (secured or otherwise) is prohibited.
- (n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
- (o) Personal use beyond limited responsible use is prohibited.
- (p) Digital recordings of any sensitive nature, such as manager-employee personnel discussions/interactions or any discussions that email sensitive or protected data (i.e., FERPA, HIPAA, etc.), as well as recording of any meeting or conversation without full disclosure that the interaction is being recorded. All recordings become subject to the public records law of Ohio, university policy 3356-9-07, "Public records" and 3356-9-09, "Records management" (rules 3356-9-07 and 3356-9-09 of the Administrative Code).

- (q) Use of TikTok, or any other social media application that freely harvests device and/or network data, is prohibited on YSU-owned devices.
 - (2) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing university-owned resources.
- (K) Enforcement.
- (1) The office of the chief information officer (CIO) may suspend and/or restrict either an individual's or a device's access to the university network resource if:
 - (a) It is deemed necessary to maintain the security or functionality of the network resource.
 - (b) It is deemed necessary to protect the university from potential liability.
 - (c) The account, system, or device is believed to have been either compromised or is in violation of this policy.
 - (2) The office of the CIO must immediately report the enforcement action and the justification for the action to the vice president of student affairs, vice president for finance and administration, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.
- (L) Exceptions.
- (1) The chief information officer, or designee, may approve exceptions to this policy on a case-by-case basis (with written authorization according to the university "IT Security Manual").
 - (2) Faculty and staff who have a legitimate business or academic case for using TikTok or other prohibited applications can request an

exception.

Approved exceptions require a departmental purchase of a dedicated YSU-owned device that does not commingle university data.

(M) Violations: An employee may be held financially liable for a data breach when using non-university storage or email. In addition, in the event of a data breach, the university will not defend or support any employee who uses unsupported information technology.



**RESOLUTION TO MODIFY
STORAGE OF ELECTRONIC DATA POLICY, 3356-4-09.2**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 22, 2023
YR 2023-**

3356-4-09.2 Storage of electronic data.

Responsible Division/Office: Information Technology Services
Responsible Officer: VP of Finance and Business Operations
Revision History: June 2018; June 2023
Board Committee: Finance and Facilities
Effective Date: June 22, 2023
Next Review: 2028

- (A) Policy statement. Electronic data is a strategic asset of Youngstown state university (university) and is critical to the success of the university. The university, through its information technology services (ITS), utilizes technologies to ensure data integrity and to prevent data loss and unauthorized access of data.
- (B) Purpose. To protect the electronic data and information belonging to or held by the university through the establishment of acceptable data storage resources and the minimum acceptable standard of university network data storage.
- (C) Scope. This policy applies to all university employees, students, affiliates, and all others granted access to university data or information systems.
- (D) Definitions.
 - (1) “Network storage” - network accessible service(s) provided by the university and maintained by ITS for the purpose of electronically retaining university data.
 - (2) “University data” - any and all data and records created, collected, stored and/or managed in connection with the operation and management of the university. Unless superseded by specific regulations, university policy, terms of sponsorship or other agreements, the university owns all research data generated or acquired by university employees (faculty and staff) or non-student trainees or fellows (not employed by the university) through research projects conducted at or under the auspices of the university, regardless of funding source.

(3) “Store” - electronically commit data as retrievable records.

(E) Parameters.

(1) The university’s ITS office will establish, and when appropriate, revise guidelines and/or best practices for the required storage of university data on university network storage and/or cloud/hosted storage as vetted and approved by ITS. As part of this service, ITS will work to ensure best practice backup, security, disaster readiness and continuity of university data. By design, access to data on network store(s) will be appropriately and significantly enhanced.

(2) ITS will facilitate connectivity to appropriate network storage at the time university computers are deployed on-campus for faculty and staff. Correspondingly, ITS will implement systems and services such that data is stored appropriately within those systems.

(3) Storage associated with cloud/hosted service(s) as approved by ITS will also be acceptable.

(4) University employees choosing to store data locally in addition to required network storage are responsible for the setup, care, maintenance, and migration of such data.

(5) This policy does not modify or eliminate responsibilities identified in rule 3356-4-02 of the Administrative Code (see university policy 3356-4-02, “Surplus property”) or any other applicable administrative rule or university policy.

(6) Guidelines and requirements for the storage of electronic data are available on the ITS home web page.

(F) Security incident. Individuals granted access to university data or information systems must report any known security incident or any incident that is likely to cause a disclosure of sensitive information to unauthorized parties by contacting the university’s tech desk. Security incidents include but are not limited to the theft or loss of a computer device, the introduction of malicious software, or other misconfiguration that may lead to unauthorized access to confidential or sensitive information.

- (G) Enforcement. The university reserves the right to monitor network traffic, perform random audits and to take other steps to ensure the integrity of its information and compliance with this policy.
- (H) Violations. Violation(s) of this policy may result in appropriate disciplinary action, up to and including termination, temporary or permanent restrictions on information access/networks, and criminal and/or civil action.

3356-4-09.2 Storage of electronic data.

Responsible Division/Office: Information Technology Services
Responsible Officer: VP of Finance and Business Operations
Revision History: June 2018; June 2023
Board Committee: Finance and Facilities
Effective Date: ~~June 7, 2018~~ June 22, 2023
Next Review: ~~2023~~ 2028

- (A) Policy statement. Electronic data is a strategic asset of Youngstown state university (“university”) and is critical to the success of the university. The university, through its information technology services (“ITS”), utilizes technologies to ensure data integrity and to prevent data loss and unauthorized access of data.
- (B) Purpose. To protect the electronic data and information belonging to or held by the university through the establishment of acceptable data storage resources and the minimum acceptable standard of university network data storage.
- (C) Scope. This policy applies to all university employees, students, affiliates, and all others granted access to university data or information systems.
- (D) Definitions.
- (1) “Network storage.” ~~Network~~ - network accessible service(s) provided by the university and maintained by ITS for the purpose of electronically retaining university data.
 - (2) “University data.” ~~Any~~ - any and all data and records created, collected, stored and/or managed in connection with the operation and management of the university. Unless superseded by specific regulations, university policy, terms of sponsorship or other agreements, the university owns all research data generated or acquired by university employees (faculty and staff) or non-student trainees or fellows (not employed by the university) through research projects conducted at or under the auspices of the university, regardless of funding source.

- | (3) “Store:”~~Electronically~~ - electronically commit data as retrievable records.
- (E) Parameters.
- (1) The university’s ITS office will establish, and when appropriate, revise guidelines and/or best practices for the required storage of university data on university network storage and/or cloud/hosted storage as vetted and approved by ITS. As part of this service, ITS will work to ensure best practice backup, security, disaster readiness and continuity of university data. By design, access to data on network store(s) will be appropriately and significantly enhanced.
 - (2) ITS will facilitate connectivity to appropriate network storage at the time university computers are deployed on-campus for faculty and staff. Correspondingly, ITS will implement systems and services such that data is stored appropriately within those systems.
 - (3) Storage associated with cloud/hosted service(s) as approved by ITS will also be acceptable.
 - (4) University employees choosing to store data locally in addition to required network storage are responsible for the setup, care, maintenance, and migration of such data.
 - (5) This policy does not modify or eliminate responsibilities identified in rule 3356-4-02 of the Administrative Code (see university policy 3356-4-02, “Surplus property”) or any other applicable administrative rule or university policy.
 - (6) Guidelines and requirements for the storage of electronic data are available on the ITS home web page.
- (F) Security incident. Individuals granted access to university data or information systems must report any known security incident or any incident that is likely to cause a disclosure of sensitive information to unauthorized parties by contacting the university’s tech desk. Security incidents include but are not limited to the theft or loss of a computer device, the introduction of malicious software, or other misconfiguration

that may lead to unauthorized access to confidential or sensitive information.

- (G) **Enforcement.** The university reserves the right to monitor network traffic, perform random audits and to take other steps to ensure the integrity of its information and compliance with this policy.
- (H) **Violations.** Violation(s) of this policy may result in appropriate disciplinary action, up to and including termination, temporary or permanent restrictions on information access/networks, and criminal and/or civil action.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
USE OF UNIVERSITY VEHICLES POLICY, 3356-4-18**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 22, 2023
YR 2023-**

3356-4-18 Use of university vehicles.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: September 2013; September 2018; June 2023
Board Committee: Finance and Facilities
Effective Date: June 22, 2023
Next Review: 2028

- (A) Policy statement. Motorized vehicles owned or leased by Youngstown state university (university) are to be operated solely for university business and only by authorized university faculty, staff, and students. Any personal use must be authorized in advance and associated with the use of that vehicle for university business. All university drivers must comply with university vehicle use requirements and procedures.
- (B) Scope. This policy applies to all motorized vehicles as defined herein.
- (C) Definition.
- (1) “University vehicle” - a vehicle that is either owned or leased as part of the university’s motor pool, including but not limited to automobiles, passenger vans, golf carts, and utility vehicles.
Exclusion: This policy does not cover vehicles leased by the university specifically for a university employee and solely for that employee’s combined business/ personal use.
- (D) Business use of vehicles.
- (1) University vehicles are to be used solely for authorized university business. It is the responsibility of the department head to enforce proper use of university vehicles assigned to the using department and to ensure that all appropriate forms are completed.
- (2) University vehicles are to be operated only by authorized individuals.
- (3) Only authorized passengers may ride in university vehicles. These may be faculty, staff, students, or guests of the university.

- (4) Personal use of a university vehicle that occurs within the broader use of that vehicle for university business, such as a detour from an expected business route to do personal business, is not permitted. Meals and refreshments for breaks during the workday as a part of the use of a university vehicle are permitted.
 - (5) Use of a university vehicle solely for personal use or for more than incidental personal use as part of business use is prohibited.
 - (6) To ensure safety and inventory-control, all university vehicles must be approved by and purchased through the university's motor pool office, under the purview of university facilities and support services.
 - (7) Vehicles that are donated to the university must be inspected and approved by the university's motor pool office prior to the university accepting any such donation. Vehicles accepted as gifts to the university shall be registered with the university motor pool.
- (E) Driver responsibilities.
- (1) Drivers shall not operate a vehicle that the driver suspects is not operating properly. The driver shall park the vehicle and make appropriate arrangements so that the vehicle can be serviced, otherwise operated safely or towed.
 - (2) The number of persons that may be transported in a university vehicle shall not exceed the vehicle's maximum capacity. Wherever applicable, all persons riding in a university vehicle must wear seatbelts.
 - (3) Drivers of any university operated vehicle must comply with all state and local traffic laws. Drivers are responsible for payment of any fines resulting from violation of motor vehicle regulations while operating university vehicles.
 - (4) Drivers are responsible for taking appropriate measures to secure and safeguard the vehicle until it is returned to the designated location at the university.

- (F) Violations of the vehicle policy. Employees who violate this policy or administrators who authorize inappropriate or unnecessary purchase and/or use may be liable for the repayment of costs incurred and/or damages that might occur and may be subject to discipline up to and including termination.

3356-4-18 Use of university vehicles.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: September 2013; September 2018; June 2023
Board Committee: Finance and Facilities
Effective Date: ~~September 6, 2018~~ June 22, 2023
Next Review: ~~2023~~ 2028

- (A) Policy statement. ~~Motor~~ Motorized vehicles owned or leased by Youngstown state university (university) are to be operated solely for university business and only by authorized university faculty, staff, and students. Any personal use must be authorized in advance and associated with the use of that vehicle for university business. All university drivers must comply with university vehicle use requirements and procedures.
- (B) Scope. This policy applies to all ~~motor~~ motorized vehicles as defined herein.
- (C) Definition.
- (1) “University vehicle.” ~~“A”~~ - a vehicle that is either owned or leased as part of the ~~University’s~~ university’s motor pool ~~and is certified and licensed to be driven on public roadways, including but not limited to automobiles, passenger vans, golf carts, and utility vehicles.~~ Exclusion: This policy does not cover vehicles leased by the university specifically for a university employee and solely for that employee’s combined business/ personal use.
- (D) Business use of vehicles.
- (1) University vehicles are to be used ~~only~~ solely for authorized university business. It is the responsibility of the department head to enforce proper use of university vehicles assigned to the using department and to ensure that all appropriate forms are completed.
- (2) University vehicles are to be operated only by authorized individuals.

- (3) Only authorized passengers may ride in university vehicles. These may be faculty, staff, students, or guests of the university.
- (4) Personal use of a university vehicle that occurs within the broader use of that vehicle for university business, such as a detour from an expected business route to do personal business, is not permitted. Meals and refreshments for breaks during the workday as a part of the use of a university vehicle are permitted.
- (5) Use of a university vehicle solely for personal use or for more than incidental personal use as part of business use is prohibited.
- (6) To ensure safety and inventory-control, all university vehicles must be approved by and purchased through the university's motor pool office, under the purview of university facilities and support services.
- (7) Vehicles that are donated to the university must be inspected and approved by the university's motor pool office prior to the university accepting any such donation. Vehicles accepted as gifts to the university shall be registered with the university motor pool.

(E) Driver responsibilities.

- (1) Drivers shall not operate a vehicle that the driver suspects is not operating properly. The driver shall park the vehicle and make appropriate arrangements so that the vehicle can be serviced, otherwise operated safely or towed.
- (2) ~~Drivers must only transport the~~ The number of persons that may be transported in a university vehicle shall not exceed the vehicle's maximum capacity for which there are seatbelts in the vehicle. All ~~Wherever applicable, all persons riding in a university vehicle must wear their~~ Wherever applicable, all persons riding in a university vehicle must wear seatbelts.
- (3) Drivers of any university operated vehicle must comply with all state and local traffic laws. Drivers are responsible for payment of any fines resulting from violation of motor vehicle regulations while operating university vehicles.

- (4) Drivers are responsible for taking appropriate measures to secure and safeguard the vehicle until it is returned to the designated location at the university.

- (F) Violations of the vehicle policy. Employees who violate this policy or administrators who authorize inappropriate or unnecessary purchase and/or use may be liable for the repayment of costs incurred and/or damages that might occur and may be subject to discipline up to and including termination.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
CHANGES TO TUITION AND FEES FOR THE 2023-24
ACADEMIC AND FISCAL YEAR**

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

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

WHEREAS, Ohio law provides that the University shall separately identify the Instructional Fee, the General Fee, the Tuition Charge, and the Tuition Surcharge; and

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

NOW, THEREFORE, BE IT RESOLVED, that unless otherwise noted herein, this Resolution shall replace all previously adopted Resolutions pertaining to tuition, fees and/or other charges; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the “tuition charge” shall be the sum of the Instructional Fee, General Fee, and the Information Services Fee, and does hereby establish the tuition charge and other fees as included in the attached Exhibit, to become effective for the 2023-24 academic year and shall not exceed what is permitted by the final enacted version of the state of Ohio budget bill for the FY 2024 - FY 2025 biennium, and to remain in effect until changed by the Board of Trustees, except as may be specifically noted otherwise; and

BE IT FURTHER RESOLVED, that the President of Youngstown State University or his designee shall have the authority to approve:

1. Fees for continuing education and noncredit courses, institutes, and workshops offered or coordinated through the Colleges and Office of College Access and Transition;

2. Ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions; and
3. Service charges for loans to students.

In all cases, the revenue generated by such fees and charges shall be expended in conformity with appropriately approved budgets. It shall be understood that: (a) charges for unreturned or damaged equipment checked out to a student shall be established by the cognizant University staff person and the charge shall be sufficient to recover replacement costs and with a charge to cover processing costs; (b) for such charges as noted in (a) above, the approval of neither the President nor the Board of Trustees shall be required; and (c) the President or his designees shall have the authority to designate parking facilities by location or by time which may be utilized either without charge or for a reduced charge.

Fines which are authorized in this resolution may be assessed against nonstudents who are authorized to use University services as well as against students; and the rates detailed in this resolution shall replace the rates in any other resolution in conflict, and it shall continue to be the policy of this Board to review and adopt all fees, service charges, and fines annually in order that students and others are informed as to rates for the coming year and budgets may be finalized. It is understood that charges, fines, penalties, and assessments to students and non-students will not be waived except as specifically authorized by proper authority. Fee waivers authorized by the Chancellor, in accordance with section 381.170 of Am. Sub. H.B. 166 of the 133rd General Assembly, are identified in the attached Exhibit and made part herein.

If a student is permitted to withdraw from the University or if a student reduces his or her academic load, a refund of the tuition charge and the nonresident tuition surcharge, where applicable, shall be made in conformity with the following schedule. If the withdrawal is after the prescribed time limits, all tuition and other applicable fees and charges are forfeited. All applicable fees, fines, and penalties due must be paid before the refund is paid. Refund policies for University Housing and Courtyard Apartments shall be set by Student Affairs in accordance with best business practices.

Refund Schedule

<u>Length of Course</u>	<u>100% refund</u>	<u>No refund</u>
More than 8 weeks:	through 14th day of term.	15th day of term and later.
8 weeks or less:	through 7 th day of term.	8 th day of term and later.

YOUNGSTOWN STATE UNIVERSITY
Summary of Full-Time Bulk-Rate Tuition¹
(See Schedules 2, 3 and 4 for detail)

Schedule 1

	FY 2023 Actual	FY 2024		
		Proposed	\$ Change	% Change
UNDERGRADUATE				
Continuing students, per semester				
Resident	\$4,377.00	\$4,377.00	\$0.00	0.00%
Non-resident:				
Affordable Tuition Advantage ²	\$4,557.00	\$4,557.00	\$0.00	0.00%
Penguin Promise cohort 6, per semester				
Resident	N/A	\$5,444.64	New*	New*
Non-resident:				
Affordable Tuition Advantage ²	N/A	\$5,624.64	New*	New*
GRADUATE³				
Masters-Level, per semester				
Resident	\$6,494.40	\$6,546.60	\$52.20	0.80%
Non-resident:				
Affordable Tuition Advantage ²	\$6,674.40	\$6,726.60	\$52.20	0.78%
Doctoral-Level, per semester				
Resident	\$6,868.32	\$6,920.52	\$52.20	0.76%
Non-resident:				
Affordable Tuition Advantage ²	\$7,048.32	\$7,100.52	\$52.20	0.74%

*Penguin Promise Cohort 6 rates are subject to Ohio House Bill 33, which was not finalized at the time this schedule was prepared. The Cohort 6 rates shown here reflect the maximum adjustment permitted by the House-passed version of H.B. 33. Final rates will not exceed what is permitted by the final enacted version of H.B. 33.

1. Rates for specialized programs not included in this presentation.
2. Prior to the 2021-22 academic year, the Affordable Tuition Advantage (ATA) rate was offered to non-resident students from certain nearby/border counties in, Pennsylvania, New York State and West Virginia. Effective fall 2021, the University will charge the ATA surcharge to all non-resident students.
3. Although the graduate bulk-rate band is from 12-18 hours, graduate students are considered full-time for academic purposes at 3 credit hours and above.

YOUNGSTOWN STATE UNIVERSITY
Resident Undergraduate Tuition & Fees
(for non-Penguin Promise students enrolled spring 2018 or earlier)

Fee Description	FY 2023	FY 2024		
	Actual	Proposed	\$ Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$3,507.12	\$3,507.12	\$0.00	0.00%
General Fee (per semester, 12-18 credit hours)	\$740.04	\$740.04	\$0.00	0.00%
Information Services Fee (per semester, 12-18 credit hours)	\$129.84	\$129.84	\$0.00	0.00%
Full-time tuition & mandatory fees	\$4,377.00	\$4,377.00	\$0.00	0.00%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$292.26	\$292.26	\$0.00	0.00%
General Fee (per credit hour)	\$61.67	\$61.67	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.82	\$10.82	\$0.00	0.00%

YOUNGSTOWN STATE UNIVERSITY

Penguin Promise Tuition Guarantee* - Resident Undergraduate Tuition & Fees

	Cohort 6**	Change from Prior Cohort	
	FY 2024	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$4,202.52	4.60%	\$184.80
General Fee	\$1,242.12	4.60%	\$54.60
Full-time Penguin Promise tuition	\$5,444.64	4.60%	\$239.40
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$350.21	4.60%	\$15.40
General Fee (per credit hour)	\$103.51	4.60%	\$4.55
Penguin Promise tuition per credit hour	\$453.72	4.60%	\$19.95

	Cohort 5	Change from Prior Cohort	
	FY 2023	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$4,017.72	4.60%	\$176.64
General Fee	\$1,187.52	4.60%	\$52.20
Full-time Penguin Promise tuition	\$5,205.24	4.60%	\$228.84
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$334.81	4.60%	\$14.72
General Fee (per credit hour)	\$98.96	4.60%	\$4.35
Penguin Promise tuition per credit hour	\$433.77	4.60%	\$19.07

	Cohort 4	Change from Prior Cohort	
	FY 2022	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$3,841.08	3.80%	\$140.64
General Fee	\$1,135.32	3.80%	\$41.52
Full-time Penguin Promise tuition	\$4,976.40	3.80%	\$182.16
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$320.09	3.80%	\$11.72
General Fee (per credit hour)	\$94.61	3.80%	\$3.46
Penguin Promise tuition per credit hour	\$414.70	3.80%	\$15.18

	Cohort 3	Change from Prior Cohort	
	FY 2021	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$3,700.44	4.10%	\$145.80
General Fee	\$1,093.80	4.10%	\$43.08
Full-time Penguin Promise tuition	\$4,794.24	4.10%	\$188.88
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$308.37	4.10%	\$12.15
General Fee (per credit hour)	\$91.15	4.10%	\$3.59
Penguin Promise tuition per credit hour	\$399.52	4.10%	\$15.74

	Cohort 2	Change from Prior Cohort	
	FY 2020	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$3,554.64	3.50%	\$120.24
General Fee	\$1,050.72	3.50%	\$35.53
Full-time Penguin Promise tuition	\$4,605.36	3.50%	\$155.77
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$296.22	3.50%	\$10.02
General Fee (per credit hour)	\$87.56	3.50%	\$2.96
Penguin Promise tuition per credit hour	\$383.78	3.50%	\$12.98

* Guarantee cohort rates set pursuant to Ohio Revised Code §3345.48 and state budget (temporary law) language.

**Penguin Promise Cohort 6 rates are subject to Ohio House Bill 33, which was not finalized at the time this schedule was prepared. T Cohort 6 rates shown here reflect the maximum adjustment permitted by the House-passed version of H.B. 33. Final rates will not exceed what is permitted by the final enacted version of H.B. 33.

YOUNGSTOWN STATE UNIVERSITY
Undergraduate College Fees

Fee Description	FY 2023 Actual	FY 2024		
		Proposed	\$ Change	% Change
COLLEGE FEES				
Beeghly College of Liberal Arts, Social Sciences & Education				
Undergraduates (per credit hour)	\$8.00	\$12.50 *	\$4.50 *	56.25%
Undergraduates, (bulk rate, 12-18 hours)	\$96.00	\$150.00 *	\$54.00 *	56.25%
Bitonte College of Health & Human Services				
Undergrad with Junior Standing and Above (per credit hour)	\$12.50	\$20.50 *	\$8.00 *	64.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$150.00	\$246.00 *	\$96.00 *	64.00%
College of Science, Technology, Engineering & Mathematics				
Undergrad with Junior Standing and Above (per credit hour)	\$25.00	\$25.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$300.00	\$300.00	\$0.00	0.00%
Cliffe College of Creative Arts & Communications				
Undergraduates (per credit hour)	\$9.00	\$9.00	\$0.00	0.00%
Undergraduates, (bulk rate, 12-18 hours)	\$108.00	\$108.00	\$0.00	0.00%
Williamson College of Business Administration				
Undergraduates (per credit hour)	\$20.00	\$20.00	\$0.00	0.00%
Undergraduates, (bulk rate, 12-18 hours)	\$240.00	\$240.00	\$0.00	0.00%

*Denotes adjustments subject to ODHE approval. Fee will remain at current rates pending ODHE approval.

YOUNGSTOWN STATE UNIVERSITY
Masters-Level Graduate Tuition & Fees

Schedule 3

Fee Description	FY 2023 Actual	FY 2024		
		Proposed	\$ Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$5,359.08	\$5,359.08	\$0.00	0.00%
General Fee (per semester, 12-18 credit hours)	\$1,135.32	\$1,187.52	\$52.20	4.60%
Full-time tuition & mandatory fees	\$6,494.40	\$6,546.60	\$52.20	0.80%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$446.59	\$446.59	\$0.00	0.00%
General Fee (per credit hour)	\$94.61	\$98.96	\$4.35	4.60%
ADDITIONAL GRADUATE FEES				
Master of Public Health¹ (per credit hour)	\$644.00	\$670.00	\$26.00	4.04%
Master of Fine Arts² (per credit hour)	\$578.85	\$621.00	\$42.15	7.28%
Graduate Workshops (per credit hour)				
Resident	\$169.21	\$170.57	\$1.36	0.80%
Non-Resident	\$180.46	\$181.91	\$1.45	0.80%

1. Fee set by the *Consortium of Eastern Ohio Master of Public Health* of which YSU is a member. The MPH rate also applies to related certificate programs.

2. Fee set by the *Northeast Ohio MFA Consortium* of which YSU is a member. Rate only applies to the Creative Writing program.

3. Nurse Anesthetist fee is set by the St. Elizabeth Health Center School for Nurse Anesthetists.

**YOUNGSTOWN STATE UNIVERSITY
Doctoral-Level Graduate Tuition & Fees**

Fee Description	FY 2023 Actual	FY 2024		
		Proposed	\$ Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$5,733.00	\$5,733.00	\$0.00	0.00%
General Fee (per semester, 12-18 credit hours)	\$1,135.32	\$1,187.52	\$52.20	4.60%
Full-time tuition & mandatory fees	\$6,868.32	\$6,920.52	\$52.20	0.76%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$477.75	\$477.75	\$0.00	0.00%
General Fee (per credit hour)	\$94.61	\$98.96	\$4.35	4.60%
ADDITIONAL DOCTORAL FEES				
Nurse Anesthetists Program surcharge ¹ (per semester)	\$1,834.00	\$2,000.00	\$166.00	9.05%

1. Nurse Anesthetist fee is set by the St. Elizabeth Health Center School for Nurse Anesthetists.

YOUNGSTOWN STATE UNIVERSITY
Accelerated Online Programs¹

Schedule 3b

Fee Description	AY 2023 Actual	AY 2024		
		Proposed	\$ Change	% Change
Master of Business Administration				
In-state	\$13,500.00	\$13,500.00	\$0.00	0.0%
Non-resident	\$13,650.00	\$13,650.00	\$0.00	0.0%
Master of Science in Education				
In-state	\$12,450.00	\$12,450.00	\$0.00	0.0%
Non-resident	\$12,600.00	\$12,600.00	\$0.00	0.0%
Master of Science in Education, Educational Administration with Principal Licensure				
In-state	\$14,940.00	\$14,940.00	\$0.00	0.0%
Non-resident	\$15,120.00	\$15,120.00	\$0.00	0.0%
Doctor of Education, Education Leadership				
In-state	\$24,900.00	\$24,900.00	\$0.00	0.0%
Non-resident	\$25,200.00	\$25,200.00	\$0.00	0.0%
Registered Nurse to Bachelor of Science in Nursing²				
In-state	\$7,700.00	\$7,700.00	\$0.00	0.0%
Non-resident	\$7,840.00	\$7,840.00	\$0.00	0.0%
Master of Family Nurse Practitioner				
In-state	\$24,242.00	\$24,242.00	\$0.00	0.0%
Non-resident	\$24,472.00	\$24,472.00	\$0.00	0.0%
Master of Science in Nursing (Nursing Education)				
In-state	\$13,695.00	\$13,695.00	\$0.00	0.0%
Non-resident	\$13,860.00	\$13,860.00	\$0.00	0.0%
Master of Adult Gerontology Acute Care				
In-state	\$23,715.00	\$23,715.00	\$0.00	0.0%
Non-resident	\$23,940.00	\$23,940.00	\$0.00	0.0%
Adult Gerontology Acute Care Post Masters Certificate				
In-state	\$19,499.00	\$19,499.00	\$0.00	0.0%
Non-resident	\$19,684.00	\$19,684.00	\$0.00	0.0%
Family Nurse Practitioner Post Masters Certificate				
In-state	\$19,499.00	\$19,499.00	\$0.00	0.0%
Non-resident	\$19,684.00	\$19,684.00	\$0.00	0.0%
Advanced placement FNP Certificate				
In-state (per credit)	\$527.00	\$527.00	\$0.00	0.0%
Non-resident (per credit)	\$532.00	\$532.00	\$0.00	0.0%
Advanced placement AGAC Certificate				
In-state (per credit)	\$527.00	\$527.00	\$0.00	0.0%
Non-resident (per credit)	\$532.00	\$532.00	\$0.00	0.0%
Educational Leadership Certificate				
In-state (per credit)	\$415.00	\$415.00	\$0.00	0.0%
Non-resident (per credit)	\$420.00	\$420.00	\$0.00	0.0%

1. Accelerated Online Programs are offered through YSU's agreement with Academic Partnerships. Rates are based on academic year, which begins summer or fall semester, depending on program curriculum. The number of required credit hours varies by program. First Day Ready materials, preceptor and graduation application fees may apply.

2. Up to 19 additional general education credits may be required at \$275 per credit hour.

YOUNGSTOWN STATE UNIVERSITY
Non-Resident Tuition Surcharge

Schedule 4

	FY 2023 Actual	FY 2024		
		Proposed	\$ Change	%Change
UNDERGRADUATE				
Affordable Tuition Advantage¹				
Part-time (per credit, 1-11 credits)	\$15.00	\$15.00	\$0.00	0.00%
Full-time (per semester, within bulk)	\$180.00	\$180.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$15.00	\$15.00	\$0.00	0.00%
GRADUATE²				
Affordable Tuition Advantage¹				
Below bulk-rate (per credit, 1-11 credits)	\$15.00	\$15.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$180.00	\$180.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$15.00	\$15.00	\$0.00	0.00%
If undergraduate degree conferred by an Ohio institution				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%
Special Programs				
Master of Public Health				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%
Master of Fine Arts³				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%
Accelerated Online Programs				
Undergraduate and Graduate				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%

1. Prior to the 2021-22 academic year, the Affordable Tuition Advantage (ATA) rate was offered to non-resident students from certain nearby/border counties in, Pennsylvania, New York State and West Virginia. Effective fall 2021, the University assesses the ATA surcharge on all non-resident students.

2. Although the graduate bulk-rate band is 12-18 hours, graduate students are full-time for academic purposes at 3 credit hours and above.

3. The MFA reduced non-resident surcharge only applies to the Creative Writing Program.

YOUNGSTOWN STATE UNIVERSITY
Distance Education Program Fees

Fee Description	FY 2023 Actual	FY 2024		
		Proposed	\$ Change	% Change
UNDERGRADUATE, continuing students, non-Penguin Promise				
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$3,507.12	\$3,507.12	\$0.00	0.00%
Information Services Fee (per semester, 12-18 credit hours)	\$129.84	\$129.84	\$0.00	0.00%
Full-time tuition & mandatory fees	\$3,636.96	\$3,636.96	\$0.00	0.00%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour, 1-11 hours)	\$292.26	\$292.26	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.82	\$10.82	\$0.00	0.00%
GRADUATE				
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$5,359.08	\$5,359.08	\$0.00	0.00%
Information Services Fee (per semester, 12-18 credit hours)	\$129.84	\$129.84	\$0.00	0.00%
Full-time tuition & mandatory fees	\$5,488.92	\$5,488.92	\$0.00	0.00%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour, 1-11 hours)	\$446.59	\$446.59	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.82	\$10.82	\$0.00	0.00%
WEB-BASED PROGRAM				
Per Web-Based Course	\$100.00	\$100.00	\$0.00	0.00%

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 6

Fee Description	FY 2023 Actual	FY 2024 Proposed	Change
ACT Test Fee	\$55.00	\$65.00	\$10.00
Career Services Fee, for continuing non-Penguin Promise Students			
Level 1 - Mandatory, Freshman and Sophomores (per credit hour)	\$1.75	\$1.75	\$0.00
Level 2 - Mandatory, Junior and Senior (per credit hour)	\$2.75	\$2.75	\$0.00
Check Replacement Fee	\$25.00	\$25.00	\$0.00
Child Preschool Lab Fee (per semester)	\$150.00	\$150.00	\$0.00
College Level Examination Program Test Fee (CLEP)	\$25.00	\$25.00	\$0.00
College Credit Plus per credit (<i>rates set by State of Ohio and subject to change</i>):			
In high school instruction by high school teacher	\$41.64	\$41.64	\$0.00
In high school instruction by YSU faculty	\$83.28	\$83.28	\$0.00
Online instruction by YSU faculty	\$166.55	\$166.55	\$0.00
College Over Sixty Registration Fee	\$5.00	\$5.00	\$0.00
Computer-based Placement Re-Test Fee (per test)	\$20.00	\$20.00	\$0.00
Course Book, e-Book, and instructional materials	Variable	Variable	
Course Fees (per course) (name change in FY20, formerly Lab & Materials fees)			
Course Fee Level 1	\$35.00	\$35.00	\$0.00
Course Fee Level 2	\$50.00	\$50.00	\$0.00
Course Fee Level 3	\$65.00	\$65.00	\$0.00
Course Fee Level 4 (gross anatomy)	\$300.00	\$300.00	\$0.00
Course Fee Level 7	\$20.00	\$20.00	\$0.00
Course Fee Level 8	\$85.00	\$85.00	\$0.00
Course Fee Level 9	\$25.00	\$25.00	\$0.00
Course Fee Level 10 (nursing clinical)	\$200.00	\$200.00	\$0.00
Course Fee Level 11 (Co-Op)	\$350.00	\$350.00	\$0.00
Course Fee Level 12	\$300.00	\$300.00	\$0.00
Course Fee Level 13	\$100.00	\$100.00	\$0.00
Student Success (name change in FY 2021, formerly First Year Experience)	\$35.00	\$35.00	\$0.00
CPCE Test Fee	N/A	\$10.00	New
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00
Credit Card Convenience Fee (student accounts only)	2.85%	2.95%	\$0.00
Deferred Payment Fee (for employers)	\$50.00	\$50.00	\$0.00
Duplicate Diploma Fee	\$40.00	\$40.00	\$0.00
Equipment, Materials & Damage Replacement Fee	<i>Replacement value</i>		
Federal Background Check	\$28.00	\$28.00	\$0.00
Fingerprinting Web Check Fee (per occurrence)	\$37.00	\$37.00	\$0.00
Graduate Accelerated Program Fee (per course)	\$50.00	\$50.00	\$0.00
Graduate Student Application Fee (domestic applicants)	\$45.00	\$45.00	\$0.00
Graduation Fee	\$65.00	\$65.00	\$0.00
Health Center fee (pass-through to Mercy Health), mandatory flat fee	\$34.00	\$34.00	\$0.00
Honors College Fee (per semester)	\$25.00	\$25.00	\$0.00
Installment Plan Fee (maximum)	\$50.00	\$50.00	\$0.00
International Fees:			
International Application Fee	\$75.00	\$75.00	\$0.00
International Student Program Fee (per semester, non-AP, non-online)	\$75.00	\$75.00	\$0.00
International Student Credential Evaluation Fee-Graduate	\$45.00	\$45.00	\$0.00
International Student Health Insurance (pass-through, set by insurance carrier)	Variable	Variable	\$0.00
International Student Transportation Fee	\$40.00	\$40.00	\$0.00
International Student Storage Fee	\$5.00	\$5.00	\$0.00
International Student Activities Fee	Variable	Variable	N/A
Placement & Supervision for Overseas Student Teaching	Variable	Variable	N/A

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 6

Fee Description	FY 2023 Actual	FY 2024 Proposed	Change
Internal Revenue Service / 1098T Fee (IRS penalty for incorrect name/SSN match)	\$100.00	\$100.00	\$0.00
Intramural Sports:			
Individual - Single sport	\$5.00	\$5.00	\$0.00
Individual - Multi sport bulk rate	\$12.00	\$12.00	\$0.00
Late Graduation Application Fee (after 3rd week)	\$38.50	\$38.50	\$0.00
Late Payment Fee	\$50.00	\$50.00	\$0.00
Library Fines:			
Replacement Processing Fee	\$10.00	\$10.00	\$0.00
Overdue InterLibrary Loan Material (per day)	\$0.05	\$0.05	\$0.00
Overdue Maag/Depository Material (per day)	\$0.10	\$0.10	\$0.00
Overdue OhioLINK Material (per day)	\$0.50	\$0.50	\$0.00
Overdue Closed Reserve Material Daily Rental (per day)	\$0.55	\$0.55	\$0.00
Overdue Closed Reserve Material Hourly Rental (per hour)	\$0.55	\$0.55	\$0.00
Library Material Replacement Fee	Market Value	Market Value	\$0.00
Library Study Carrel Rental	\$25.00	\$25.00	\$0.00
OhioLINK Material Replacement Fee	\$110.00	\$110.00	\$0.00
SearchOhio (OhioLINK partner) Overdue fine (per day)	\$0.50	\$0.50	\$0.00
SearchOhio (OhioLINK partner) Material Replacement Fee	\$25.00	\$25.00	\$0.00
MAT Test Fee	\$90.00	\$90.00	\$0.00
NCAA Permissible Expenses	Variable	Variable	N/A
Ohio Attorney General Payment / Collections Fee	Variable	Variable	\$0.00
Parking & Transportation Fees			
Transportation Fees, Non-Penguin Promise Undergrad. Students, per semester:			
Fall & Spring terms, mandatory for students enrolled in 6 or more credits	\$115.00	\$115.00	\$0.00
Fall & Spring terms, optional permit for students enrolled in less than 6 credits	\$115.00	\$115.00	\$0.00
Summer term, mandatory for students enrolled in 6 or more credits	\$58.00	\$58.00	\$0.00
Summer term, optional permit for students enrolled in less than 6 credits	\$58.00	\$58.00	\$0.00
Parking Permit Fees, Penguin Promise/Graduate/Doctoral/Accelerated Online Students:			
Optional commuter permit, per semester	\$45.00	\$45.00	\$0.00
Optional overnight permit, per semester	\$90.00	\$90.00	\$0.00
Parking Permit Fees, Other Miscellaneous:			
Employees, per semester	\$85.00	\$160.00	\$75.00
Retirees with Emeritus status	\$160.00	\$160.00	\$0.00
Contract employees, per semester, Fall & Spring	\$160.00	\$160.00	\$0.00
Contract employees, Summer term	\$103.00	\$103.00	\$0.00
Control Card Replacement	\$5.00	\$5.00	\$0.00
Visitors, Daily/Special Event (per day)	\$5.00	\$5.00	\$0.00
Visitors, Weekly/Special Event (per week)	\$18.00	\$18.00	\$0.00
Parking Violations:			
Class I (minor violation, 1st offense)	\$25.00	\$25.00	\$0.00
Class I (minor violation, 2nd offense)	\$30.00	\$30.00	\$0.00
Class I (minor violation, 3rd offense)	\$35.00	\$35.00	\$0.00
Class II (major violations)	\$100.00	\$100.00	\$0.00
Class III (legal violations)	\$250.00	\$250.00	\$0.00
PC Data Recovery Service Fee	\$100.00	\$100.00	\$0.00
PC Remediation Service Fee	\$75.00	\$75.00	\$0.00
Peace Officers Training Academy	\$300.00	\$300.00	\$0.00
Photo I.D. Replacement Charge	\$25.00	\$25.00	\$0.00
Physical Therapy Doctoral Acceptance Deposit	\$500.00	\$500.00	\$0.00
Preceptor Technology/Software Fee, per credit hour	\$4.00	\$4.00	\$0.00

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 6

Fee Description	FY 2023 Actual	FY 2024 Proposed	Change
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00
Program Fees:			
Applied / Performance Music (per credit hour course)	\$75.00	\$75.00	\$0.00
Bachelor of Arts in Telecommunications Studies (per course)	\$35.00	\$35.00	\$0.00
Bachelor of Fine Arts - Studio Art Program (per credit course)	\$29.00	\$29.00	\$0.00
Bachelor of Science in Engineering (per student-per semester)	\$50.00	\$50.00	\$0.00
Master of Business Administration (per credit, 1-11 credits)	\$50.00	\$50.00	\$0.00
Bulk-rate 12-18 credits	\$600.00	\$600.00	\$0.00
Credits in excess of bulk-rate	\$50.00	\$50.00	\$0.00
Master of Accountancy (per credit, 1-11 credits)	\$50.00	\$50.00	\$0.00
Bulk-rate 12-18 credits	\$600.00	\$600.00	\$0.00
Credits in excess of bulk-rate	\$50.00	\$50.00	\$0.00
Student Locker Rental (per year)	\$25.00	\$25.00	\$0.00
Study Abroad Fees:			
Individual Study Abroad	\$75.00	\$75.00	\$0.00
Faculty-led Study Abroad (various, based on actual travel costs)	Variable	Variable	N/A
Technology Equipment Loaner Fee	\$50.00	\$50.00	\$0.00
Thesis Binding Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	\$6.00	\$6.00	\$0.00
Transcript Rush Fee (same-day processing)	\$12.00	\$12.00	\$0.00
Transcript Rush Fee (overnight express)	\$35.00	\$35.00	\$0.00
Undergraduate Application Fee (first time domestic applicant)	\$45.00	\$45.00	\$0.00
Web-based course fee (for students not in a web-based program)	\$100.00	\$100.00	\$0.00
Youngstown Early College (YEC) per credit hour	\$123.05	\$128.71 *	\$5.66

*YEC tuition will be adjusted at the same rate as Penguin Promise cohort 6 tuition. Amount here reflects the maximum adjustment permitted by the House-passed version of H.B. 33. The final FY 2024 rate will not exceed what is allowed by the final enacted version of H.B. 33

YOUNGSTOWN STATE UNIVERSITY

Fee Waivers

Waiver	Fee Waived	Amount Waived per credit hour	Adjusted Rate with Waiver
Reduced Non-Resident Surcharge for graduate students who earned an undergrad degree at an Ohio university.	Non-Resident Surcharge	\$10.00	\$5.00
College Credit Plus (for non-public schools)	Part of instructional and general fees to align with state of Ohio's regular CCP rates for public school students	\$287.17 - \$412.08	\$41.64 - \$166.55
Distance Education	General Fee	\$61.67	\$0.00
Youngstown Early College	Blended to create special YEC rate	\$236.04	\$128.71
Reduced Non-Resident Surcharge for specialized programs: *Masters of Fine Arts *Masters of Public Health *Accelerated Online Programs	Non-resident Surcharge	\$10.00	\$5.00



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
THE ANNUAL OPERATING BUDGET FOR FY 2024**

WHEREAS, the Board of Trustees has approved various resolutions over time to guide the University toward a vibrant future state; and

WHEREAS, the proposed Fiscal Year 2024 Operating Budget has been reviewed by the Finance and Facilities Committee of the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the Annual Operating Budget for Youngstown State University's general and auxiliary funds for Fiscal Year 2024, attached hereto, and as presented to the Finance and Facilities Committee of the Board of Trustees, is hereby approved, in accordance with University policy 3356-3-11.

BE IT FURTHER RESOLVED, that the Board resolutions referenced in the FY 2024 Budget Plan shall continue to guide the University's overarching planning and sustainability strategies.

**Board of Trustees Meeting
June 22, 2023
YR 2023-**

Fiscal Year 2024 Operating Budget



Plan effective
July 1, 2023, through June 30, 2024

University Mission

An Institution of Opportunity: YSU inspires individuals, enhances futures, and enriches lives. As a student-centered university, Youngstown State University's mission is to provide innovative lifelong learning opportunities that will inspire individuals, enhance futures and enrich lives. YSU inspires individuals by cultivating a curiosity for life-long learning; enhances the futures of our students by empowering them to discover, disseminate and apply their knowledge; and enriches the region by fostering collaboration and the advancement of civic, scientific, and technological development. YSU's culture of enrichment flourishes in our diverse, accessible and quality education.

Vision

Youngstown State University is where students thrive in their educational and career pursuits, where scholarship creates innovative solutions, and where community engagement is a cornerstone of collaboration that collectively contribute to the sustainable prosperity of the region and beyond.

Values

We—the faculty, staff, administrators, and students of Youngstown State University—hold the following values essential to achieving the mission and realizing the vision.

Centrality of Students – We put students first, fostering their holistic and lifelong success.

Excellence and Innovation – We bring academic excellence and innovation to learning and life for all stakeholders.

Integrity and Human Dignity – We root all behaviors, decisions and actions in the achievement of integrity, mutual respect, collegiality, equity and inclusion.

Collaboration and Public Engagement – We embrace collaboration and create innovative partnerships to foster sustainability and enrich our university, our culture, and our region.



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Introduction

This document represents Youngstown State University's financial operating plan for the fiscal year commencing July 1, 2023 and ending June 30, 2024. The operating budget plan supports the University's [*Plan for Strategic Actions to Take Charge of Our Future*](#), adopted by the Board of Trustees in June 2020. The budget herein includes a forecast of revenues that is based on an analysis of future economic conditions and demographic trends. As one of the University's most important administrative tools, this budget serves to support actions for achieving goals associated with the *Plan to Take Charge of Our Future*.

This FY 2024 budget plan is also aligned with various [Resolutions](#) adopted by the Board of Trustees between 2019 and 2023 that guided and shaped the Plan. While these Resolutions provided guidance for developing the Plan, they also provide guidance for distributing resources for its successful implementation. In addition, the 2020, 2021 and 2022 Resolutions specifically addressed the sustainability of the future state of YSU, and there have been five [YSU Future State](#) conversations over the previous three years to foster engagement with the campus community on such matters.

The University's budget is presented in a format consistent with standardized definitions and classifications used for the federal Integrated Post-Secondary Data System. With the exception of funding related to the YSU Foundation and the Rich Center for Autism, this budget plan consists of unrestricted general and auxiliary funds. The unrestricted nature of all revenues used to support the University's general fund and auxiliary budgets allows broad discretion for the strategic allocation and use of resources in accordance with University policies and governmental accounting standards.

Pursuant to Ohio Administrative Code 3356-3-11, this operating budget was presented to the Board of Trustees' Finance & Facilities Committee on June 21, 2023, and to the full Board on June 22, 2023, and will serve as the University's financial governing document for FY 2024. The budget is based on certain assumptions and variables unknown at this time, such as student enrollment and state funding levels. Therefore, the budget may be modified or otherwise adjusted to reflect new information that becomes available during the course of the fiscal year.

Executive Budget Summary

Youngstown State University's proposed operating budget for FY 2024 is summarized in the table below, along with comparative information from the prior year's adjusted budget.

	FY 2023 Estimated Budget*	FY 2024 Proposed Budget	1-Year Flux	
			%	\$
General Fund				
Revenue:				
Tuition & fees	\$103,508,407	\$100,330,314	-3.1%	(\$3,178,093)
State appropriations	46,396,314	48,514,162	4.6%	2,117,848
Other sources	4,855,003	4,955,524	2.1%	100,521
	<u>\$154,759,724</u>	<u>\$153,800,000</u>	<u>-0.6%</u>	<u>(\$959,724)</u>
Expenses:				
Personnel	\$100,065,431	\$98,482,330	-1.6%	(\$1,583,101)
Operations & transfers out	60,697,855	56,317,670	-7.2%	(4,380,185)
Transfers in from other funds	(7,052,304)	(1,000,000)	-85.8%	6,052,304
	<u>\$153,710,982</u>	<u>\$153,800,000</u>	<u>0.1%</u>	<u>\$89,018</u>
Auxiliary Funds				
Net of general fund support	\$19,415,541	\$20,711,045	6.7%	\$1,295,504
Total Operating Budget	<u>\$174,175,265</u>	<u>\$174,511,045</u>	<u>0.2%</u>	<u>\$335,780</u>

*FY 2023 is estimated based on actual financial performance through the 3rd quarter (3/31/23).

Major Revenue Assumptions:

1. A \$3.1 million net decrease in tuition revenue resulting from a combination of the following factors:
 - a. A projected 4% decline in total full-time equivalent (FTE) student enrollments, largely attributable to unfavorable regional demographic changes. This planning assumption is required by the Board of Trustees resolution adopted on May 25, 2023.
 - b. A 3.0% adjustment to undergraduate tuition for incoming undergraduates enrolled in the *Penguin Promise* tuition guarantee program, as permitted by the Senate-passed version of House Bill 33 still under deliberation in the Ohio Statehouse at the time this document was prepared.
 - i. For this student cohort, a 3.0% adjustment equates to an annualized increase of just 0.75% per year over the next four academic years, which is well below the rate of inflation.
 - c. No change in undergraduate tuition rates for continuing students not part of a Penguin Promise cohort, pursuant to House Bill 33.
2. A 4.6% or \$2 million increase in State Share of Instruction funding appropriations, based on projections provided in May by the Ohio Department of Higher Education. Final FY 2024 SSI levels are contingent upon the final version of House Bill 33.
3. Any and all revenue in excess of budgeted levels shall be used to lessen the university's structural budget deficit. This includes above-budget revenue from tuition (if enrollment levels are greater than budgeted), and/or an increase in SSI or other income. This planning assumption is also required by the Board of Trustees resolution adopted on May 25, 2023.



Executive Budget Summary (continued)

Major Expense Assumptions:

1. A net decrease in personnel costs attributable to the following factors:
 - A planned net reduction in 20 full-time faculty positions, resulting in \$1 million in net savings.
 - Reductions in non-teaching staff through departmental reorganizations and the elimination of certain staff vacancies.

2. Increases in some personnel costs attributable to the following factors:
 - A 2% wage increase for YSU police officers pursuant to the collective bargaining agreement with the Fraternal Order of Police/Ohio Labor Council.
 - A 2% salary increase for employees in the Association of Professional & Administrative Staff union pursuant to the bargaining agreement with APAS.
 - A 2% salary increase for professional/administrative employees excluded from a bargaining unit.
 - An 8% increase in costs for employee healthcare insurance.

3. A \$1 million transfer-in from prior year FY 2023 operating carry-forward funds (based on a projection of year-end fund balances).

4. A \$15 million gap between budgeted expenses and revenues, which will be managed through spending controls, strategic reductions to operating budgets and vacancy savings, as well as revenue enhancements, i.e., if actual enrollment levels exceed budgeted projections.

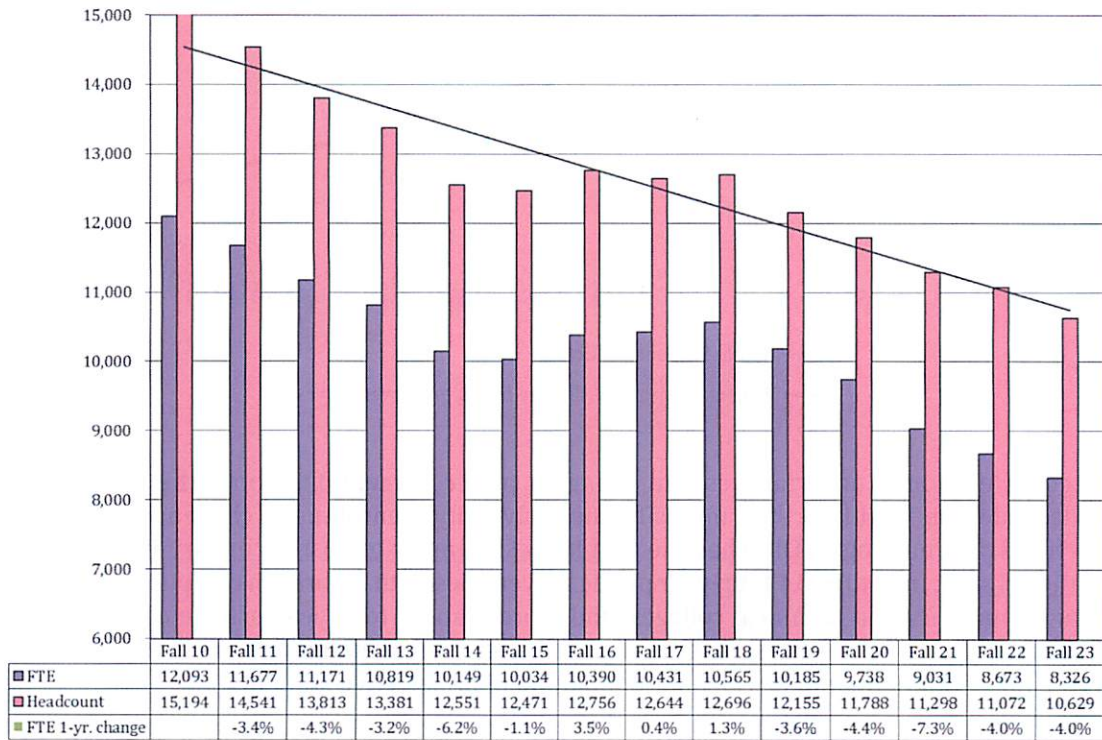


Student Enrollment

For purposes of budget planning, student enrollment is the single most important variable because enrollment drives the University’s two largest income streams: tuition revenue and State Share of Instruction funding.

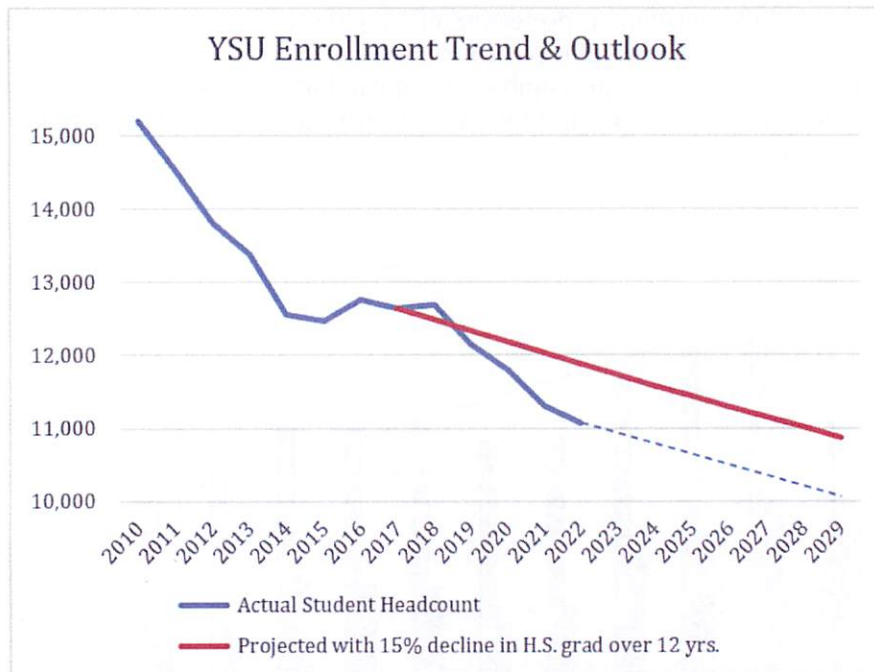
Over the past 13 years, the University’s enrollment levels have fluctuated from as high as 15,194 students in fall 2010 to as low as 11,072 last fall 2022. Enrollment levels next fall are again projected to decline, mainly due to unfavorable regional demographics characterized by declining numbers of high school graduates projected for Ohio, Pennsylvania, and the Midwest in general.

To arrive at the FY 2024 enrollment projection of 10,629 students (8,326 FTE), variables analyzed include the number of applications received and students admitted; the number of FAFSA applications received; the number of scholarships awarded and accepted; the number of students registered for orientation; and projected student continuation rates from the prior academic year.



Student Enrollment (continued)

Longer-term, YSU’s enrollment outlook remains unfavorable, due in large part to regional demographic shifts characterized by fewer numbers of high school graduates projected over the next 10 to 15 years. One analysis for Ohio indicates a 15% decrease in the number of college-going high school graduates between 2017 and 2029 (EAB LLC. 2018). Another analysis for Ohio indicates an 11% decline between 2019 and 2036 (Knocking at the College Door). Therefore, YSU must plan for a substantial decrease in enrollment levels, particularly considering that Ohio’s public four-year main campuses experienced an 8.9% decline in enrolled students between fall 2016 and 2022. The graph below illustrates the potential effect this trend could have on YSU’s enrollment levels over the next seven years.



Ongoing economic uncertainties and changing public perceptions about the value of a college degree could further intensify the University’s enrollment challenges. This is particularly troubling as Ohio has the fifth highest number of post-secondary institutions in the country, including 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. This means that the more than 111 post-secondary institutions in Ohio will be vying for enrollment among a smaller population of prospective students.

Given the direct and clearly negative impact this trajectory will have on tuition revenue and SSI funding, it is **imperative** that the University continue to make incremental progress toward containing costs, shedding low-demand programs, investing in programs with growth potential, and expanding initiatives that foster successful student outcomes. YSU must also be diligent about ensuring appropriate levels of administrative (non-teaching) employees.



International Student Enrollment

Consistent with the *Plan to Take Charge of our Future*, the University has taken a number of strategic actions to help stabilize enrollment, improve retention, and maintain or increase YSU's market share of students. Among these initiatives is YSU's international enrollment strategy that has seen tremendous success over the past three years. In FY 2023, international enrollment grew by 74%, and net revenue associated with international students grew to \$4.6 million, an increase of 166%. On a per student FTE basis, net revenue attributable to international enrollment grew by 53% in FY 2023.

International Student Strategy - Fiscal Analysis			
	FY 2022	FY 2023*	% change
Revenues			
Tuition & fees	\$5,723,924	\$7,222,599	26%
Housing	361,179	1,043,626	189%
Parking/Transportation	20,986	17,930	-15%
Application Fee	32,175	108,960	239%
Credentialing Fee	9,675	39,330	307%
Books/Supplies	14,837	15,095	2%
Other	49,324	74,041	50%
Total Revenue	\$6,212,099	\$8,521,581	37%
Expenses			
Financial Aid	\$2,690,460	\$1,578,350	-41%
Financial Aid - Room & Board	241,471	463,664	92%
Financial Aid - Books/Supplies	14,837	15,095	2%
Remission/Grad Asst	980,272	733,234	-25%
Total Financial Aid	\$3,927,041	\$2,790,344	-29%
International Programs Office			
Salaries & Benefits	\$440,574	\$581,965	32%
Overseas recruiter fees	65,000	465,975	617%
Other	46,678	78,972	69%
Total IPO expenses	\$552,253	\$1,126,912	104%
Grand Total - direct expenses	\$4,479,293	\$3,917,256	-13%
Revenue net of expenses	\$1,732,806	\$4,604,325	166%
International Students - FTE	321	557	74%
Net revenue per International FTE	\$5,398	\$8,262	53%
YSU total net revenue per total FTE**			
	\$8,791	\$8,981	
Net revenue per FTE, international vs. YSU total	(\$3,393)	(\$719)	
	-39%	-8%	

*FY 2023 figures are year-to-date, as of 5/15/23. Revenue per FTE are based on projected revenue.
**Analysis does not account for effect on SSI funding; international students are not eligible for SSI.

While this analysis suggests that net revenue per international student FTE is just 8% or \$719 lower than net revenue for all students, it is important to note that this analysis does not take into account State Share of Instruction funding for which international students are not eligible.

General Fund Revenues

As depicted in the table below, FY 2024 budgeted general fund revenues total \$153.8 million, a decrease of 0.6% relative to the prior year. Tuition and fee income is expected to decline by nearly \$3.2 million in FY 2024, largely due to a 4% decline in student enrollment levels budgeted for next year.

YSU's State Share of Instruction (SSI) funding is expected to increase by 4.6% or \$2.1 million, mainly as a result of (1) a roughly 1% increase to the statewide total SSI appropriation in House Bill 33; and (2) improvements made by YSU to its student success rates that drive SSI formula allocations.

Other revenue sources are budgeted to increase by 2.1%, mainly attributable to increased income for facility rentals, and indirect cost recoveries related to external grants.

General fund revenues are summarized in the table below.

Source	FY 2023 Adjusted* Budget	FY 2024 Proposed Budget	1-Year Flux	
			%	\$
<i>Tuition, Fees & Other Student Charges</i>				
Instructional & Mandatory Fees	\$93,210,115	\$90,121,431	-3.3%	(\$3,088,684)
Other Tuition, Fees & Charges	10,298,292	10,208,883	-0.9%	(89,409)
Total Tuition & Fees	<u>\$103,508,407</u>	<u>\$100,330,314</u>	<u>-3.1%</u>	<u>(\$3,178,093)</u>
<i>State Share of Instruction</i>				
Total State Funding	46,396,314	48,514,162	4.6%	2,117,848
<i>Other Sources</i>				
	4,855,003	4,955,524	2.1%	100,521
Total General Fund Revenue	<u>\$154,759,724</u>	<u>\$153,800,000</u>	<u>-0.6%</u>	<u>(\$959,724)</u>

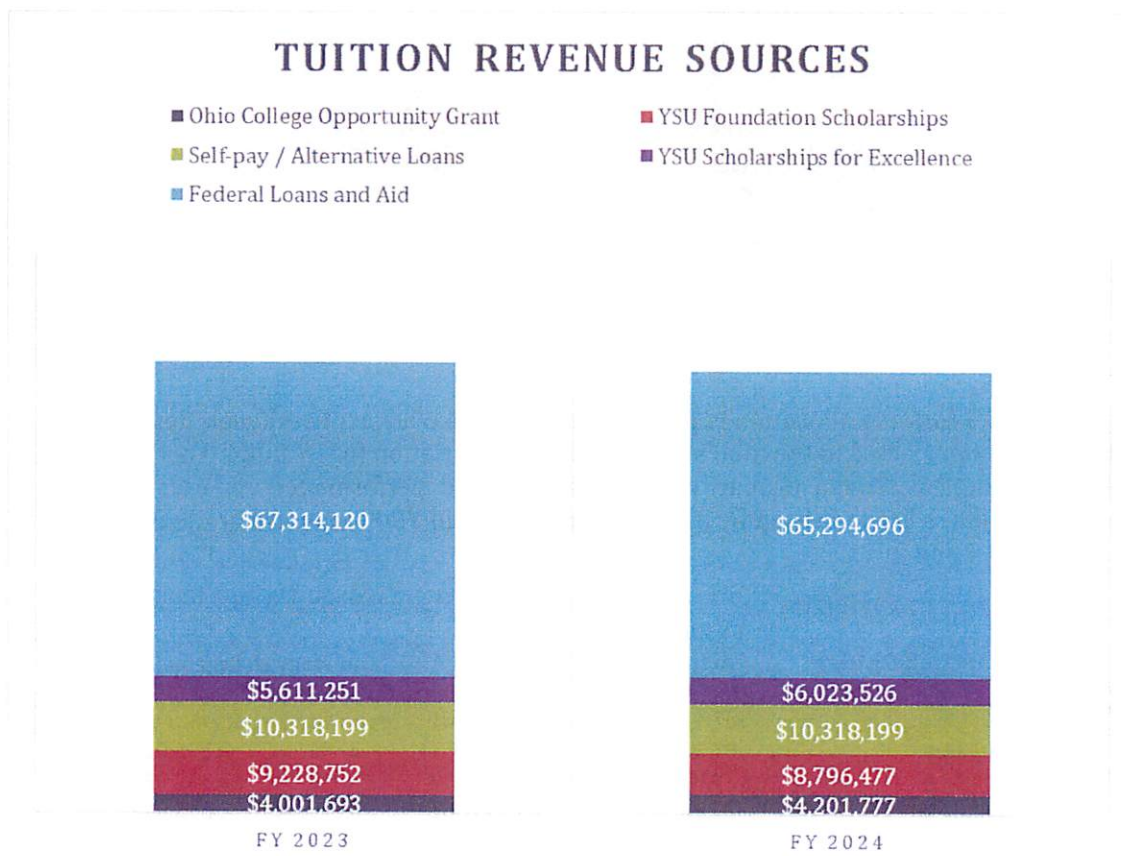
*FY 2023 is estimated based on actual financial performance through the 3rd quarter (3/31/23).

Additional information about major revenue sources in the general fund can be found on the next two pages. More detail can also be found in Appendix A.

Tuition & Fee Revenues

Tuition and fees account for 65% of annual operating income, by far the University's largest source of revenue. Totaling more than \$100 million in annual general fund income, tuition and fees are ostensibly paid by students. However, there are a number of resources available to students to support the cost of attendance, including federal and state aid programs, as well as scholarships provided by both the University and the YSU Foundation.

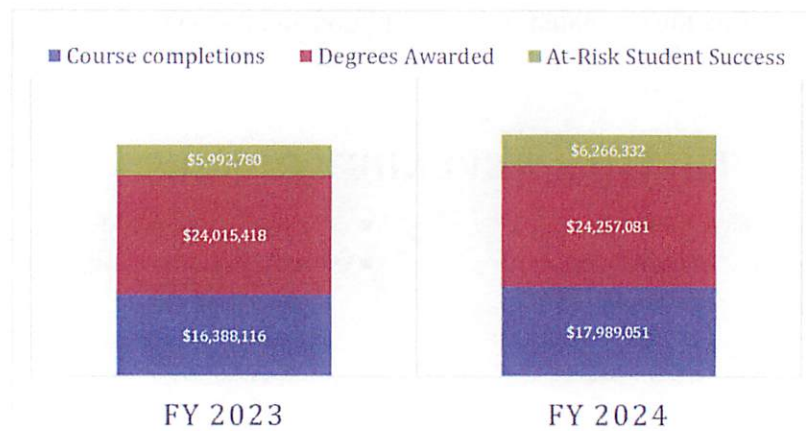
The graph below depicts the estimated sources of tuition and fee revenues for FY 2023 and FY 2024.



At \$65 million per year, federal funds represent the largest single resource available to students to help cover the cost of tuition and fees. Federal funds consist primarily of Direct Student Loans and Pell Grants but also include Perkins Loans, Federal Work Study and Supplemental Educational Opportunity Grants. The University's reliance on these federal funds underscores the importance of compliance with federal student aid regulations, as well as the need to maintain strong relationships with congressional leaders and policymakers in Washington D.C., Columbus and elsewhere. It is also essential to continue to articulate the value of a degree from Youngstown State University, with an emphasis on job-placement and career advancement for YSU graduates.

State Operating Appropriations

The Ohio Department of Higher Education distributes State Share of Instruction (SSI) dollars through a complex formula that is designed to financially reward campuses on the basis of student success. As depicted in the graph below, SSI funding is allocated based on (1) the number of courses successfully completed by students; (2) the number of degrees awarded to students; and (3) success among students who are identified as being at-risk, both academically and socioeconomically.



Notably, YSU's formula allocation is projected to rise by 4.6% next fiscal year, despite just a 1% increase projected in the total statewide SSI appropriation for FY 2024. This increase in state funding is driven primarily by YSU's improved performance vis-à-vis student success outcomes, underscored by a 14% improvement in YSU's six-year graduation rate between 2014 and 2021.

Ohio State Universities	FY 2023 Actual	FY 2024* Projected	One-year change in SSI	
Akron	\$87,472,204	\$82,986,861	-5.1%	(\$4,485,343)
Bowling Green St.	87,349,426	89,884,952	2.9%	2,535,526
Cincinnati	232,806,788	245,122,759	5.3%	12,315,972
Cleveland State	79,879,944	80,496,882	0.8%	616,939
Central State	4,033,015	4,547,983	12.8%	514,968
Kent State	158,966,323	159,556,402	0.4%	590,079
Miami University	82,051,969	84,399,336	2.9%	2,347,367
NEOMED	20,703,059	21,303,905	2.9%	600,846
Ohio State	417,608,197	430,052,119	3.0%	12,443,922
Ohio University	177,957,567	174,045,206	-2.2%	(3,912,361)
Shawnee State	13,811,804	13,625,214	-1.4%	(186,590)
Toledo	111,081,581	110,241,775	-0.8%	(839,806)
Wright State	76,988,019	73,587,800	-4.4%	(3,400,220)
Youngstown State	46,396,314	48,514,162	4.6%	2,117,848
Total	\$1,597,106,209	\$1,618,365,355	1%	\$21,259,147

*Source: Ohio Department of Higher Education. FY 2024 projection is based on House-passed version of H.B. 33, adjusted for anticipated changes in Senate/final version of H.B. 33.



Academic Portfolio Adjustments

Through a combination of strategic actions consistent with the *Plan to take Charge of our Future*, and by other circumstantial means, the number of full-time faculty is projected to decrease by 20 FTE in FY 2024, representing a net reduction in budgeted costs totaling \$1 million as summarized in the following table:

FY 2024 Faculty Planning Summary		
	<u>Budget impact</u>	<u>Faculty count</u>
VSRP		
Incentive payments	\$1,617,793	
Salary savings	<u>(\$2,683,010)</u>	
Net VSRP	<u>(\$1,065,217)</u>	-22
Voluntary separations	(\$1,328,097)	-14
Article 11 separations	(\$393,714)	-4
Article 13 separations	\$0	0
Approved searches	\$1,698,305	20
Net total	<u>(\$1,088,723)</u>	-20

**All amounts include base salaries and applicable fringe benefits.*

Over the past three years, the University has undertaken an in-depth analysis of its academic portfolio through the *Academic Program Enhancement and Effectiveness Initiative* (APEEI), an exemplar of shared governance that has facilitated data-informed decisions regarding program investment and disinvestment. Through the APEEI process, the Provost continues to consult with the college deans and department chairpersons to strategically reduce faculty levels in certain programs, while increasing faculty investments in certain other areas. To facilitate this exercise, academic programs were placed in three distinct categories intended to provide clear strategic direction regarding faculty investments and disinvestments:

- Grow/Invest/Priority
- Diligence/Vigilance/Improve
- Adjust/Improve/Sunset

These categories are based on an assessment of a several key performance indicators, including program offerings at competitor institutions, local and national student demand, employment opportunities for program graduates, and program economics.

Academic Portfolio Adjustments (continued)

The table below illustrates the net changes in the number of faculty FTE for FY 2024 within these APEEI categories:



More detailed information about these faculty separations and additions can be found on the next three pages.



Faculty Separations

Leading up to FY 2024, a total of 40 members of the faculty were separated from YSU employment. The first category of faculty separations resulted from the voluntary separation/retirement program (VSRP) that the University offered to the faculty, specifically to reduce the number of involuntary separations that might otherwise be necessary. Of the 23 VSRP applications received, the University accepted 22, denying only one application from the Marketing department for purposes of program sustainability.

The VSRP's impact on the FY 2024 budget is summarized in the following table:

Faculty Voluntary Separation Retirement Plan					
Department	Rank	Salary savings	VSRP Payment: 80% of salary capped @ \$100K.	Net savings, FY 2024	APEEI category
Biological Science	Associate Professor	\$81,862	\$65,490	\$16,372	●
Dana - Music	Professor	101,259	81,007	20,252	●
Dana - Music	Professor	82,919	66,335	16,584	●
Electrical & Computer Engineering	Assistant Professor	78,914	63,131	15,783	●
Engineering Technology	Professor	103,940	83,152	20,788	●
English	Professor	98,790	79,032	19,758	●
Foreign Languages	Professor	81,791	65,433	16,358	●
Gerontology & LT Care	Associate Professor	69,722	55,778	13,944	●
Math & Statistics	Professor	147,716	100,000	47,716	●
Math & Statistics	Professor	97,507	78,006	19,501	●
Math & Statistics	Assistant Professor	86,527	69,222	17,305	●
Math & Statistics	Assistant Professor	74,599	59,679	14,920	●
Mechanical & Indust. Engineering	Professor	139,926	100,000	39,926	●
Nursing	Professor	92,339	73,871	18,468	●
Nursing	Professor	81,644	65,315	16,329	●
Nursing	Associate Professor	69,722	55,778	13,944	●
Philosophy & Religious Studies	Professor	96,723	77,378	19,345	●
Physical Therapy	Associate Professor	85,452	68,362	17,090	●
Psychology	Professor	92,586	74,069	18,517	●
Sociology & Anthro.	Associate Professor	77,981	62,385	15,596	●
Teacher Education	Assistant Professor	57,627	46,101	11,525	●
Theater Dance	Associate Professor	73,252	58,602	14,650	●
Count total: 22	Totals[†]	<u>\$2,683,010</u>	<u>\$1,617,793</u>	<u>\$1,065,217</u>	

[†] Total salaries includes 36% inflator for fringe benefits; VSRP incentive payments are subject only to Medicare.

APEEI Categories: Grow/Invest/Priority ● Diligence/Vigilance/Improve ● Adjust/Improve/Sunset ●



Faculty Separations (continued)

The University also issued four non-renewal letters under article 11 of the OEA Faculty contract. The FY 2024 budgetary impact of these actions is summarized in the following table:

Article 11 non-renewals			
Department	Rank	Salary savings	APEEI category
Accounting & Finance	Assistant Professor	\$85,293	●
Hospitality Mgt & Merchandising	Assistant Professor	62,424	●
Nursing	Assistant Professor	65,584	●
Physical Therapy	Assistant Professor	76,195	●
	Total Salaries	\$289,496	
	Total with fringe benefits	\$393,714	

APEEI Categories: Grow/Invest/Priority ● Diligence/Vigilance/Improve ● Adjust/Improve/Sunset ●

In addition, 14 members of the faculty elected to exit the University through voluntary retirement or resignation. The results of these separations are summarized here:

Other Voluntary separations (retirements and resignations)			
Department	Rank	Salary savings	APEEI category
Biology	Lecturer	\$51,000	●
Communication	Professor	83,686	●
Computer Science & Info. Sys.	Associate Professor	90,784	●
Dana Music	Lecturer	44,244	●
Economics	Professor	92,056	●
English	Associate Professor	71,465	●
Management	Assistant Professor	121,571	●
Math & Statistics	Assistant Professor	59,719	●
Math & Statistics	Lecturer	48,960	●
Mechanical Engineering	Lecturer	58,140	●
Nursing	Professor	85,778	●
Nursing	Lecturer	53,000	●
School of Technology	Associate Professor	72,975	●
Social Work	Lecturer	43,165	●
		\$976,542	
	Total with fringe benefits	\$1,328,097	

APEEI Categories: Grow/Invest/Priority ● Diligence/Vigilance/Improve ● Adjust/Improve/Sunset ●

Faculty Additions

In FY 2024, the University will invest nearly \$1.7 million by adding 20 new faculty to key academic programs/departments, as defined by through the APEEI. Of these new faculty investments, 13 will be term lecturers and seven will be tenure-track faculty.

Department	Type	Salary cost FY2024	APEEI category
Art - Graphic & Interactive Design	Tenure Track	\$75,000	●
Business - Human Resource Mgmt.	Tenure Track	115,000	●
Business - Marketing	Tenure Track	115,000	●
Computer Science & Information Systems	Term	61,000	●
Computer Science & Information Systems	Term	61,000	●
Dana Music - Music Industry/Recording Arts	Term	55,600	●
Electrical Engineering	Term	62,000	●
Geology and Environmental Science	Term	50,000	●
Industrial and System Engineering	Term	62,000	●
Kinesiology & Sport Science	Tenure Track	55,660	●
Marketing	Term	42,734	●
Mathematics & Statistics	Term	48,900	●
Nursing	Term	53,000	●
Nursing	Term	48,000	●
Nursing	Term	48,000	●
Nursing	Tenure Track	58,700	●
Nursing	Tenure Track	58,700	●
Nursing - Family Nurse Practitioner Program	Term	58,000	●
Physical Therapy - Grad. Health & Rehab. Sciences	Tenure Track	76,000	●
Social Work	Term	44,460	●
	Total Salaries	\$1,248,754	
Count total: 20			
	Total with fringe benefits	\$1,698,305	

APEEI Categories: Grow/Invest/Priority ● Diligence/Vigilance/Improve ● Adjust/Improve/Sunset ●

General Fund Expenses

General fund expenses are summarized by functional expense category in the table below. Overall, budgeted expenses in FY 2024 are projected to increase by 1% above the prior fiscal year's budget.

	FY 2023	FY 2024	1-Year Flux	
Academic Excellence & Support	\$81,603,822	\$80,115,002	-1.8%	(\$1,488,820)
Student Success & Student Experience	28,574,676	28,865,204	1.0%	290,528
Institutional Support	23,085,421	22,085,110	-4.3%	(1,000,312)
Plant Operation & Maintenance	17,873,121	22,172,489	24.1%	4,299,368
Intercollegiate Athletics	15,304,141	15,601,247	1.9%	297,106
Unallocated adj. & managed reductions	(14,141,181)	(15,039,052)	6.3%	(897,871)
Total General Fund	\$152,300,000	\$153,800,000	1.0%	\$1,500,000

Academic Excellence & Support includes expenses directly associated with classroom instruction, academic administration, curriculum development, and instructional information technology. The 1.8% decrease in this category is mainly due to net reductions in full-time faculty levels described in the *Academic Portfolio Adjustments* section above.

Student Success & Experience includes expenses that support student admissions, financial aid and scholarships, student services administration, counseling and career guidance, and social and cultural development programming for students. The 1% increase in this category is largely the result of planned salary increases for APAS and excluded professional staff. Employee healthcare costs are also driving the increase here.

Institutional Support includes fiscal operations, general administration, executive management, administrative information technology, and public relations. The 4.3% decrease in this category is mostly due to staff attrition and the elimination of some position vacancies.

Plant Operation & Maintenance (POM) includes building repairs, custodial services, groundskeeping, health and safety, and utilities, i.e., electricity, water, and natural gas. The 24% increase in FY 2024 is due to several factors, including: (1) a scheduled increase in debt service expenses on existing debt obligations related to construction and renovations to buildings; (2) a \$1.1 million increase in contracted janitorial expenses; (3) a 36% increase in costs for trash collection services; and (4) a 2% salary adjustment for YSU Police pursuant to the University's agreement with the FOP union.

The amount shown here for Intercollegiate Athletics represents general fund support for the University's athletic programs and does not reflect other revenue earned by the Athletic Department (see Appendix B for detail). The increase in FY 2024 is due in part to a \$100,000 gender equity enhancement for women's sports, an increase in scholarship expenses, and salary enhancements in the football and men's basketball programs.

Amounts shown as unallocated adjustments and managed reductions include the University's structural deficit, as well as spending reductions that will be managed during the fiscal year through vacancy savings, strategic budget cuts and other means, as necessary.

General Fund Expenses by Functional Category

The following table provides additional detail on the functional activities included in the various expense categories budgeted for FY 2024. Taken together, Academic Excellence & Support and Student Success & Experience comprise 71% of total budgeted expenses in FY 2024, totaling \$109 million. Of this amount, 52% is allocated for Academic Excellence, while 19% is allocated to Student Success/Experience. The remaining share of budgeted expenses are tied to other costs associated with operating the University.

	<u>FY2023</u>	<u>FY2024</u>
Academic Excellence & Support		
General Academic Instruction	\$61,573,134	\$59,372,016
Community Education	2,800	2,800
Preparatory Remedial Instruction	48,774	43,419
Instructional Information Tech	1,273,288	1,277,257
Individual and Project Research	436,215	420,742
Community Service	8,569	8,569
Public Broadcasting Services	385,442	389,429
Library	2,795,896	2,530,739
Museums and Galleries	238,630	227,165
Educational Media Services	5,348,116	6,154,310
Academic Support Information Tech	789,667	879,667
Ancillary Support	1,542,760	1,881,047
Academic Administration	6,766,604	6,486,852
Academic Personnel Development	209,333	253,250
Course and Curriculum Development	184,594	187,740
	<u>\$81,603,822</u>	<u>\$80,115,002</u>
Student Success & Student Experience		
Student Service Administration	\$11,475	\$11,475
Social and Cultural Development	3,278,391	3,178,174
Counseling and Career Guidance	2,518,088	2,499,017
Financial Aid Administration	1,430,051	1,386,964
Student Admissions	3,144,391	3,328,394
Student Records	2,825,409	3,074,106
Student Health Services	475,811	481,947
Scholarships	10,493,718	10,507,785
Auxiliary Enterprises Student	4,397,342	4,397,342
	<u>\$28,574,676</u>	<u>\$28,865,204</u>
Institutional Support		
Executive Management	\$3,576,260	\$3,190,031
Fiscal Operations	1,704,187	1,817,878
General Administration	7,040,212	6,682,296
Administrative Information Tech	5,617,846	4,972,778
Public Relations Development	5,146,916	5,422,127
	<u>\$23,085,421</u>	<u>\$22,085,110</u>
Plant Operation & Maintenance		
Building Maintenance	\$5,753,661	\$7,595,333
Custodial Services	2,599,152	3,727,137
Utilities	4,945,500	6,134,545
Landscape and Grounds Maintenance	952,577	1,003,104
Security and Safety	3,622,231	3,712,370
	<u>\$17,873,121</u>	<u>\$22,172,489</u>
Intercollegiate Athletics	\$15,304,141	\$15,601,247
Unallocated adj. & managed reductions	(\$14,141,181)	(\$15,039,052)
	<u><u>\$152,300,000</u></u>	<u><u>\$153,800,000</u></u>

71% of resources are allocated for Academic Affairs and Student Success/Experience



General Fund Expenses by Natural Classification

The following table depicts general fund expenses arranged by natural classification. Personnel expenses in FY 2024 include 2% salary adjustments for APAS, FOP and excluded professional staff but do not reflect adjustments for faculty or hourly employees and therefore are subject to change pending the outcome of negotiations with the OEA and ACE unions. Operating expenses are projected to be lower overall but increases are budgeted for Repairs & Maintenance, Debt Service, and Contracted Fees & Services to reflect scheduled and/or contracted cost increases. Utilities are also projected to rise due to increased costs for natural gas, water usage and waste collection.

	FY 2023	FY 2024	1-Year Flux	
	Budget	Budget	%	\$
Personnel				
Full-service faculty (includes searches in progress)	\$28,759,124	\$27,644,009	-3.9%	(\$1,115,115)
Faculty overload pay	665,000	665,000	0.0%	0
Part-time faculty	3,604,000	3,604,000	0.0%	0
Summer school faculty	2,200,000	2,200,000	0.0%	0
Dept. Chairperson Stipends	398,640	398,640	0.0%	0
Subtotal - Faculty	\$35,626,764	\$34,511,649	-3.1%	(\$1,115,115)
Staff	\$32,510,215	\$32,470,948	-0.1%	(\$39,267)
Faculty stipends, temp staff & student wages	4,933,861	4,973,435	0.8%	39,574
Fringe Benefits	27,594,591	26,526,298	-3.9%	(1,068,293)
Total Personnel	\$100,665,431	\$98,482,330	-2.2%	(\$2,183,101)
Operating Expenses				
Supplies	\$1,675,418	\$1,449,048	-13.5%	(\$226,370)
Business-Related Expenses and Travel	1,210,125	1,234,653	2.0%	24,528
Dues and Memberships	282,338	278,085	-1.5%	(4,253)
Public Relations & Communications	2,314,083	2,314,983	0.0%	900
Repairs and Maintenance	3,815,730	4,898,364	28.4%	1,082,634
Utilities	3,320,442	4,332,942	30.5%	1,012,500
Debt Service	1,389,799	4,279,338	207.9%	2,889,539
Library Acquisitions	1,092,445	1,092,445	0.0%	0
Equipment & Rentals Non-Facilities	396,960	495,440	24.8%	98,480
Contracted Fees & Services	7,973,768	8,433,076	5.8%	459,308
Revenue Sharing (excludes AP)	867,247	867,247	0.0%	0
Miscellaneous	354,676	465,865	31.3%	111,189
Bad Debt	400,000	400,000	0.0%	0
Scholarships & Awards	10,260,482	10,260,482	0.0%	0
Plan for Strategic Actions	500,000	500,000	0.0%	0
Match Funds & Unallocated Accounts	1,727,465	1,699,355	-1.6%	(28,110)
Spending reductions & vacancy savings	(4,311,039)	(13,969,499)	224.0%	(9,658,460)
	\$33,269,939	\$29,031,824	-12.7%	(\$4,238,115)
Transfers				
Transfers to other funds	\$8,284,325	\$7,297,257	-11.9%	(\$987,068)
Transfers to auxiliaries for operations	19,143,591	19,988,589	4.4%	844,998
	\$27,427,916	\$27,285,846	-0.5%	(\$142,070)
One-time Adjustments				
Transfer from budget stabilization reserve	(\$6,300,000)	\$0	-100.0%	\$6,300,000
Transfer from prior year carry-forward	(2,763,286)	(1,000,000)	-63.8%	1,763,286
	(\$9,063,286)	(\$1,000,000)	-89.0%	\$8,063,286
Total General Fund	\$152,300,000	\$153,800,000	1.0%	\$1,500,000



Scholarships and YSU Foundation Support for Scholarships

Student scholarships remain an important part of the University’s enrollment strategy. For FY 2024, nearly \$21 million is forecasted for non-athletic student scholarships, including \$10.9 million in funding from the YSU Foundation and \$10 million in YSU general funds.

	FY 2024		Total
	Foundation	University	
Scholarships for Excellence (merit-based)			
Honors & Scholars	\$2,438,725		\$2,438,725
Trustees'	2,151,925		2,151,925
President's	1,020,601	\$871,194	1,891,795
Deans		1,389,150	1,389,150
Red & White		2,082,174	2,082,174
First Opportunity		906,356	906,356
MLK Merit		357,587	357,587
Provost		411,130	411,130
Academic Achievement		275,557	275,557
Total Scholarships for Excellence	\$5,611,251	\$6,293,148	\$11,904,399
Need-Based Aid			
Housing Grant		\$305,606	\$305,606
Trailblazer		366,451	366,451
PA State Grant Supplement	\$200,000	183,365	383,365
Penguin Assistance		611,215	611,215
Presidential Residential Leadership		178,475	178,475
Total Need Based	\$200,000	\$1,645,112	\$1,845,112
Transfer Scholarships (merit-based)			
Transfer Level 1		\$375,000	\$375,000
Transfer Level 2		150,000	150,000
PHI THETA KAPPA		74,400	74,400
Total Transfer Scholarships		\$599,400	\$599,400
International Scholarships (merit-based)			
International Opportunity		\$181,018	\$181,018
International Deans		225,728	225,728
International President's		265,911	265,911
International Trustees'		18,934	18,934
International Plus		5,462	5,462
International Access Renewals		5,826	5,826
International Scholar Renewals		249,057	249,057
International Achievement Renewals		48,064	48,064
Total International Scholarships		\$1,000,000	\$1,000,000
Supporting Other Scholarship Objectives			
Housing Excellence & Housing Experience		\$72,340	\$72,340
BaccMed	\$70,000		70,000
Univ Serv Grt-in-Aid		11,000	11,000
5th Yr Grant-in-Aid		54,000	54,000
Urban Internship		11,000	11,000
Wolves Club YSU Match		32,000	32,000
YSU Alumni Legacy		3,500	3,500
Use Projects Fund			0
Carl Nunziato Scholarship	40,024		40,024
Undergrad Student Research Program			0
ROTC	10,000		10,000
Dana School of Music	50,000		50,000
Beecher Art & Theatre Award	50,000		50,000
Retention Fund		7,500	7,500
Graduate Assistantships	350,000	250,000	600,000
Miscellaneous Academic Affairs		21,000	21,000
Total Other	\$570,024	\$462,340	\$1,032,364
Donor Designated	\$4,520,875		\$4,520,875
GRAND TOTAL	\$10,902,150	\$10,000,000	\$20,902,150

Auxiliary Services

Auxiliaries provide a variety of services that enhance campus life for YSU students, faculty, staff, alumni and visitors. Auxiliaries also generate revenue through sales and services, which helps support their operations. As summarized in the table below, the combined FY 2024 budgets for the University's auxiliaries total \$38.5 million, which includes \$17.8 million in general fund support and \$20.7 million in income generated by each auxiliary. (See Appendix C for greater detail.)

Auxiliary Services:	FY 2024 Budget	1-Year Flux	
		%	\$
Intercollegiate Athletics	\$20,538,920	9.6%	\$1,800,698
Housing Services	10,905,428	0.6%	66,460
Parking Services	4,046,000	4.4%	169,900
Kilcawley Center	1,798,809	5.0%	85,444
Andrews Recreation & Wellness Center	1,299,477	1.4%	18,000
Total Auxiliary Budgets	\$38,588,634	5.9%	\$2,140,502
Less General Fund Support	(17,877,589)	5.0%	(844,998)
Total Earned Income	\$20,711,045	6.7%	\$1,295,504

The \$20.5 million Athletics budget is indicative of the long-standing institutional decision to support an NCAA-compliant Division I intercollegiate athletic program consistent with Board of Trustees Policy 3356-6-02. The 9% increase in FY 2024 is mainly due to a 24% increase in earned athletic revenue that includes a \$400,000 increase in game guarantee income, and a \$250,000 increase in NCAA Revenue Sharing income. General fund support for Athletics will increase by 1.9% in FY 2024.

The FY 2024 budget for Housing Services is based on a planned occupancy rate of 90% in the residence halls, and 100% occupancy in the University Courtyard Apartments. Housing's FY 2024 budget is also based on rate adjustments approved by the Board of Trustees in September 2022 that included a 3.7% increase in room and board for students living in the residence halls, and a \$25/month rent increase at the Courtyard Apartments.

Parking Services' FY 2024 budget is projected to increase by 4.4% due in large part to increased revenues associated with a planned increase in the price of employee parking permits, effective July 1, 2023. Parking permits are provided as a fringe benefit at no charge to employees, though these funds are recorded as income in the Parking auxiliary budget.

The FY 2024 budget for Kilcawley Student Center will increase by 5% in FY 2024 as a result of increased revenue projections for Chartwells' food service commissions, and from sponsorship income.

The Andrews Recreational Center budget will increase by 1.4% in FY 2024 as a result of increased projections for faculty and staff memberships, and growth in income from locker rentals and program fees.

Rich Center for Autism

Established in 1995, The Paula and Anthony Rich Center for the Study and Treatment of Autism is an externally funded unit of Youngstown State University.

Pursuant to the agreement between the Rich Center and YSU, the Rich Center's budget is included here for approval by the YSU Board of Trustees. The Rich Center will remain fully funded by external sources and will not receive direct funding support from the University. The University will, however, continue to provide approximately 15,500 square feet of space in Fedor Hall to house the Rich Center's classrooms, labs and administrative offices.

The Rich Center's proposed budget for FY 2024 has been approved by the Rich Center's Advisory Board and is based on an 11.7% increase in revenue, mainly from tuition revenue and miscellaneous income related to grants and endowments.

<u>Rich Center for Autism</u>	FY 2023	FY 2024	1-Year Flux	
	Budget	Budget	%	\$
Revenues				
Noncredit Tuition	\$1,965,216	\$2,067,298	5.2%	\$102,082
Cash Gifts	120,000	120,000	0.0%	0
Misc. Income		141,819		141,819
Total Revenues	\$2,085,216	\$2,329,117	11.7%	\$243,901
Expenses				
<i>Personnel</i>				
Full- and Part-time Staff	\$1,198,060	\$1,293,632	8.0%	\$95,572
Temporary Staff	81,125	72,500	-10.6%	(8,625)
Fringe Benefits	498,381	575,335	15.4%	76,954
Total Personnel	\$1,777,566	\$1,941,467	9.2%	\$163,901
<i>Operating Expenses</i>				
Supplies	\$43,800	\$43,800	0.0%	\$0
Travel and Related Expenses	2,250	12,250	444.4%	10,000
Information & Communication	20,500	40,500	97.6%	20,000
Facility Maintenance/Repairs	500	1,500	200.0%	1,000
Fees & Services	226,500	268,500	18.5%	42,000
Volunteer Services	0	7,000	100.0%	7,000
Events & Promotions	3,600	3,600	0.0%	0
Miscellaneous / Reserve	10,500	10,500	0.0%	0
Total Operating Expenses	\$307,650	\$387,650	26.0%	\$80,000
Total Rich Center Expenses	\$2,085,216	\$2,329,117	11.7%	\$243,901



APPENDIX A – Revenue Detail, General Fund Budget

	FY 2023	FY 2024	Annual change	
	Estimate*	Budget	%	\$
STUDENT TUITION & FEES				
Instructional Fee	\$68,233,523	\$65,198,355	-4.4%	(\$3,035,168)
General Fee (includes Info. Sys. Fee)	19,125,495	19,071,979	-0.3%	(53,516)
Accelerated Online Tuition	5,851,097	5,851,097	0.0%	0
Subtotal - Tuition & Fees	\$93,210,115	\$90,121,431	-3.3%	(\$3,088,684)
OTHER STUDENT FEES				
Non-resident Tuition Surcharge	\$700,406	\$697,406	-0.4%	(\$3,000)
Academic Fees	7,125,048	7,090,023	-0.5%	(35,025)
Career Services Fee	15,054	15,054	0.0%	0
Non-credit Instructional Fees	2,100	1,500	-28.6%	(600)
Miscellaneous Fees	124,200	99,700	-19.7%	(24,500)
Application Fees	451,358	453,000	0.4%	1,642
College Credit Plus/Jump Start	715,000	700,000	-2.1%	(15,000)
Subtotal - Other Tuition & Fees	\$9,133,166	\$9,056,683	-0.8%	(\$76,483)
STUDENT CHARGES				
Fines & Penalty Assessments	\$563,800	\$566,200	0.4%	\$2,400
Service Charges	601,326	586,000	-2.5%	(15,326)
Subtotal - Student Charges	\$1,165,126	\$1,152,200	-1.1%	(\$12,926)
Total - Tuition, Fees & Other Chrgs.	\$103,508,407	\$100,330,314	-3.1%	(\$3,178,093)
STATE SHARE OF INSTRUCTION				
Subtotal - State Appropriations	\$46,396,314	\$48,514,162	4.6%	\$2,117,848
OTHER SOURCES				
Investment Income for Operations	\$2,207,859	\$2,207,859	0.0%	\$0
Administrative Charge - Auxiliaries	1,062,813	1,062,813	0.0%	0
Alumni Relations	12,000	0	-100.0%	(12,000)
Sales & Services of Educational Activities	2,500	3,000	20.0%	500
Private Gifts, Unrestricted	85,000	75,000	-11.8%	(10,000)
Facility Rental, Athletics and University	325,000	385,000	18.5%	60,000
Indirect Cost Recoveries	730,000	770,000	5.5%	40,000
Other-Miscellaneous	429,831	451,852	5.1%	22,021
Subtotal - Other Sources	\$4,855,003	\$4,955,524	2.1%	\$100,521
TOTAL GENERAL FUND REVENUE	\$154,759,724	\$153,800,000	-0.62%	(\$959,724)

*FY 2023 is estimated based on actual financial performance through the 3rd quarter (3/31/23).



APPENDIX B - Auxiliary Budgets

INTERCOLLEGIATE ATHLETICS				
	FY 2023 Budget	FY 2024 Budget	PERCENT CHANGE	CHANGE
REVENUE RECORDED IN THE GENERAL FUND*				
Tuition & Fees from Student Athletes	\$9,744,971	\$9,814,052	0.7%	\$69,081
State Share of Instruction Funding	1,304,736	1,359,281	4.2%	54,545
Total Athletic Revenue in Gen. Fund*	\$11,049,706	\$11,173,333	1.1%	\$123,626
REVENUE				
Football Tickets	\$320,000	\$320,000	0.0%	\$0
Basketball Tickets	137,500	165,000	20.0%	27,500
Guarantees	640,000	1,040,000	N/A	400,000
Program Sales	4,500	4,000	-11.1%	(500)
Medical Services Commissions	50,000	298,700	497.4%	248,700
Concession Commissions	40,000	40,000	0.0%	0
Royalty Commissions	75,000	90,000	20.0%	15,000
NCAA Revenue Sharing	1,250,000	1,500,000	20.0%	250,000
Program Ad. Sales/Recognition	260,000	260,000	0.0%	0
Radio/Television Income	100,000	100,000	0.0%	0
Pouring Rights & Miscellaneous	180,000	205,000	13.9%	25,000
Football Tailgate	90,000	80,000	-11.1%	(10,000)
Scoreboard Advertising:				
Football	225,000	225,000	0.0%	0
Basketball	100,000	100,000	0.0%	0
Stadium Loge Rentals	519,973	519,973	0.0%	0
Total Revenue	\$3,991,973	\$4,947,673	23.9%	\$955,700
TOTAL REVENUE	\$15,041,679	\$16,121,006	7.2%	\$1,079,326
GENERAL FUND ALLOCATION				
Total General Fund Support**	\$4,254,535	\$4,417,914	1.9%**	\$163,380
TOTAL RESOURCES	\$19,296,214	\$20,538,920	6.4%	\$1,242,706
EXPENSES				
Permanent Staff	\$4,977,135	\$5,206,802	4.6%	\$229,667
Temporary Staff	448,225	500,848	11.7%	52,623
Fringe Benefits	2,173,356	2,278,468	4.8%	105,112
Scholarships	6,104,977	6,385,688	4.6%	280,711
Operating	5,562,521	6,137,114	10.3%	574,593
Transfer, Inst. Work Study	30,000	30,000	0.0%	0
TOTAL EXPENSES	\$19,296,214	\$20,538,920	6.4%	\$1,242,706
*Tuition and state funding are recorded in the general fund but are presented here to illustrate the estimated revenue attributable to YSU student athletes.				
** General fund support for Athletics has been adjusted to illustrate the estimated impact of tuition and state funding revenue that is attributable to YSU student athletes. The FY 2024 general fund allocation for Athletics is \$15,591,247, an increase of 1.9%.				



APPENDIX B - Auxiliary Budgets

KILCAWLEY CENTER				
	FY 2023 Budget	FY 2024 Budget	PERCENT CHANGE	CHANGE
REVENUES				
Food Services Commissions	\$255,000	\$330,000	29.4%	\$75,000
Bookstore Commissions	290,000	286,944	-1.1%	(3,056)
Pete's Treats Candy Counter	50,000	50,000	0.0%	0
Graphic Center	35,000	28,000	-20.0%	(7,000)
Recreation Room	1,000	0	-100.0%	(1,000)
Room Rental	1,000	1,000	0.0%	0
Sponsorship Income	0	24,000		24,000
Student ID Replacement	5,000	2,000	-60.0%	(3,000)
Vending and Misc. Sales & Service	500	1,000	100.0%	500
Total Revenue	\$637,500	\$722,944	13.4%	\$85,444
OTHER RESOURCES				
General Fund Allocation	\$1,075,865	\$1,075,865	0.0%	\$0
TOTAL RESOURCES	\$1,713,365	\$1,798,809	5.0%	\$85,444
EXPENSES				
Permanent Staff	\$454,804	\$484,048	6.4%	\$29,244
Temporary Staff	260,000	275,000	5.8%	15,000
Fringe Benefits	197,073	226,363	14.9%	29,290
Operating	777,988	789,898	1.5%	11,910
Inst. Work Study transfer	22,500	22,500	0.0%	0
Transfer for Capital Improvements	1,000	1,000	0.0%	0
TOTAL EXPENSES	\$1,713,365	\$1,798,809	5.0%	\$85,444

ANDREWS RECREATION AND WELLNESS CENTER				
	FY 2023 Budget	FY 2024 Budget	PERCENT CHANGE	CHANGE
REVENUES				
Faculty & Staff Memberships	\$25,000	\$32,000	28.00%	\$7,000
Guest Passes/Locker Rentals	6,000	8,000	33.33%	2,000
Program Fees	23,000	32,000	39.13%	9,000
Sponsorship income	17,000	17,000	0.00%	0
Total Revenues	\$71,000	\$89,000	25.35%	18,000
OTHER RESOURCES				
General Fund Allocation	\$1,210,477	\$1,210,477	0.00%	\$0
TOTAL RESOURCES	\$1,281,477	\$1,299,477	1.40%	\$18,000
EXPENSES				
Permanent Staff	\$373,781	\$402,033	7.56%	\$28,251
Temporary Staff	313,225	308,012	-1.66%	(5,213)
Fringe Benefits	169,259	182,457	7.80%	13,198
Operating	405,212	386,976	-4.50%	(18,236)
Inst. Work Study Transfer	20,000	20,000	0.00%	0
Total Expenses	\$1,281,477	\$1,299,477	1.40%	\$18,000



APPENDIX B – Auxiliary Budgets

HOUSING SERVICES				
	FY 2023 Budget	FY 2024 Budget	PERCENT CHANGE	CHANGE
REVENUES				
Room and Board	\$10,174,468	\$10,200,684	0.3%	\$26,216
Meal Plans	575,000	575,000	0.0%	0
Food Commissions	10,000	5,000	-50.0%	(5,000)
Misc. Fees	49,500	94,744	91.4%	45,244
Rentals-Guests and Special Groups	30,000	30,000	0.0%	0
Total Revenue	\$10,838,968	\$10,905,428	0.6%	\$66,460
EXPENDITURES				
Permanent Staff	\$676,825	\$606,131	-10.4%	(\$70,694)
Temporary Staff	367,500	390,363	6.2%	22,863
Fringe Benefits	316,291	294,313	-6.9%	(21,978)
Administrative Charge	912,813	912,813	0.0%	0
Operating	7,450,472	7,728,340	3.7%	277,868
Inst. Work Study (transfer)	50,000	30,000	-40.0%	(20,000)
Debt Service transfer	465,067	509,005	9.4%	43,938
Capital Improvements (transfer)	600,000	434,463	-27.6%	(165,537)
Total Expenses	\$10,838,968	\$10,905,428	0.6%	\$66,460

PARKING SERVICES				
	FY 2023 Budget	FY 2024 Budget	PERCENT CHANGE	CHANGE
REVENUES				
Faculty & Staff Permits	\$510,000	\$685,000	34.3%	\$175,000
Student Permits/Transportation Fee	839,000	778,700	-7.2%	(60,300)
Penguin Promise Transportation Fee*	2,111,000	2,111,000	0.0%	0
Parking Fines	175,000	175,000	0.0%	0
Parking Fees-Special Events	110,000	150,000	36.4%	40,000
Daily Parking Fees	51,000	51,000	0.0%	0
Parking Meters	5,000	5,000	0.0%	0
Parking Permits-Contracted Service	60,000	80,000	33.3%	20,000
Control Card Replacement	100	300	200.0%	200
Weekly Permits	15,000	10,000	-33.3%	(5,000)
Total Revenues	\$3,876,100	\$4,046,000	4.4%	\$169,900
EXPENDITURES				
Permanent Staff	\$427,844	\$445,452	4.1%	\$17,608
Temporary Staff	417,000	417,000	0.0%	0
Fringe Benefits	244,722	256,650	4.9%	11,928
Administrative Charge	150,000	150,000	0.0%	0
Shuttle Service	363,000	363,000	0.0%	0
Other Operating	1,326,865	1,730,472	30.4%	403,607
Debt Service	395,203	131,960	-66.6%	(263,243)
Transfers Capital Improvements	536,466	536,466	0.0%	0
Inst. Work Study Transfer	15,000	15,000	0.0%	0
Total Expenses	\$3,876,100	\$4,046,000	4.4%	\$169,900

*Because the transportation fee was folded into the Penguin Tuition Promise general fee in FY 2019, those revenues are recorded in the General Fund. Consequently, a portion of this fee income is transferred to Parking from the General Fund.



APPENDIX C – Miscellaneous Salary Rates

<i>Part-Time Faculty (per semester hour workload)</i>	
With Baccalaureate (or equivalent qualifications)	\$665
With Masters degree	\$820
With Doctorate or Juris Doctor	\$1,075
<i>Fellowships</i>	\$10,000
<i>Ph.D. Assistantships Stipends (sciences and engineering)</i>	\$23,500-\$30,000
<i>Graduate Assistants</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$7,500
<i>Graduate Teaching Assistants</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$8,750
<i>Student Employee Hourly Wage Rates*</i>	
Basic Level (Ohio minimum wage)	\$10.10
Intermediate Level	\$10.11 - \$13.00
Advanced Level	\$13.01 - \$15.00
<i>*Note: Student employee hourly wage rates are subject to revision, pending any applicable cost of living adjustments, as required by Ohio minimum wage law.</i>	



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, attached hereto.

**Board of Trustees Meeting
June 22, 2023
YR 2023-**



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Fourth Quarter 2023

FROM	TO	AMOUNT	REASON
Housing Services Plant Reserve (Auxiliary Plant Fund)	Lyden House Elevator (Auxiliary Plant Fund)	\$549,400	To fund complete replacement of the Lyden House elevator.

YOUNGSTOWN STATE UNIVERSITY
General Fund and Auxiliary Enterprises
Budget to Actual Comparison
3rd Quarter (July 1, 2022 - March 31, 2023)

Revenue	Fiscal Year 2023		Actual as a % of Budget	Current year indicator	Future indicator
	Budget	Actual			
Tuition and mandatory fees	\$ 89,120,575	\$ 85,645,417	96.1%	●	●
Other tuition and fees	10,590,539	8,260,928	78.0%	●	●
Student charges	1,171,150	884,550	75.5%	●	●
State appropriations	46,588,505	34,797,237	74.7%	●	●
Recovery of indirect costs	1,842,813	1,686,844	91.5%	●	●
Investment income	2,068,718	1,913,178	92.5%	●	●
Other income	917,700	772,279	84.2%	●	●
Auxiliary enterprises	17,304,541	16,501,040	95.4%	●	●
Total	\$ 169,604,541	\$ 150,461,473	88.7%	●	●

● On/Above target

● Caution

● Warning

Expenses	Fiscal Year 2023		Actual as a % of Budget	Current year indicator	Future indicator
	Budget	Actual			
Wages	\$ 82,879,223	\$ 59,037,670	71.2%	●	●
Benefits	30,949,928	22,638,135	73.1%	●	●
Scholarships	16,289,033	13,155,535	80.8%	●	●
Operations	29,017,702	23,442,557	80.8%	●	●
Plant & maintenance	13,271,836	9,552,444	72.0%	●	●
Fixed asset purchases	1,246,603	542,008	43.5%	●	●
Transfers	(2,012,582)	958,134	-47.6%	●	●
Total	\$ 171,641,743	\$ 129,326,483	75.3%	●	●

● On/Below target

● Caution

● Warning

YSU Capital Projects Summary:

Board Projects Update 5/31/2023

Projects in Progress:

Utility Distribution Upgrades/Expansion
YSU 2122-07

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

This project is mostly complete with few electrical items and punch list items remaining.

Stambaugh Classroom/Beeghly Physical Therapy
YSU 2122-15

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

Stambaugh is complete with only certifications and final State of Ohio approvals remaining for Beeghly Center.

Elevator Safety Repairs and Replacements
YSU 2122-08

\$550k (Capital Funds) Domokur, Murphy Contracting

Phase 2 of last year's project will include the full upgrade of the elevator and equipment in Silvestri Hall which is currently underway. Additionally, water infiltration issues will be addressed in the Beeghly Center elevator.

Moser Hall Renovations Phase 2
YSU 2122-21

\$900k (Capital Funds) YSU Staff, Murphy Contracting

A continuation of last year's project that will address Schwebel Auditorium, classrooms and some staff offices. This project is underway and will be complete for Fall Semester.

Arlington Parking Facility
YSU 2324-11

\$800k (Local Funds) GPD Group, Marucci & Gaffney

This project will create a parking facility on Arlington and Fifth Avenue, at the location of the demolished M60 parking deck. This project is underway and will be completed this July.

Lyden Restrooms Phase 2
YSU 2324-20

\$600k (Local Funds) Olsavsky-Jaminet, Brock Builders

The second phase of a project that will completely upgrade restroom facilities in Lyden House dorm. The project is underway and will be completed this summer.

Campus Roof Replacements
YSU 2324-02

\$2M (Capital Funds) Prime AE Group, RJ Kirkland Company

This project will replace sections of the roofs on Cushwa Hall and the Edmund J. Salata Complex. This project will start this summer and be complete in the fall.

STEM Science Lab Renovations
YSU 2324-13

\$800k (Capital Funds) YSU Staff, Murphy Contracting

This project will renovate STEM labs on the 5th and 6th floors of Ward Beecher. New flooring, ceilings, lighting, paint, and furniture upgrades are planned. This project is underway and will be complete for the start of Fall Semester.

Projects Out for Bids:

- None at this time.

Projects at Controlling Board for Release of Funds:

- Campus Roof Replacements – Cushwa and Salata Complex
- RAPIDS Grant equipment
- Safety Grant

Request for Architect/Engineer Qualifications Advertisements:

- YSU Student Center Renovation – Submissions due 5/31/23

Projects in Development for 2023:

Garfield Building Renovations Phase 1
YSU 2324-15

\$800k (Capital Funds) Prime AE Group

This project will replace the roof on the Garfield Building. Construction/bidding will start late Fall 2023 or early Spring 2024 depending on material availability.

Emergency Generator Upgrades
YSU 2324-19

\$1M (Capital Funds) YSU Staff

This project will upgrade and replace emergency generators across campus. Construction will tentatively start Fall of 2023.

Additional Projects in Development:

- **Lyden House Elevator Design** – Developing a design for the Lyden House elevator replacement.
- **Building Envelope Renovations** – Doors, windows, and brick/stone exteriors will be repaired/replaced.
- **Maag Library Learning Commons** – Renovate areas within the Maag Library to accommodate the relocation of the Resch Academic Success Center and Accessibility Services.
- **Ward Beecher Planetarium Renovations** – This project is the result of fire damage to the roof. This project is in development and will be bid late this year.

Information Security Services Update

Board of Trustees
June 2023



YOUNGSTOWN
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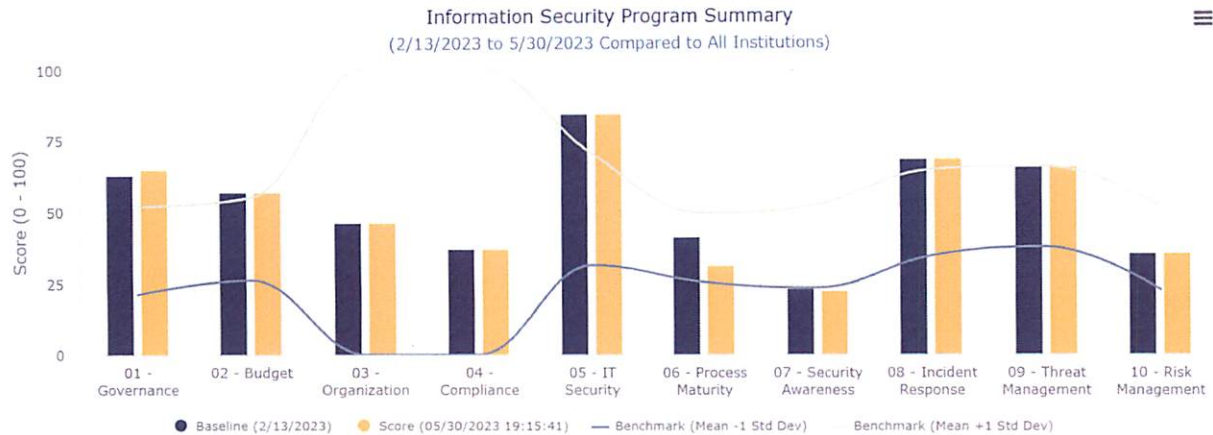
CAPABILITIES ASSESSMENT TALKING POINTS

- Why?
 - Collaboration with Kent State
 - Industry Benchmarking
 - Gap Analysis
 - Program Maturity



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CAPABILITIES ASESSEMENT GRAPH



RANSOMWARE TABLETOP DRILL TALKING POINTS

- Why?
 - Technical Drill
 - Evaluate Escalation and Communication Procedures
 - Test Incident Response Plan and Security Playbooks
 - Disaster Recovery Benchmarking
 - Executive Drill
 - Identify Communication Plan
 - How can Cyber Insurance Provide Assistance



RANSOWARE LESSONS LEARNED

- Technical
 - DR-Lite Plan
 - Out-of-Band Communications
- Executive
 - Business Continuity Plan
 - Development of Public Relations/Communication Strategy
 - Cyber Insurance Offerings



Thank you!

