



MEETING MINUTES
BOARD OF TRUSTEES
YOUNGSTOWN STATE UNIVERSITY
COMMITTEE MEETINGS
June 2, 2021
(Kilcawley Center)

ATTENDANCE

Members present: Charles T. George, Allen L. Ryan, Jr., J.D., James E. "Ted" Roberts, J.D., John R Jakubek, Joseph J. Kerola, Helen Lafferty, Galatiani G. Lopuchovsky, Anita A. Hackstedde, M.D., Michael A. Peterson, Molly S. Seals, Eric A. Spiegel, Victoria M. Woods

Members Present (Remote): Capri S. Cafaro

Guests Present: Jeffery Allen, Kevin Ball, Sean Barron, Claire Berardini, Joy Pokabla Byers, Heather Chunn, Ron Cole, John Colla, Chet Cooper, Katrena Davidson, Dana Davis, Ann Gardner, Erin Hungerman, Holly Jacobs, Nicole Kent-Strollo, Nicole Kent-Strollo, Tammy King, Cynthia Kravitz, Betty Jo Licata, Paul McFadden, Neal McNally, Kelli Miller, Greg Morgione, Jennifer Oddo, Jennifer Pintar, Elaine Ruse, Mike Sherman, David Sipusic, Sev Van slambrouck, Brien N. Smith, Ron Strollo, Shannon Tirone, James P. Tressel, Sharyn Zembower

I. BOARD MEETING SCHEDULE - June 2-3, 2021

YSU BOARD OF TRUSTEES

(All meetings in Chestnut Room, Kilcawley Center, unless otherwise noted.)

Wednesday, June 2, 2021

10:00 a.m.* Governance Committee
11:30 a.m.* Academic Excellence and Student Success Committee
12:00 p.m.* Institutional Engagement Committee
1:00 p.m. Lunch (Ohio Room, Kilcawley Center)
1:30 p.m.* Investment Subcommittee
2:00 p.m.* Audit Subcommittee
2:30 p.m.* University Affairs
3:30 p.m.* Finance and Facilities Committee
5:00 p.m.* Executive Committee
5:30 p.m. Tour of the Excellence Training Center

Thursday, June 3, 2021

10:00 a.m., Board Meeting
11:00 a.m., Outgoing reception for Victoria Woods (Pollock House)

II. GOVERNANCE COMMITTEE

Anita A. Hackstedde, Chair
John R Jakubek, Vice Chair
All Trustees Are Members

The meeting commenced at 10:05 a.m.

A. Disposition of the Minutes for the Previous Meeting on March 3, 2021
Draft copies of the minutes of the committee's meeting held March 3, 2021, were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provided.

B. Committee Items

1. Governance Committee Action and Discussion Items

a. Resolution of Re-appointment of National/Global Trustee, Eric A. Spiegel to a Second, Three-Year Term

Motion: To approve the Resolution of Re-appointment of National/Global Trustee Eric A. Spiegel to a Second, Three-Year Term.

Motion moved by Molly S. Seals and motion seconded by Charles T. George. The motion and resolution were unanimously approved.



**RESOLUTION OF RE-APPOINTMENT OF NATIONAL/GLOBAL TRUSTEE –
ERICA A. SPIEGEL TO A SECOND THREE-YEAR TERM**

WHEREAS, Article IV, Paragraph B. of the *Bylaws of the Board of Trustees of Youngstown State University* provides that, in order to take advantage of the diverse talents, resources and experiences of friends and alumni of the University, the Board may nominate and appoint up to three (3) persons to the position of National/Global Trustee; and

WHEREAS, Mahoning Valley native Eric A. Spiegel is a Special Advisor to General Atlantic LLC, is the past President and Chief Executive Officer of Siemens, USA, and in May 2015 received an honorary Doctor of Business Administration degree from Youngstown State University; and

WHEREAS, Mr. Spiegel was eminently qualified to serve as the Board's first appointment to the nonvoting position of National/Global Trustee and was appointed on June 7, 2018 to serve as the Board's first ever National/Global Trustee at Youngstown State University; and

WHEREAS, the Board nominated Mr. Spiegel for an extension of the National/Global Trustee appointment pursuant to the Board's *Bylaws* and Mr. Spiegel graciously accepts the nomination for National/Global Trustee position for a second term.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby re-appoint Mr. Eric A. Spiegel as a National/Global Trustee, for an additional three-year term effective July 1, 2021, and concluding June 30, 2024, pursuant to Article IV of the Board's *Bylaws*.

**Board of Trustees Meeting
June 3, 2021
YR 2021**

b. Election of New Board Officers for 2021-2022

In accordance with the Board's Bylaws, the Governance Committee has met and today makes its report to the board regarding its election of officers for the year starting June 2021.

Today's report constitutes the second reading.

The Governance Committee's selection for new board officers for 2021-2022 are:

Chairperson – Dr. John R. Jakubek
Vice Chairperson – Mr. Charles T. George
Secretary – Mrs. Molly S. Seals

Motion: To elect the following board officers for 2021-22:

- **Chairperson John R. Jakubek**
- **Vice Chairperson Charles George**
- **Secretary Molly Seals.**

Motion moved by Charles T. George and motion seconded by Eric A. Spiegel. The motion was unanimously approved.

c. Board Committee Assignments for 2021-2022

With input from the outgoing board chair, Anita Hackstedde, and incoming board chair, John Jakubek, board committee assignments were made for 2021-22. Note that all trustees are members of all committees.



**YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES
COMMITTEES**

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

2021-2022 STANDING COMMITTEES

**ACADEMIC EXCELLENCE AND
STUDENT SUCCESS**

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

FINANCE AND FACILITIES

Michael A. Peterson, Chair
Capri S. Cafaro, Vice Chair
All Trustees are members

AUDIT SUBCOMMITTEE

Michael A. Peterson, Chair
Molly S. Seals, Vice Chair
James E. "Ted" Roberts
Trustee to be named
Student Trustee to be named

INVESTMENT SUBCOMMITTEE

Capri S. Cafaro, Chair
Charles T. George, Vice Chair
Allen L. Ryan, Jr.
Joseph J. Kerola
Galatiani G. Lopuchovsky

INSTITUTIONAL ENGAGEMENT

James E. "Ted" Roberts, Chair
Allen L. Ryan, Jr., Vice Chair
All Trustees are members

UNIVERSITY AFFAIRS

Charles T. George, Chair
Capri S. Cafaro, Vice Chair
All Trustees are members

EXECUTIVE COMMITTEE

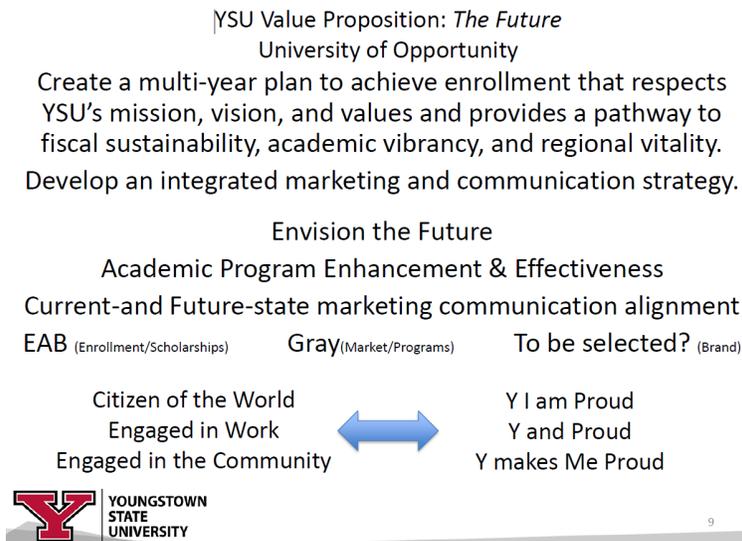
John R. Jakubek, Chair
Charles T. George, Vice Chair
James E. "Ted" Roberts
Molly S. Seals
Michael A. Peterson

GOVERNANCE COMMITTEE

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

d. YSU Future State Conversation (Presenters: Mike Sherman, Vice President for Institutional Effectiveness and Board Professional)

Mike Sherman, vice president for Institutional Effectiveness and Board Professional, talked with the committee about YSU Future State, including creation of a plan to achieve enrollment that respects YSU’s mission, vision and values and provides a pathway to fiscal sustainability, academic vibrancy and regional vitality. He also provided graphs and charts, showing where YSU stands in terms of completion rates vs cost to attend and the so-called price-to-earnings premium, which calculates the value of a college degree. He also noted that YSU’s future includes not just academic credentials, but skill-based credentials, as well, to support the region’s workforce needs.



Plan for Strategic Actions to Take Charge of Our Future

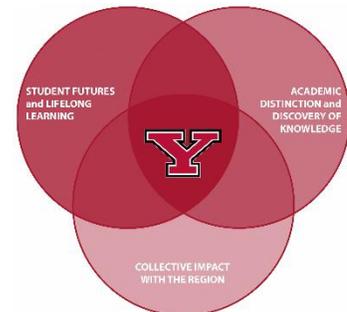
Goal: Develop a Culture of Assessment that Ensures the Quality of Academic Program Majors, Minors, and other Credentials

Strategy: Develop a mechanism to continually identify, assess, and implement new academic programs, badges, credentials, certifications, or coursework integration

Strategy: Complete program effectiveness and enhancement review including rubrics for regarding actionable outcomes

Goal: YSU will be recognized as a Community-Engaged campus by the Carnegie Foundation in education, health, prosperity and equity, and arts and culture

Strategy: Aggressively pursue and secure regional, state, national, and foundation funding in support of university and community priorities



65%: State of Ohio 2025 Attainment Goal

https://www.google.com/search?q=ohio+attainment+goal+2025&rlz=1C1GCEB_enUS900US900&oq=ohio+attainment+&aqs=chrome.0.0j69i57j0i22i30l3.4159j1j7&sourceid=chrome&ie=UTF-8

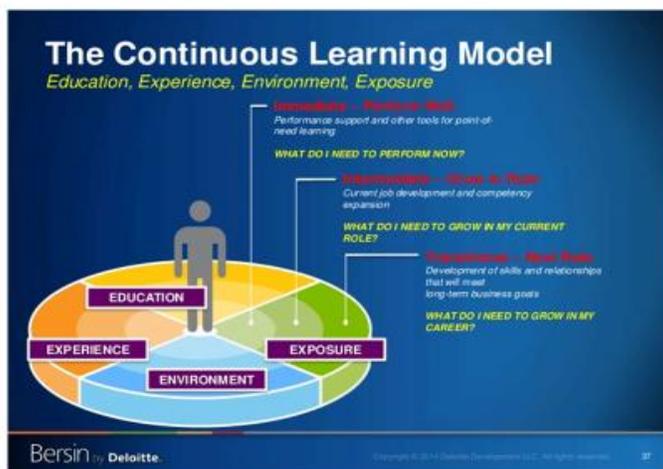
The following is from the above.

“Unfortunately, at the current rate Ohio students are earning degrees and certificates, our state will fall well short of closing that gap; in fact, if we stand back and do nothing, we actually will lose ground, resulting in an even larger gap. To produce the number of highly skilled workers with postsecondary credentials required to meet the needs of employers, **Ohio will need to produce, by 2025, an estimated 1.3 million more adults with high-quality postsecondary certificates or degrees.** Stated another way, at Ohio’s current rate of production, by 2025, almost 2 million Ohioans will lack the postsecondary education or training needed to be competitive in the labor market. Urgent and significant action is needed; even if we improve Ohio’s performance by increasing college access and increasing college credentials to the same level as leading states, we will still have a shortfall of hundreds of thousands of credentialed workers with the knowledge and skills needed to fill projected workforce needs in Ohio in 2025.”

From the YSU Future State #2 Conversation

The slide below is number 37 of 70 located at: <https://www.slideshare.net/jbersin/21st-century-talent-management-imperatives-for-2014-and-2015/37-37The-Continuous-Learning-ModelEducation-Experience>

REGIONAL VITALITY



A continuous learning model is an approach to consider, particularly given economic developments in the region and creating an educational experience that supports YSU alumni being engaged in their work and in their communities.

Illustration below from: Advancing Career and Technical Education (CTE) in State and Local Career Pathways Project: Final Report; Mary Gardner Clagett, Jobs for the Future, December 2015; US Department of Education, Office of Career, Technical and Adult Education

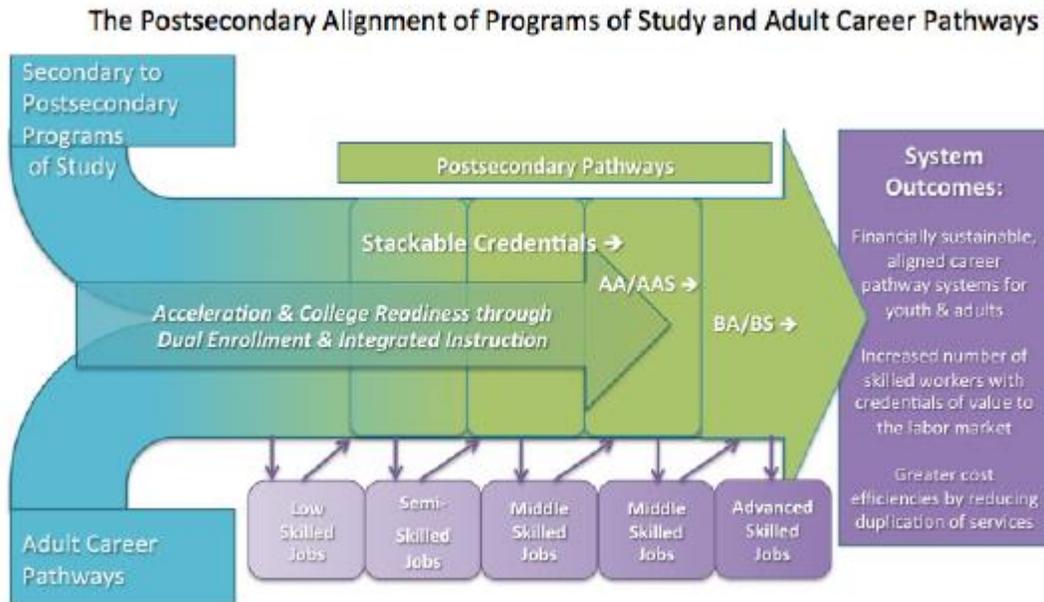


Figure 2. The Postsecondary Alignment of Programs of Study and Adult Career Pathways

A University of Opportunity: YSU inspires individuals, enhances futures, and enriches lives

Above is from: <https://ysu.edu/mission>

Consider the following: Are we a...

A **Comprehensive** University of Opportunity: YSU inspires individuals, enhances futures, and enriches lives

Or, are we a...

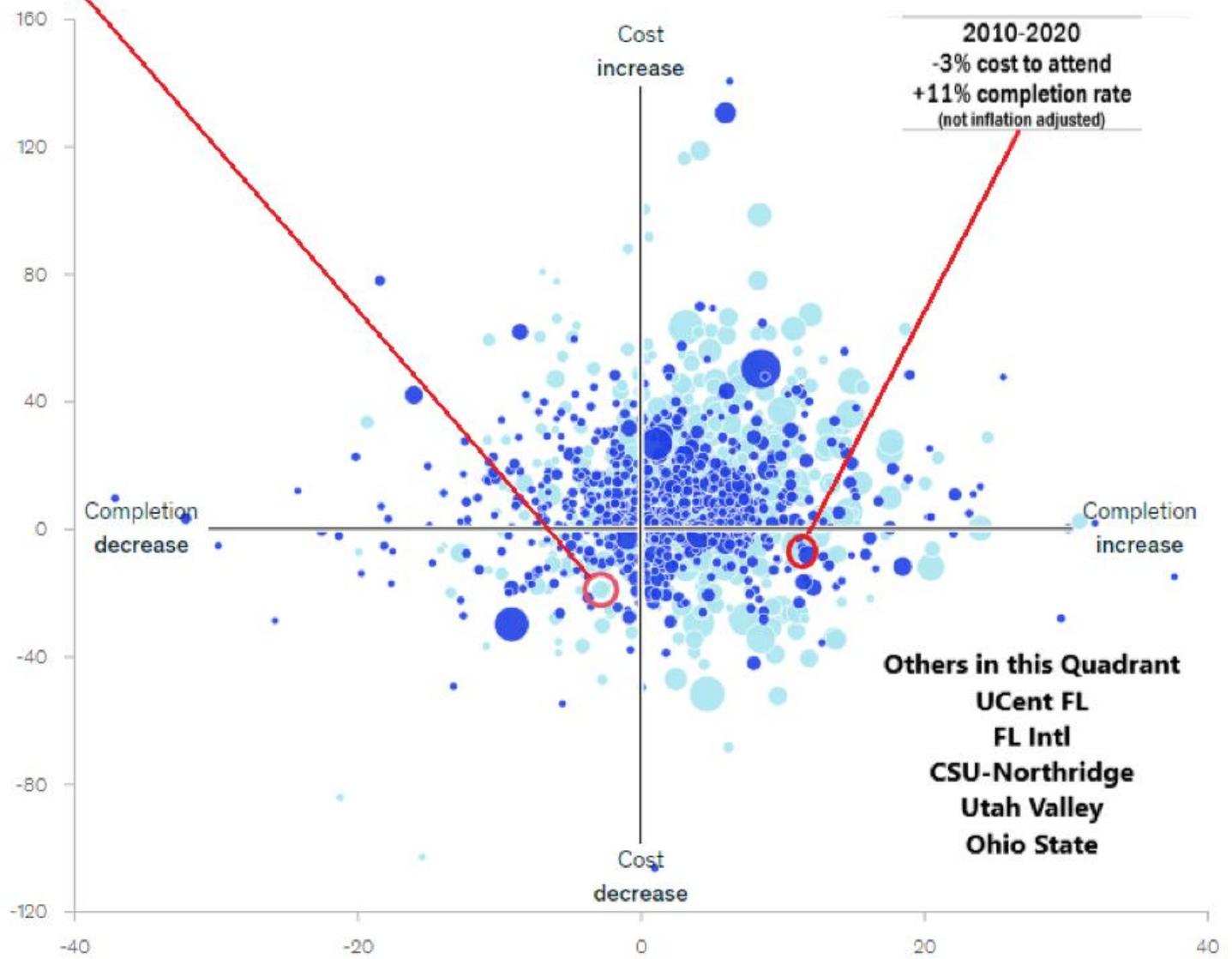
A University of **Comprehensive** Opportunity: YSU inspires individuals, enhances futures, and enriches lives

OR a different word than comprehensive or...???

Change in net cost to attend, %

2007-17 (%)

○ Youngstown State University ✕



Change in completion rate, %

2007-2017 (%)

[https://www.mckinsey.com/industries/
 Public-and-Social-Sector/Our-
 Insights/Rising-costs-and-stagnating-
 completion-rates-Who-is-bucking-the-
 trend](https://www.mckinsey.com/industries/Public-and-Social-Sector/Our-Insights/Rising-costs-and-stagnating-completion-rates-Who-is-bucking-the-trend)

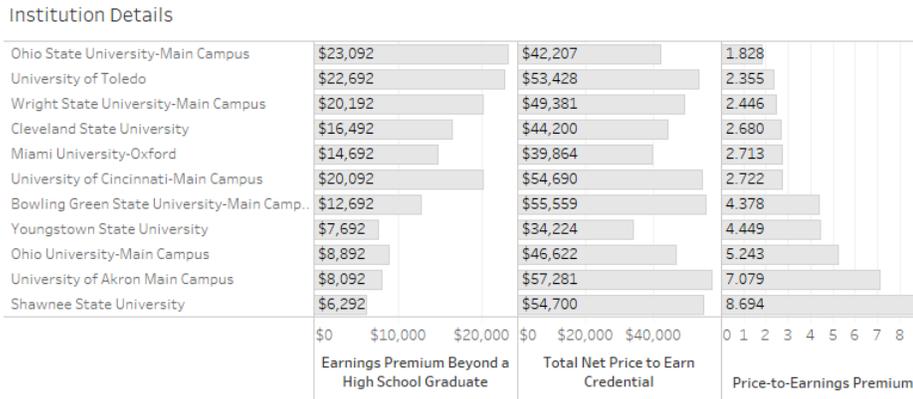
● Public ● Private nonprofit

<https://www.thirdway.org/graphic/interactive-map-of-the-price-to-earnings-premium-for-low-income-students>

The **Price-to-Earnings Premium (PEP)** is a metric we developed to better determine the economic value that institutions of higher education provide their students. The PEP looks at the net price the average student pays out-of-pocket to obtain an academic credential relative to the additional amount they earn by attending that institution in the first place. If a student earns more than non-college goers, the additional annual income they obtain can be used to recoup their educational costs.

Our follow-up **report** digs into the outcomes of a critical population—**low-income students**—and identifies the PEP for this demographic at individual institutions of higher education.

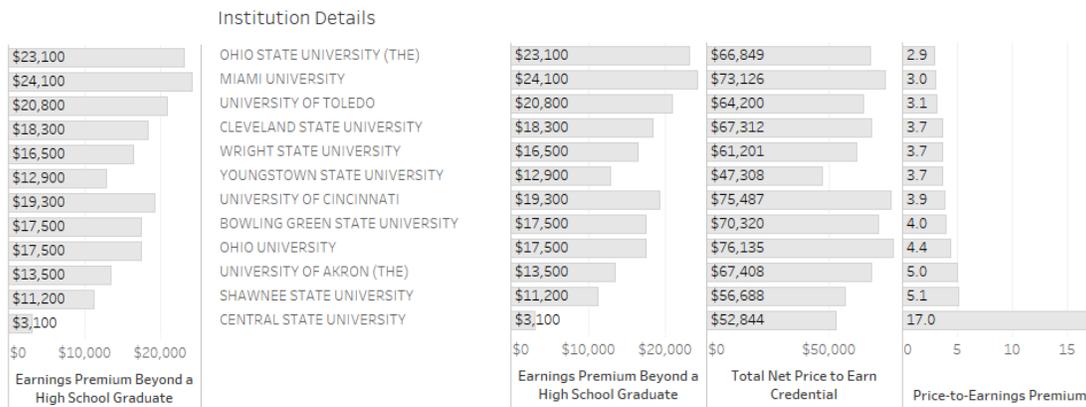
$$\text{Total Average Net Price} / (\text{Post-Enrollment Earnings} - \text{Typical Salary of a High School Graduate}) = \text{Number of Years to Recoup Net Cost}$$



<https://www.thirdway.org/graphic/interactive-map-of-the-price-to-earnings-premium-for-all-students>

We developed the **Price-to-Earnings Premium (PEP)** in an effort to better determine the economic value that institutions of higher education provide to their students. To measure this concept, we look at the net price the average student pays out-of-pocket to obtain an academic credential relative to the additional amount they earn by attending that institution in the first place. If a student earns more than non-college goers, the additional annual income they obtain can be used to recoup their educational costs.

$$\text{Total Average Net Price} / (\text{Post-Enrollment Earnings} - \text{Typical Salary of a High School Graduate}) = \text{Number of Years to Recoup Net Cost}$$



e. Academic Program Enhancement & Effectiveness Recommendations

(Presenters: Brien N. Smith, Provost and Vice President for Academic Affairs, Guests: Professor of Biology, Dr. Chet Cooper, Chairperson, Academic Senate, Jennifer Pintar, Associate Provost for Academic Administration)

Motion: To approve the Resolution to Accept Academic Program Enhancement and Effectiveness Initiative Recommendations.

Motion moved by Charles T. George and motion seconded by Michael A. Peterson. The resolution and recommendations were unanimously approved.

Discussion

Prior to the vote, Provost Smith outlined the initiative in detail. “You need to be aware of what we did and how we did it so you are comfortable with the outcomes,” he told trustees APEEI, commonly known as program review, is essentially a selfstudy of academic programs to ensure alignment with the university’s mission and with the goal to enhance quality and effectiveness, Smith said. Such a review is specifically called for in YSU’s strategic plan and in subsequent resolutions endorsed by the board, and it is required by both the Ohio Department of Higher Education and the Higher Learning Commission, YSU’s

institutional accreditation body. The process used by the university for program review embodies all tenets of shared governance, the provost said. Faculty across campus were engaged in the process over many months, including monthly meetings and individual meetings with each department, seeking feedback from faculty, chairs, deans, academic affairs representatives and board members, as well as the YSU Academic Senate. Chet Cooper, Senate chair, told the committee that he is pleased and proud of the shared governance principles followed in the APEEI process. Faculty were involved throughout, he said, from the selection of a consultant to analysis of data. Some people may disagree with the recommendations, “but they can’t say that shared governance wasn’t taken into account,” Cooper told trustees.

The provost said that each of the university’s academic programs was assessed on mission, academic standards, markets and margins, including factors such as student demand, availability of jobs, competitor offerings, costs, etc. At the end of April, deans presented their recommendations to the provost, and those recommendations were shared with faculty before the end of the Spring semester in May. The review identifies programs as:

“Grow” and “Grow+ (programs with potential for enhanced revenue); “Sustain” (programs with limited potential for growth but doing well in terms of efficiency and contribution), “Adjust” (programs with serious financial concerns that cannot continue without adjustments) and “Sunset” (programs that have neither a strong market nor are efficient in delivering programs and, therefore, should be discontinued).

The board resolution says Smith and the Office of Academic Affairs will now work with the Academic Senate and the Graduate Council to conduct an impact study. Those recommendations will be presented to the board in September. Smith emphasized that students in “Sunset” programs will not be negatively affected, and will be able to complete their programs or transfer to a related program. In addition, no tenure track faculty will be affected, he said.



**BOARD OF TRUSTEES RESOLUTION ENDORSING THE
RECOMMENDATIONS ASSOCIATED WITH THE ACADEMIC PROGRAM
ENHANCEMENT AND EFFECTIVENESS INITIATIVE**

WHEREAS, The Plan for Strategic Actions to Take Charge of Our Future includes the following goal and strategies:

Goal: Develop a Culture of Assessment that Ensures the Quality of Academic Program Majors, Minors and Other Credentials

Strategies: Complete program effectiveness and enhancement review including rubrics for recommendations regarding actionable outcomes;

Develop a mechanism to continually identify, assess, and implement new academic programs, badges, credentials, certifications, or coursework integration; and

WHEREAS, the Board of Trustees provided guidance via various Resolutions, including endorsing the use of an external firm to support implementing the “program effectiveness and enhancement review,” with the Board having been updated at previous meetings regarding the Initiative that is now called the Academic Program Enhancement and Effectiveness Initiative (APEEI); and

WHEREAS, there has been substantial engagement with the faculty during this process, particularly beginning in February culminating in program-level and dean-level recommendations associated with APEEI; and

WHEREAS, during this process, a Dashboard for each program has been developed considering the mission of the program as well as information pertaining to markets from the perspectives of student interest, available jobs, and higher education competition, as well as program economic indicators at the instructional levels; and

WHEREAS, the Dashboard also contains academic excellence metrics that are lead-indicators to the Board’s to be adopted Key Performance (lag) Indicators; and

WHEREAS, all of this information as well as multiple opportunities for faculty input into the process supporting shared governance has culminated in recommendations related to the academic programs.

NOW, THEREFORE BE IT RESOLVED, that the recommendations associated with APEEI below be accepted by the Board of Trustees; and



BE IT FURTHER RESOLVED, that the Board anticipates an Enrollment Report soon after the fourteenth day of classes for Fall 2021 that is associated with APEEI setting the stage for continuous assessment, evaluation, and improvement of the Academic Portfolio that contributes to student futures and lifelong learning, academic excellence and discovery of knowledge, and collective impact with the region all of which in concert substantially contribute to institutional sustainability.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

Academic Program Enhancement and Effectiveness Initiative

Office of Academic Affairs

Recommendations to the Board of Trustees

6/2/2021

1. OAA will prioritize program resource allocation aligned with the findings of APEEI and the Plan for Strategic Actions to Take Charge of our Future.
2. OAA will work with Senate and the Graduate Council to conduct an impact study on programs that have been identified for Sunset, designated as inactive, or to reduce complexity of the academic programs.
3. OAA recommendations related to item #2 above will be presented to the Academic Excellence & Student Success Committee of the Board in September, 2021.

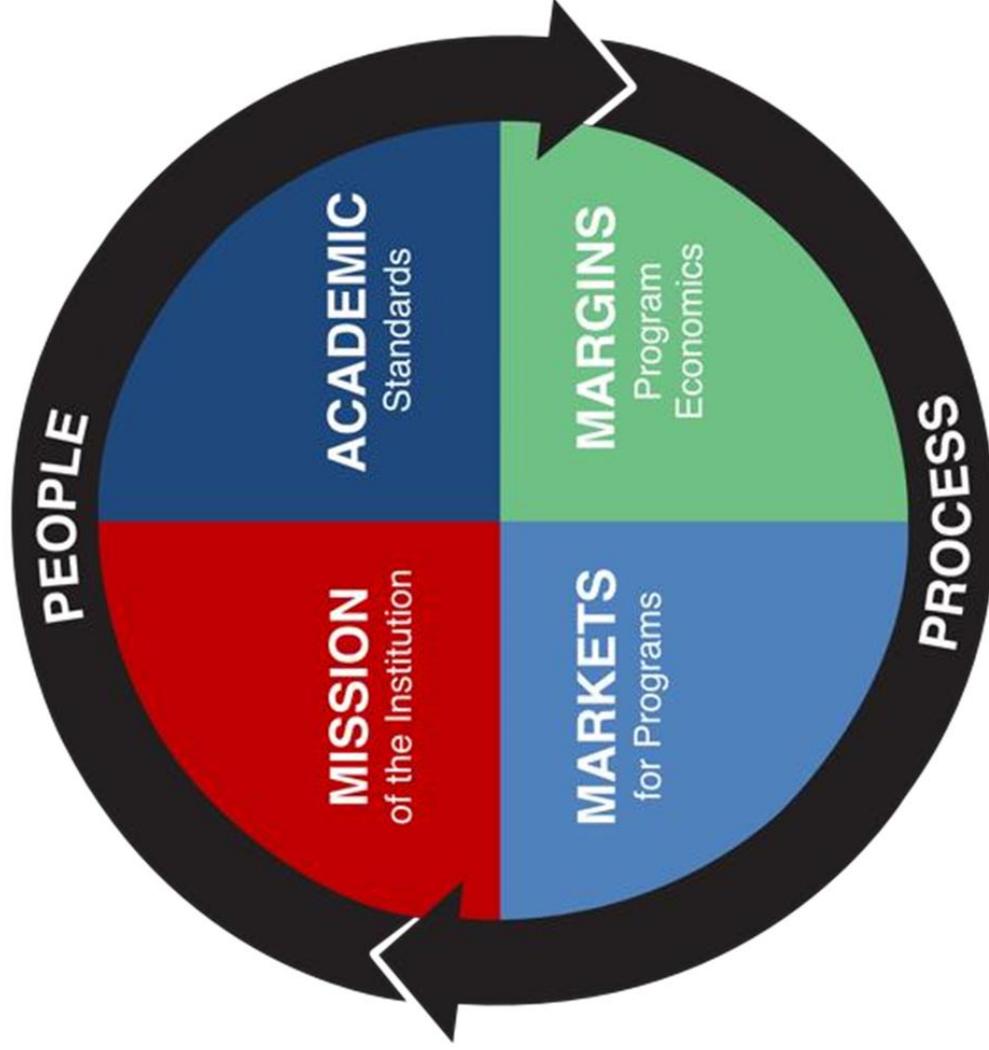
Youngstown State University
Board of Trustees

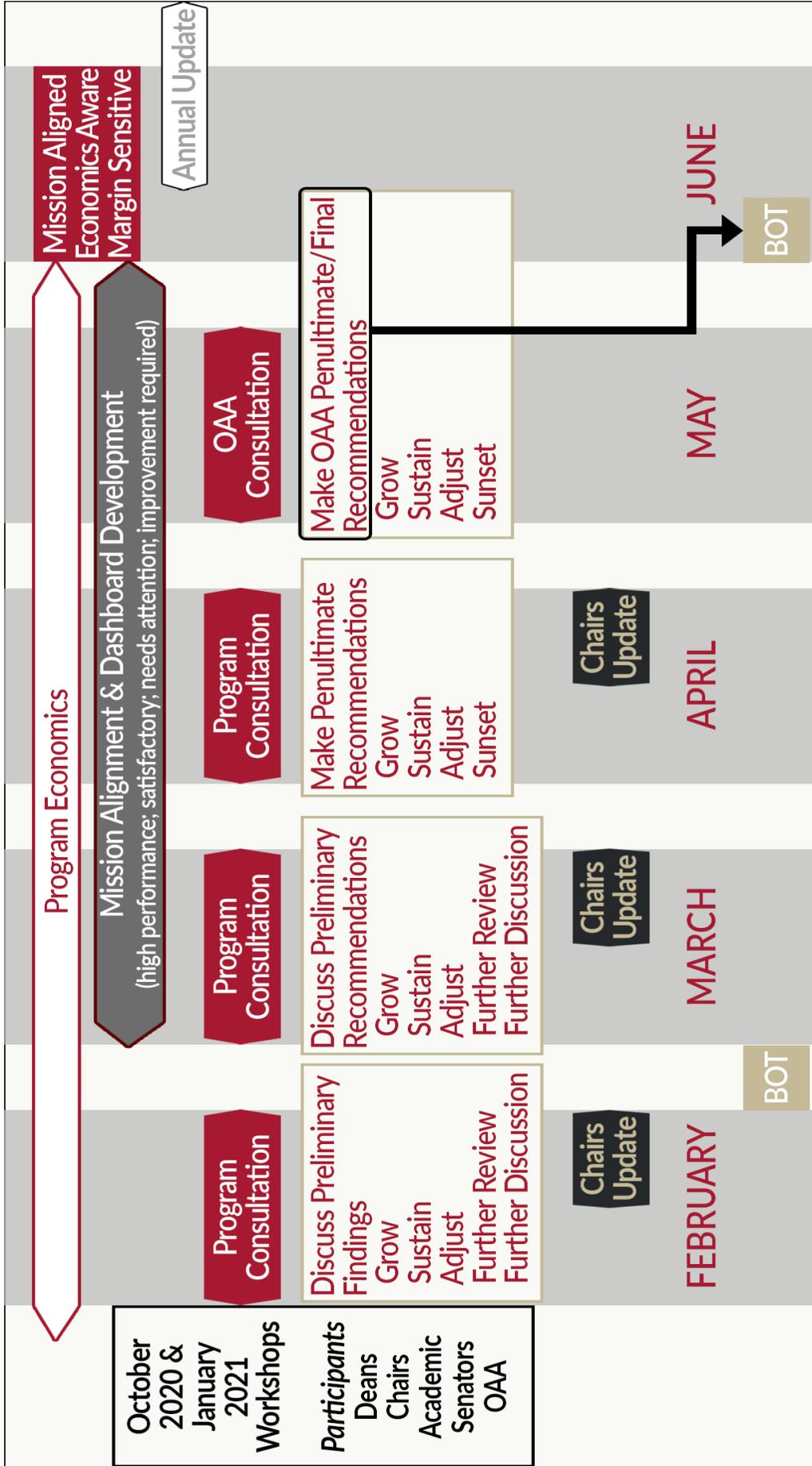
December 6, 2017

Principles and Practice of Shared Governance
Youngstown State University

Principles of Shared Governance

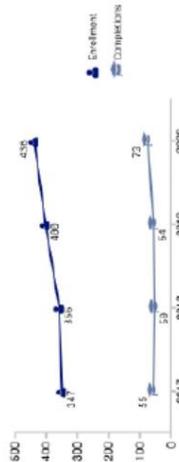
- Shared governance expects those who will be affected by a decision on policy or procedures can be informed and can influence governance decisions by their input.
- Shared governance relies upon consistent, trustworthy communication that is multidirectional and reciprocal and focused on our mutual goals of student success and institutional effectiveness.
- Shared governance requires mutual accountability of all members of the University community for the proper execution of their roles in a timely manner.
- Shared governance permeates all levels of decision-making within the University community.
- Full and active participation at all levels of shared governance is encouraged.
- Recommendations made through shared governance processes can influence university decision making.



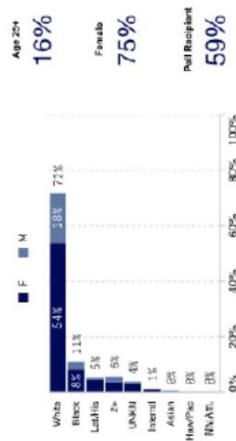


MISSION ALIGNED; ECONOMICS AWARE; MARGIN SENSITIVE Program name will go here

This evaluation will be linked to the Mission section of the Dashboard and will be high performance; satisfactory; needs attention; or improvement required.



These illustrations update annually



Program Fit

Mission

Academic Focus

Student-Centered

State/Region/Needs

Community Impact

Highlight

The Program provides comprehensive training across all areas and is prominent throughout general education requirements. A key feature of our program is the integration of research-focused courses and experiential to prepare students to enter the workforce. The program is also highly interdisciplinary, promoting the acquisition and analysis of knowledge, as well as the second application of that knowledge by conducting ethical, rigorous, and scientific research.

The central value of the program is to engage students in their learning themselves and societal issues. The program has been extremely successful in providing a variety of programs within the field of economics. The program faculty apply their scholarly expertise to inform and enhance the psychological and educational needs of practitioners and members of the community. Through its service activities and relationships with community agencies, the faculty support the local and global community by providing superior resource persons across the spectrum of economic issues. We offer the following services to present topics that are relevant to the community by recognized experts. Faculty serve as board members, leaders, and consultants to various organizations. We offer the following services to present topics that are relevant to the community by recognized experts. Faculty serve as board members, leaders, and consultants to various organizations.

These Academic metrics align with Board of Trustees Key Performance Indicators and these components of the Dashboard are interactive.

Evaluation Pending

MISSION

State/Region/Needs

Community Impact

Highlight

Academic Focus

Student-Centered

State/Region/Needs

Community Impact

Highlight

These Academic metrics align with Board of Trustees Key Performance Indicators and these components of the Dashboard are interactive.

Markets

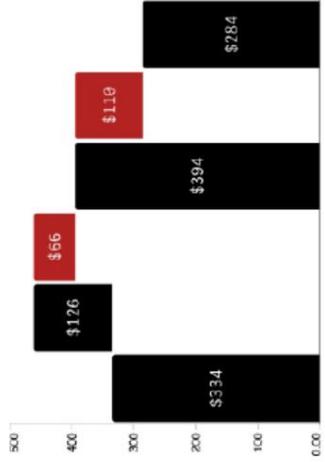
Scoring Rubric: Undergraduate Market: 100-Mile Rad...



The Market and Margin evaluations are assigned using a rubric based upon percentile score ranges. These illustrations are also interactive.

Margins

Display: Total 5CH YR: 2020 Term: All



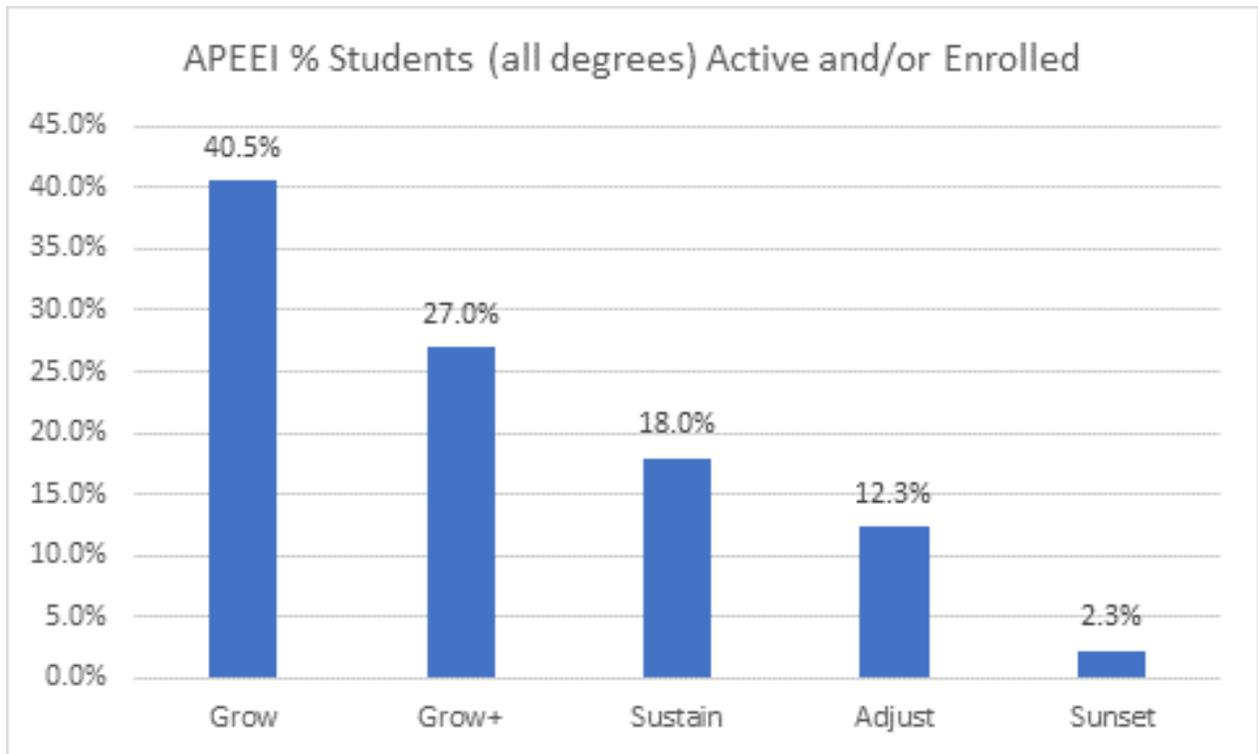
The Markets, Margins, and Academic metrics are the framework for 'grow', 'sustain', 'adjust', or 'sunset'

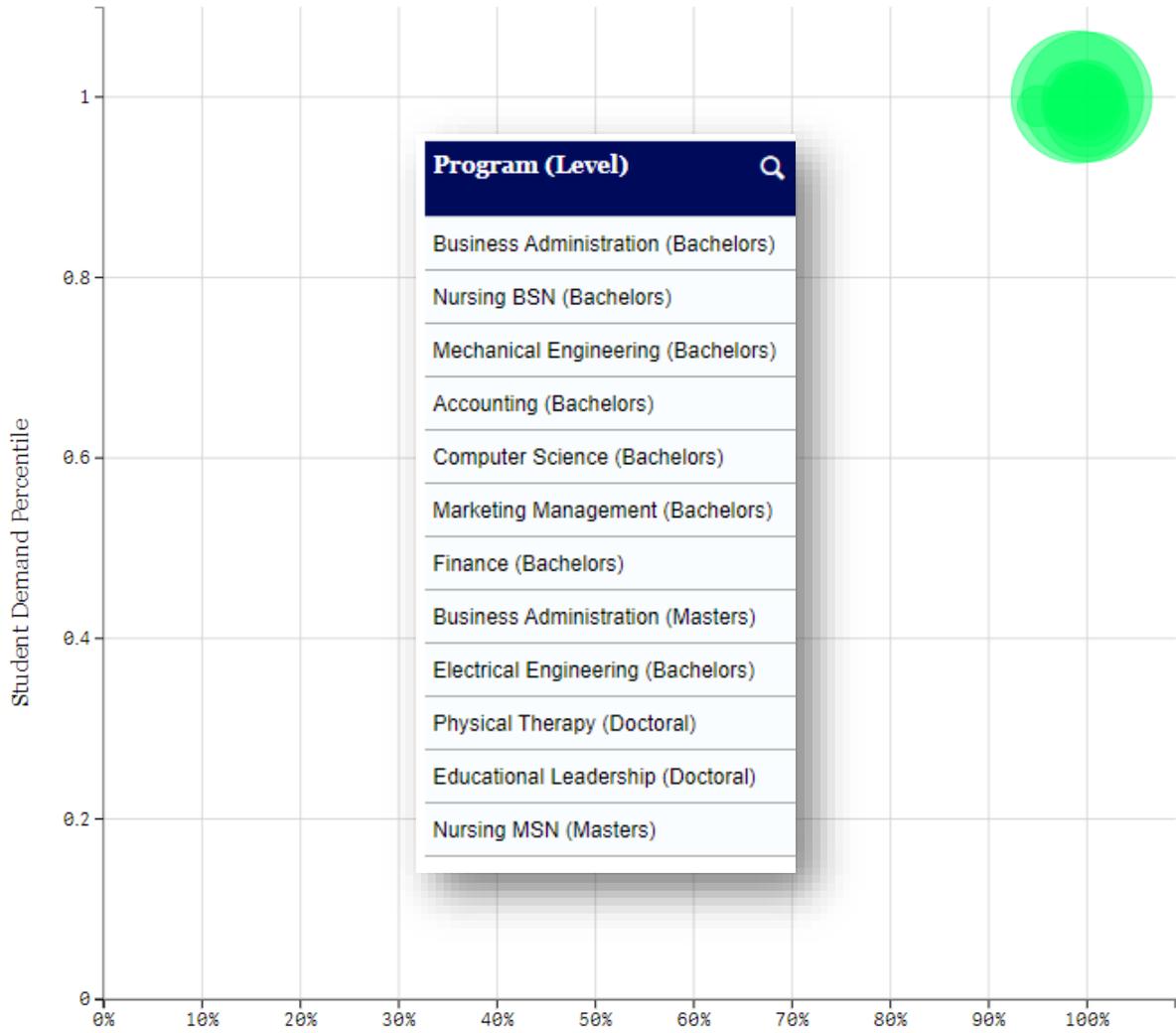
Academics

Age Group: All Gender: All Race: All

Category	Metric	2019	2020	Change
Program Profile	# of Majors	400	430	8%
	# of Degree Majors*	116	123	7%
	SCH Taught	6,467	10,468	105%
	% SCH Related to Online	13%	16%	25%
	% SCH taught by FT Faculty	92%	96%	9%
Student Progress	# Full-Time Faculty	202	207	2%
	# Diverse Faculty	52	57	10%
	Full-Time Faculty FTE (A3)	83.0	87.3	3%
	# Students Enrolled 2+ Terms	248	280	12%
	# Students Return from Prior Yr	216	245	12%
Outcomes	# Students Enrolled 15+ CH	351	368	5%
	% Students Complete 15+ CH	74%	78%	6%
	Course Passage Rate	97%	96%	-1%
	Degrees Awarded	54	73	35%
	MAS in Time to Degree (Yrs)	3.70	3.70	0%

*Metric calculation not finalized
**Data is currently available





100-Mile Radius: Employment Percentile

Curricular Efficiency Team

Curricular effectiveness

Step 1: Curricular Mapping to identify academic gaps, redundancies, and misalignments

1. Learning outcomes
2. Examine necessity of pre-requisites/co-requisites
3. Examine courses that have a part 1 and part 2

Step 2: Explore measures of student success

1. Are current assessments aligned with the outcomes?
2. Are there enough learning resources (Linkedin learning for example) to help with difficult topics that may require additional time outside of class
3. Are students given a sense of comfort and/or familiarity with the course

Step 3: Carousel development to examine curricular rotation

Curricular efficiency

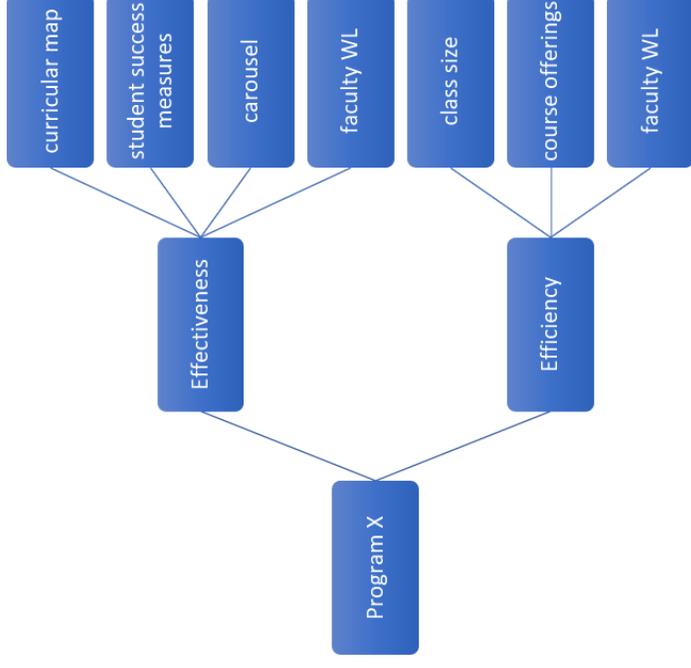
Step 1: Review appropriate pedagogy for each course with today's learner in mind

Step 2: Consider necessity of course offerings

Curricular Effectiveness & Efficiency

Step 1: Review workload for faculty members

CURRICULAR EFFICIENCY TEAM



Curriculum efficiency and effectiveness focuses on improving academic success through a variety of different measures that ultimately improves:

- graduation rates (i.e. retention)
- degree paths for students to follow
- student learning by aligning program content to learning outcome
- course scheduling (e.g. class size/cohort scheduling)
- timely graduations rates (Penguin Promise)
- student costs
- the creation of space in faculty schedules to allow for increased research time
- costs to YSU, allowing for us to keep tuition at our historically low levels

f. Letter from the Academic Senate

Chair ~~Hackstedde~~ referenced a letter sent to the board April 30 from the YSU Academic Senate calling on the board to conduct a thorough examination of the efficiency and return-on-investment of all non-academic university units prior to taking any actions on APEEI. Trustee Ted Roberts said the purpose of letter is well-taken and agreed that the university needs to review all non-academic programs just as it is reviewing academic programs. Trustee Molly Seals said she believes the university leadership does a great job at continuously evaluating efficiencies in non-academic units and should not pause moving forward with the process of academic program review. National/Global Trustee Lafferty said YSU should always be evaluating, re-evaluating and adjusting on all levels.

From: Chet Cooper <crcooper01@ysu.edu>

Sent: Friday, April 30, 2021 4:03 PM

To: James P. Tressel <jptressel@ysu.edu>; Brien N. Smith <bnsmith06@ysu.edu>

Subject: Academic Senate Proposal

Dear President Tressel and Provost Smith,

As directed by members of the Academic Senate, I have appended a letter to this email that requests the YSU administration and Board of Trustees withhold making any decision on the reduction and/or elimination of programs and faculty until an independent, objective, and accurate assessment of the administrative side of the university is conducted. The particular details of this request are described therein.

This letter is also to be distributed to the Board of Trustees, but I do not have Chair Hackstedde's contact information. I trust you will communicate this message and its contents to her.

Should you have any questions regarding this matter, I shall be pleased to respond.

Respectfully,

Chet Cooper, Chair
Academic Senate

--

Chester R. Cooper, Jr., Ph.D.
Professor, Biological Sciences
Department of Chemical and Biological Sciences
Youngstown State University
One University Plaza
Youngstown, OH 44555

Voice/Phone: 330.941.1361

ACADEMIC SENATE
YOUNGSTOWN STATE UNIVERSITY

Date: April 30, 2021
To: James Tressel, President
Annita Hackstedde, Chair, Board of Trustees
CC: Brien Smith, Provost
From: Chet Cooper, Chair, Academic Senate
Subject: Senate Proposal: Assessment of Administration

On 19 April 2021 Provost Smith provided the YSU community with an update on the decrease in enrollment applications and admits relative to last year. As the Provost noted: “The number of high school graduates is trending downward for the foreseeable future, and institutions of higher education can expect lower enrollments as a result.”

As a consequence of this situation the university has chosen to hire Gray Associates to help the administration make “data-informed decisions about all of our academic programs”. Presumably, these data-informed decisions are intended to help ensure that YSU is able to continue to engage in its mission to students and the region by examining among other things the cost effectiveness of various programs, while also identifying areas for cutting or greater investment.

While the YSU Academic Senate agrees that the continued solvency of the university is one of the practical realities higher education, it is also clear that the approach to our fiscal challenges has been short-sighted. To borrow from the mission statement of a well-known university in the east:

[The purpose of a university is to expose students to] “new ideas, new ways of understanding, and new ways of knowing. . . From this we hope that students will begin to fashion their lives by gaining a sense of what they want to do with their gifts and talents, assessing their values and interests, and learning how they can best serve the world.”

We believe that all students, including students here at YSU deserve to have as many of the same options as those students fortunate enough to attend more prestigious universities. As such, the singular focus on academic programs represents a direct threat to our ability to provide such opportunities for learning.

If the university intends to make thoughtful, data-informed decisions on how YSU is going to move forward, then all aspects of the university must be subjected to similar scrutiny. An independent, objective and accurate assessment of the administrative side of the university should be conducted prior to any decisions regarding departments, programs, or centers. Therefore, the Academic Senate is calling on the YSU Board of Trustees, President Tressel and Provost Smith in consultation with the Academic Senate, YSU-OEA, ACE, APAS, and the SGA to begin the search for a consulting firm that focuses on academic administrations. The consulting firm will be charged with the following:

1. Evaluating all non-academic units of the university including athletics in terms of their ROI.
2. Evaluating all administrative structures and unit organizations for overall efficiency.
3. Examining the impact all non-academic units have on student recruitment, retention, and success.

Unless YSU has a clear understanding of the return on investment of its non-academic units, and whether or not cost savings could be realized through increased efficiency, decreased administrative size, etc., then the administration cannot in good faith claim to be making data-informed decisions about YSU’s future. Given that the program evaluations will be complete prior to this review, the Academic Senate also calls on the administration and Board of Trustees to withhold making any decision on the reduction and/or elimination of programs and faculty until such review is completed.

g. 2021 AGB Virtual Conference Update (Presenters: Trustee Molly Seals)

Trustee Seals reported on the Association of Governing Boards national conference that took place virtually in April. Topics, she said, were very relevant to post-pandemic issues that universities and colleges are facing nationwide, including governance effectiveness, financial sustainability, faculty and shared governance, educational quality and student success, and issues related to justice, equity and inclusion. “We were pushed out of comfort zones during the pandemic and had to take actions that we had never even imagined,” she said in her report. “We must get comfortable pushing ourselves out of the comfort zone and take the type of risk required to make meaningful change.”

AGB National Conference – April 13-16, 2021

Report to YSU Board of Trustees from Molly Seals, YSU Trustee

The AGB Conference this year was held virtually and appeared to be well-attended. Sessions were designed to be interactive with group breakouts and plenty of peer-to-peer discussions. Topics were very relevant to the post-pandemic issues that universities and colleges are facing all over the nation, including issues of Governance Effectiveness, Financial Sustainability, Faculty and Shared Governance, Educational Quality and Student Success, and issues related to Justice, Equity and Inclusion.

There were a number of great resources provided and I am including some of the key points from some of these in this report. Recordings of sessions are available at the AGB website. The Conference was called Breakthrough for good reason Our universities and education systems are in the midst of

one of the most challenging times in our lifetime. We have a lot to celebrate, having made it this far through the pandemic, but the toil is not yet fully felt. To prepare for the ongoing toil and meet the challenges, universities must take what they have learned in the midst of the pandemic and use it to retain the gains and further advance innovations.

How Your University Can Innovate and Thrive Again

One of the sessions I attended was called “How your University can Innovate and Thrive Again”. The essence of the session was that we (Board, Leadership & Faculty) must create a culture of innovation. It shared certain preconditions that are necessary to create this culture of innovation:



The pandemic called us out of the maintenance mode and into a mode of enacting strategies needed in the moment. Universities must stay focused on strategy and not on how they maintain status quo. The pandemic forced us to think and act with an overall sense of urgency around our core purpose. We must retain this great sense of urgency and take swift action to create the kind of change that will make us sustainable now and into the future so we can continue to fulfill our purpose. We were pushed out

of comfort zones during the pandemic and had to take actions that we had never even imagined. We must get comfortable pushing ourselves out of the comfort zone and take the type of risk required to make meaningful change. Those who best responded to the pandemic did so by demonstrating courageous leadership. To innovate will require our leaders and our board to be courageous. We must expect courageous leadership and we must support it. The pandemic forced us into virtual environments, we realized how important engagement and communication was to alleviate fears, help everyone understand and take the actions they needed to take. We need to take what we learned about the different ways to engage and communicate and we need to keep innovating so we retain the gains and achieve future gains. And we must help all stakeholders see and understand that there will be some losses, but the gains are worth the losses. You can't change without losing something. And you can't innovate without change.

The session went on to speak to the fact that "There is not a problem with Lack of Ideas". There are plenty of those and most universities are talking about them.

...e or University Can Innovate and Thrive Against t... Watch later

Lack of ideas isn't the problem

- Target populations
- Program/service priorities
- Multiple modes of delivery
- Multiple certifications
- Lower net prices / differential pricing
- Lower traditional enrollment but not necessarily in FTE
- Lower cost of delivery (including faculty productivity)
- Shared services / outsourcing
- Pathways, partnerships, consolidation (public), and mergers



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The real problem with Innovation is in "Making Decisions and Taking Action"

"Making decisions and taking action with a high sense of urgency, a focus on strategy and purpose, with a comfort with risk, and a determination to achieve the type of engagement and communication to bring everyone quickly along."

Closing The Digital Divide:

This session discussed the huge gap created by unequal access to adequate online learning. If you have slow broadband or weak signal, then you may as well have no access. You can't learn when you can't hear or engage more interactively. **The key question for us as a board: How is your Board pushing for a Region-wide Broadband expansion and free access as a strategy to support your online learning?**

Financial Sustainability

Another Session I attended was on Financial Sustainability. In this session they talked about the importance of developing and tracking metrics. We in Ohio are further along than some states with encouraging our universities to use financial ratios because of our HB6 ratios. But for all they emphasized it is important to develop the ratios the board agrees is critical and review them over time and with some degree of regularity.

2 Key Ratios critical to sustainability that every board needs to monitor are:

1. Primary Reserve Ratio (Cash)
2. Liquidity

Additionally, the session urged that all Boards consider where your Stimulus money is being spent. Boards should be thinking about developing new mission-centric lines of revenue that may require additional investments to get off the ground. And investing to sustain and further the gains learned during the pandemic.

Too often boards are looking at a high discount rate but a high discount rate doesn't tell us anything by itself. The question we should be asking is "What does our high discount rate tell us about the value of what students are willing to pay for a degree from our university. And how do we build in more value over time to counter this?"

Justice, Diversity and Inclusion

Justice, Diversity and Inclusion were themes carried throughout the conference. There were multiple sessions on the topic.

#1 Peer-to-Peer Discussion - The Minority Faculty Drain

This session was a peer-to-peer discussion. In this session, the unique drain experienced by minority faculty due to extreme requirement of mentoring was discussed. Many of the students requiring the most intense mentoring are minority and first-generation college students. Minority faculty are too often expected to provide this mentoring because of their unique ability to relate to the minority students and shared experiences. This is extremely beneficial to minority student success, but universities must recognize the intense drain on those faculty and consider how they best support them as they too seek to complete research, achieve tenure and excel in other ways in their profession the same as non-minority faculty. But how can they do this when spending countless hours in intense mentoring of minority students?

#2 Plenary Session – Govern for Racial Equity

The Wednesday Plenary Session spoke specifically about the important role university boards must play in addressing Justice, Diversity and Inclusion and steps universities can take to lean in and address the issues. While most colleges and universities have made measurable progress towards their equity, diversity, and inclusion goals, racial inequity remains. The underrepresentation of governing board

members and presidents of color as well as racial tensions between governing boards and presidents are two key areas where progress must be made.

Based on AGB Research, they report:

- 80% of all Governing Board Members are White Males
- 83% of all Educational Organization Presidents are White Male
- Presidents don't feel supported when they raise Diversity to the board level
- Boards don't want to admit their college has such issues
- Boards feel they have already spent too much time trying to solve a societal problem
- Boards are accepting disaggregated data that do not reveal diversity issues
- Concern by Boards that addressing such issues are "leftist" agendas

Board Fiduciary Responsibility for Diversity:

Some board members don't see diversity as a board responsibility although it clearly is, as evidenced by the following:

- There is a cost to reputational legacies of Racism (student avoidance of enrolling due to historical events that carry legacy of racism ... word of mouth toxicity of environment, etc.)
- Student attrition (efficacy and costs)
- Employee turnover (efficacy and costs)
- Crisis management for racial events on campus that impact organization reputation and unplanned emergency management costs
- Reputation recovery efforts and costs
- Lawsuits (legal/settlement costs)

When presidents and governing boards fail to properly address racial inequity on campus, they share the responsibility for threats to the institution's reputation as well as the blame for the institution's failure to enact its equity, diversity, and inclusion values.

AGB recommends at least four actions presidents and governing boards can do together to reduce racial tensions on campus:

- First, acknowledge that racial tensions exist.
- Second, educate themselves on a variety of racial equity topics.
- Third, carefully examine data from campus racial climate surveys to gain a fuller understanding of their institution.
(For example, Qualitative Racial Climate Assessment (3-4 days of racially homogenous interviews with groups of students, groups of faculty and groups of employees))
- Fourth, revisit lists of demands issued by student activists and their allies.

#3 Session - Black Males are being most significantly impacted by Racial Injustice

A third session on Justice, Diversity and Inclusion focused on the African-American Male and the extreme injustices being faced. The session shared a report on the topic. The purpose of the report is to provide and help universities adopt an "anti-deficit" view of Black male college achievement.

Therefore, little attention will be devoted to reminding readers of the extent to which Black men are disengaged and underrepresented among college students and degree earners. Here is a summary of problems and inequities that are typically amplified in public discourse, research journals, policy reports, and various forms of media:

- Only 47% of Black male students graduated on time from U.S. high schools in 2008, compared to 78% of White male students (Schott Foundation for Public Education, 2010).
- Black male students are often comparatively less prepared than are others for the rigors of college level academic work (Bonner II & Bailey, 2006; Loury, 2004; Lundy-Wagner & Gasman, 2011; Palmer, Davis, & Hilton, 2009).
- In 2002, Black men comprised only 4.3% of students enrolled at institutions of higher education, the exact same percentage as in 1976 (Harper, 2006a; Strayhorn, 2010).
- Black men are overrepresented on revenue generating intercollegiate sports teams. In 2009, they were only 3.6% of undergraduate students, but 55.3% of football and basketball players at public NCAA Division I institutions (Harper, 2012).
- Black male college completion rates are lowest among both sexes and all racial/ethnic groups in U.S. higher education (Harper, 2006a; Strayhorn, 2010).
- Across four cohorts of undergraduates, the six-year graduation rate for Black male students attending public colleges and universities was 33.3%, compared to 48.1% for students overall (Harper, 2012).
- Black men’s degree attainment across all levels of postsecondary education is alarmingly low, especially in comparison to their same-race female counterparts (see Table 1).
- Black undergraduate men, like some other racial minority students at predominantly white institutions, routinely encounter racist stereotypes and racial tensions.

TABLE 1: Postsecondary Degree Attainment by Level and Sex, 2009

	BLACK MEN %	BLACK WOMEN %
Associate’s	31.5	68.5
Bachelor’s	34.1	65.9
Master’s	28.2	71.8
First Professional ¹	38.0	62.0
Doctoral ²	33.5	66.5

SOURCE: U.S. Department of Education (2010)

TABLE 2:

Deficit-Oriented Questions

- ▶ Why do so few Black male students enroll in college?
- ▶ Why are Black male undergraduates so disengaged in campus leadership positions and out-of-class activities?
- ▶ Why are Black male students' rates of persistence and degree attainment lowest among both sexes and all racial/ethnic groups in higher education?
- ▶ Why are Black male students' grade point averages often the lowest among both sexes and all racial/ethnic groups on many campuses?
- ▶ Why are Black men's relationships with faculty and administrators so weak?

Anti-Deficit Reframing

- ▶ How were aspirations for postsecondary education cultivated among Black male students who are currently enrolled in college?
- ▶ What compels Black undergraduate men to pursue leadership and engagement opportunities on their campuses?
- ▶ How do Black male collegians manage to persist and earn their degrees, despite transition issues, racist stereotypes, academic underpreparedness, and other negative forces?
- ▶ What resources are most effective in helping Black male achievers earn GPAs above 3.0 in a variety of majors, including STEM fields?
- ▶ How do Black men go about cultivating meaningful, value-added relationships with key institutional agents?

Key takeaways from these 3 sessions on Justice, Equity and Inclusion:

1. University leaders need to ask themselves related to support for Faculty of color what are we willing to accept as valid research and effort to evaluate tenure? How can we best support our faculty of color be as successful as non-minorities while not overloading them?
2. It is critical to provide DEI training for non-minorities (faculty and staff). Training on "You don't have to be Black, Hispanic, or Native American to mentor and help minority students or reverse the adverse impact experienced by minorities in your institution". Train on how to say "I don't know everything and haven't had a shared experience with you but I care about you. I hear you. I appreciate and value you as a person and I want to use my role and insights to help you be successful".
3. Rid your university of the bias that puts undue stress on students of color. Employ a Bias Incident Reporting (Risk management) to identify and modify behavior involving potential bias. Not punitive as much as developmentally.
4. Consider the extreme success gap of African-American males and partner to bring specialized focus and support to close the gap (recruitment, retention, graduation rate).
5. Assure your organization is diverse at every level including administration students, faculty, front-line management, leadership team, and board.
6. Assure full board understands what it means to be a diversity champion.
 - Assure everyone is asking questions related to diversity not just only 1 or 2 board members. Don't put the responsibility of raising diversity issues on board members of color. All board members should be asking the questions and calling for action.
 - Set high expectations for the leadership (staff, faculty and leadership recruitment, retention, promotion, training and development, and student success).

C. New Business

No new business.

D. Adjournment

The meeting adjourned at 11:25 a.m.

End of Governance Committee meeting

III. ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE

James E. "Ted" Roberts, Chair

Allen L. Ryan, Jr., Vice Chair

All Trustees are Members

The meeting commenced at 11:26 a.m.

A. Disposition of the Minutes for the Previous Meeting on March 3, 2021

Draft copies of the minutes of the committee's meeting held March 3, 2021, were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provided.

B. Old Business

No old business.

C. Committee Items

1. Academic Excellence and Student Success Consent Agenda Item

a. Motion: To approve three resolutions on the Consent Agenda.

- **Resolution to Modify 3356-8-03, Student Residence Status for Tuition Purposes**
- **Resolution to Modify 3356-08-01, Authority to Establish and Enforce a Student Code of Conduct**
- **Resolution to Modify 3356-7-24, Recognition, Publication, and Support of Employee Degrees**

Motion moved by Anita A. Hackstedde, M.D. and motion seconded by Molly S. Seals. The three resolutions on the Consent Agenda were unanimously approved.



**RESOLUTION TO MODIFY STUDENT RESIDENCE STATUS FOR
TUITION PURPOSES, POLICY 3356-8-03**

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

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

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

WHEREAS, the Student Residence Status for Tuition Purposes policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Student Residence Status for Tuition Purposes, policy number 3356-8-03, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
June 4, 2021
YR 2021-**

3356-8-03 Student residency status for tuition purposes.

~~Previous Policy Number: 8003.01~~
Responsible Division/Office: ~~Undergraduate Admissions~~Student Affairs/Student Enrollment and Business Services

Responsible Officer: ~~Associate Vice President for Enrollment Planning and Management~~Associate Vice President, Student Enrollment and Business Services

Revision History: March 1999; March 2007; March 2011; September 2016; June 2021

Board Committee: Academic ~~and Student Affairs~~ Excellence and Student Success

Effective Date: ~~September 15, 2016~~ June 3, 2021

Next Review: ~~2021~~2026

- (A) Policy statement. The university ~~will develop~~has developed a system of identifying student residency for purpose of state subsidy and tuition surcharge consistent with rules of the Ohio department of higher education which comply with provisions of section 3333.31 of the Revised Code and rule 3333-1-10 of the Administrative Code.
- (B) Parameter. The purpose of the Ohio department of higher education rules, to determine student residency for the purpose of state subsidy and tuition surcharge for undergraduate and graduate students, is to exclude those persons entering the state for the primary purpose of receiving the benefit of a state-supported education.
- (C) Procedures.
- (1) Residency for the purpose of assessing tuition and fee charges is determined at the time of admission or readmission to the university and cannot be retroactive.
 - (2) Students immediately identified as Ohio residents for tuition purposes will include: dependents of parent(s)/guardian(s) who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have supported the student; active duty

military, national guard, reserve, honorably discharged veterans, and the spouse or dependent of a veteran, who are domiciled in Ohio as of the first day of the semester; graduates of Ohio high schools who are domiciled in Ohio as of the first day of the semester; and those independent applicants who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have demonstrated that they have supported themselves during that time. With documentation as required by the Ohio department of high education, various other student categories may also be considered for Ohio residency status.

- (3) Students having cause to question their residency status may present documentation supporting their position to the residency officer in the office of undergraduate admissions. Those students providing appropriate documentation may be determined to qualify as Ohio residents.
- (4) Students ~~continuing to question their residency status who disagree with a residency decision~~ may file a ~~written appeal with the residence classification board of the university~~ residency decision appeal form and submit documentation to the office of undergraduate admissions. This form and supporting documents will be forwarded to the residency appeals board for review.
- (5) ~~The residence classification board~~ The residency appeals board is the final appeal authority and its decision is final.
- (6) Information regarding residency status and the residence classification board is available in the office of undergraduate admissions.

3356-8-03 Student residency status for tuition purposes.

Responsible Division/Office: Student Affairs/Student Enrollment and Business Services

Responsible Officer:

Associate Vice President, Student Enrollment and Business Services

Revision History: March 1999; March 2007; March 2011; September 2016; June 2021

Board Committee: Academic Excellence and Student Success

Effective Date: June 3, 2021

Next Review: 2026

- (A) Policy statement. The university has developed a system of identifying student residency for purpose of state subsidy and tuition surcharge consistent with rules of the Ohio department of higher education which comply with provisions of section 3333.31 of the Revised Code and rule 3333-1-10 of the Administrative Code.
- (B) Parameter. The purpose of the Ohio department of higher education rules, to determine student residency for the purpose of state subsidy and tuition surcharge for undergraduate and graduate students, is to exclude those persons entering the state for the primary purpose of receiving the benefit of a state-supported education.
- (C) Procedures.
 - (1) Residency for the purpose of assessing tuition and fee charges is determined at the time of admission or readmission to the university and cannot be retroactive.
 - (2) Students immediately identified as Ohio residents for tuition purposes will include: dependents of parent(s)/guardian(s) who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have supported the student; active duty military, national guard, reserve, honorably discharged veterans, and the spouse or dependent of a veteran, who are domiciled in

Ohio as of the first day of the semester; graduates of Ohio high schools who are domiciled in Ohio as of the first day of the semester; and those independent applicants who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have demonstrated that they have supported themselves during that time. With documentation as required by the Ohio department of high education, various other student categories may also be considered for Ohio residency status.

- (3) Students having cause to question their residency status may present documentation supporting their position to the residency officer in the office of undergraduate admissions. Those students providing appropriate documentation may be determined to qualify as Ohio residents.
- (4) Students who disagree with a residency decision may file a residency decision appeal form and submit documentation to the office of undergraduate admissions. This form and supporting documents will be forwarded to the residency appeals board for review.
- (5) The residency appeals board is the final appeal authority and its decision is final.
- (6) Information regarding residency status and the residence classification board is available in the office of undergraduate admissions.



**RESOLUTION TO MODIFY AUTHORITY TO ESTABLISH AND ENFORCE
A STUDENT CODE OF CONDUCT, POLICY 3356-8-01**

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

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

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

WHEREAS, the Authority to Establish and Enforce a Student Code of Conduct policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Authority to Establish and Enforce a Student Code of Conduct, policy number 3356-8-01, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
June 4, 2021
YR 2021-**

3356-8-01 Authority to establish and enforce a student code of conduct.

~~Previous Policy Number: 8001.01~~
Responsible Division/Office: ~~Student Experience~~ Student Affairs
Responsible Officer: ~~Associate Vice President for Student Experience~~ Dean of Students and Ombudsperson
Revision History: February 1998; March 2007; December 2011; June 2016, ~~April 2021~~; June 2021
Board Committee: Academic Excellence and Student ~~Affairs~~ Success
Effective Date: ~~June 15, 2016~~ June 3, 2021
Next Review: ~~2021~~ 2026

- (A) Policy statement. The board of trustees delegates its authority and responsibility for student conduct to the president. Youngstown state university is committed to an educational environment which encourages the safety, fair treatment, and intellectual and social development of all students. On behalf of the president, the ~~associate vice president for student experience dean of students and ombudsperson~~ establishes and enforces regulations regarding student conduct.
- (B) Definition. “The Student Code of Conduct” ~~”; A Handbook of Student Rights, Responsibilities, and Conduct” (“The Student Code of Conduct”)~~ is the official university document outlining student rights, responsibilities, ~~and and conduct~~; regulations regarding academic dishonesty, ~~campus student organizations and student media organizations~~; due process, ~~and disciplinary procedures. disciplinary and academic grievance procedures; and procedures regarding student complaints of discrimination, harassment and sexual assault.~~ The intent of “The Student Code of Conduct” is to inform the university community of these rights, responsibilities, and expectations.
- (C) Parameter. The ~~associate vice president for student experience dean of students and ombudsperson, or designee,~~ is responsible for establishing and enforcing all procedures and regulations pertaining to student rights, responsibilities, and conduct as outlined in “The Student Code of Conduct.” ~~with the exception of academic grievances. Academic grievance procedures are the responsibility of the office of the provost/vice president for academic affairs. In the case of an actual or perceived conflict of interest in the execution of duties arising from the~~

dual role of dean of students and ombudsperson, the dean of students will designate the associate vice president for student enrollment and business services or the associate vice president for student experience to act on their behalf.

(D) Procedures.

- (1) “The Student Code of Conduct” is distributed to new students during orientation and is available ~~in the offices of the associate vice president for student experience and~~ on the Youngstown state university website at: ~~https://ysu.edu/student-conduct/code-conduct~~<https://ysu.edu/student-conduct/code-conduct>~~http://ems.ysu.edu/administrative-offices/student-conduct/welcome-student-conduct.~~
- (2) Individual students and student organizations are expected to be familiar with and follow the regulations outlined in “The Student Code of Conduct” and will be subject to disciplinary action if one or more of the regulations are violated.
- (3) Complaints of student misconduct may be filed ~~at by contacting the office of the associate director of student conduct~~[at by contacting the office of community standards and student conduct](#). Complaints of academic dishonesty ~~and academic grievances~~ may be filed in the office of the provost and vice president for academic affairs.
- (4) “The Student Code of Conduct” is reviewed periodically and distributed widely among the campus community at least every five years. Any member of the university community may recommend a change in “The “Student Code of Conduct” through the ~~associate vice president for student experience~~[dean of students and ombudsperson](#), ~~or designee.~~

3356-8-01 Authority to establish and enforce a student code of conduct.

Responsible Division/Office: Student Affairs
Responsible Officer: Dean of Students and Ombudsperson
Revision History: February 1998; March 2007; December 2011;
June 2016; June 2021
Board Committee: Academic Excellence and Student Success
Effective Date: June 3, 2021
Next Review: 2026

- (A) Policy statement. The board of trustees delegates its authority and responsibility for student conduct to the president. Youngstown state university is committed to an educational environment which encourages the safety, fair treatment, and intellectual and social development of all students. On behalf of the president, the dean of students and ombudsperson establishes and enforces regulations regarding student conduct.
- (B) Definition. “The Student Code of Conduct” is the official university document outlining student rights, responsibilities, and regulations regarding academic dishonesty, due process, and disciplinary procedures. The intent of “The Student Code of Conduct” is to inform the university community of these rights, responsibilities, and expectations.
- (C) Parameter. The dean of students and ombudsperson, or designee, is responsible for establishing and enforcing all procedures and regulations pertaining to student rights, responsibilities, and conduct as outlined in “The Student Code of Conduct.” In the case of an actual or perceived conflict of interest in the execution of duties arising from the dual role of dean of students and ombudsperson, the dean of students will designate the associate vice president for student enrollment and business services or the associate vice president for student experience to act on their behalf.
- (D) Procedures.
- (1) “The Student Code of Conduct” is distributed to new students during orientation and is available on the Youngstown state

university website at: <https://ysu.edu/student-conduct/code-conduct>.

- (2) Individual students and student organizations are expected to be familiar with and follow the regulations outlined in “The Student Code of Conduct” and will be subject to disciplinary action if one or more of the regulations are violated.
- (3) Complaints of student misconduct may be filed by contacting the office of community standards and student conduct. Complaints of academic dishonesty may be filed in the office of the provost and vice president for academic affairs.
- (4) “The Student Code of Conduct” is reviewed periodically and distributed widely among the campus community at least every five years. Any member of the university community may recommend a change in “The Student Code of Conduct” through the dean of students and ombudsperson, or designee.



**RESOLUTION TO MODIFY RECOGNITION, PUBLICATION, AND
SUPPORT OF EMPLOYEE DEGREES, POLICY 3356-7-24**

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

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

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

WHEREAS, the Recognition, Publication, and Support of Employee Degrees policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Recognition, Publication, and Support of Employee Degrees, policy number 3356-7-24, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
June 4, 2021
YR 2021-**

3356-7-24 Recognition, publication, and support of employee degrees.

~~Previous Policy Number: 7010.01~~

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: October 1998; June 2010; March 2016; June 2021

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

Effective Date: ~~March 16, 2016~~June 3, 2021

Next Review: ~~2021~~2026

- (A) Policy statement. The university recognizes only credits and degrees awarded by regionally accredited or other U.S. department of education-approved post-secondary institutions in the United States or by equivalent foreign institutions.
- (B) Purpose. These procedures are designed to help assure that the university employs qualified individuals, to assure that employees' qualifications are accurately presented to the public, and to ensure that university-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreements.
- (C) Definitions.
- (1) Accredited postsecondary institutions: Those institutions identified by one of the seven regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. department of education as meeting certain academic standards and expectations. A database of such institutions is available on the website of the council for higher education accreditation ("CHEA").
 - (2) Equivalent foreign institutions: Institutions, typically recognized by a national ministry of education or an appropriate agency of the provincial (or state) government approved by the provost/vice president for academic affairs. In determining whether a foreign institution is equivalent, the provost/vice president for academic

affairs may appoint a committee to make a recommendation or consult the regional accrediting agencies and other organizations, such as the American association of collegiate registrars and admissions officers (“AACRAO”).

(D) Procedures.

(1) Verification of credentials.

- (a) The academic department chairperson or department/unit supervisor forwarding recommendations for employment for which a degree is required must include an official transcript of the candidate’s academic preparation. The transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.
- (b) Upon receipt, the dean/executive director will review the recommendation for employment and supporting materials. If appropriate, these materials will be forwarded to the applicable vice president for approval.
- (c) Upon approval of an appointment, the applicable vice president will forward the official transcript and supporting materials to the office of human resources.
- (d) The office of human resources will verify that the transcript is from an accredited post-secondary institution or equivalent foreign institution. Upon verification, a letter of appointment and related information will be initiated.
- (e) The office of human resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the applicable vice president upon receipt of an official transcript from an accredited postsecondary institution or equivalent foreign institution.
- (f) Only those degrees officially recorded by the office of human resources may be listed for any employee in any university publication.

- (g) When listing degrees and degree-granting institutions:
 - (i) Names of institutions shall be listed as they were at the time the degree was earned.
 - (ii) Degrees from foreign institutions shall appear in untranslated form.
 - (iii) Degrees shall appear as worded on the official transcript or diploma.
- (2) Application for support to complete an advance degree.
 - (a) In advance of making application, employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend. The office of human resources will verify that the employee is eligible for benefits and that the program of study will be pursued at an accredited postsecondary institution or equivalent foreign institution and is in a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions may be granted under certain circumstances, e.g., an employee retraining for a different teaching field or area of responsibility.
 - (b) If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
 - (c) The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the applicable vice president for approval.
 - (d) The employee has a responsibility to keep the department chairperson/director apprised of progress being made toward the completion of the plan.

- (e) Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the office of human resources, which maintains the official record of degrees for employees.

3356-7-24 Recognition, publication, and support of employee degrees.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: October 1998; June 2010; March 2016; June 2021
Board Committee: Academic Excellence and Student Success
Effective Date: June 3, 2021
Next Review: 2026

- (A) Policy statement. The university recognizes only credits and degrees awarded by regionally accredited or other U.S. department of education-approved post-secondary institutions in the United States or by equivalent foreign institutions.
- (B) Purpose. These procedures are designed to help assure that the university employs qualified individuals, to assure that employees' qualifications are accurately presented to the public, and to ensure that university-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreements.
- (C) Definitions.
 - (1) Accredited postsecondary institutions: Those institutions identified by one of the seven regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. department of education as meeting certain academic standards and expectations. A database of such institutions is available on the website of the council for higher education accreditation ("CHEA").
 - (2) Equivalent foreign institutions: Institutions, typically recognized by a national ministry of education or an appropriate agency of the provincial (or state) government approved by the provost/vice president for academic affairs. In determining whether a foreign institution is equivalent, the provost/vice president for academic affairs may appoint a committee to make a recommendation or

consult the regional accrediting agencies and other organizations, such as the American association of collegiate registrars and admissions officers (“AACRAO”).

(D) Procedures.

(1) Verification of credentials.

- (a) The academic department chairperson or department/unit supervisor forwarding recommendations for employment for which a degree is required must include an official transcript of the candidate’s academic preparation. The transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.
- (b) Upon receipt, the dean/executive director will review the recommendation for employment and supporting materials. If appropriate, these materials will be forwarded to the applicable vice president for approval.
- (c) Upon approval of an appointment, the applicable vice president will forward the official transcript and supporting materials to the office of human resources.
- (d) The office of human resources will verify that the transcript is from an accredited post-secondary institution or equivalent foreign institution. Upon verification, a letter of appointment and related information will be initiated.
- (e) The office of human resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the applicable vice president upon receipt of an official transcript from an accredited postsecondary institution or equivalent foreign institution.
- (f) Only those degrees officially recorded by the office of human resources may be listed for any employee in any university publication.

- (g) When listing degrees and degree-granting institutions:
 - (i) Names of institutions shall be listed as they were at the time the degree was earned.
 - (ii) Degrees from foreign institutions shall appear in untranslated form.
 - (iii) Degrees shall appear as worded on the official transcript or diploma.

- (2) Application for support to complete an advance degree.
 - (a) In advance of making application, employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend. The office of human resources will verify that the employee is eligible for benefits and that the program of study will be pursued at an accredited postsecondary institution or equivalent foreign institution and is in a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions may be granted under certain circumstances, e.g., an employee retraining for a different teaching field or area of responsibility.
 - (b) If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
 - (c) The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the applicable vice president for approval.
 - (d) The employee has a responsibility to keep the department chairperson/director apprised of progress being made toward the completion of the plan.

- (e) Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the office of human resources, which maintains the official record of degrees for employees.

2. Academic Excellence and Student Success Action Items

a. Resolution to Approve List of Candidates to be Considered for Honorary Degrees

(Presenters: Brien N. Smith, Provost and Vice President for Academic Affairs, Chester R. Cooper, Jr., Chairperson, Academic Senate)

Motion: To approve the Resolution to Approve List of Candidates to be Considered for Honorary Degrees

Motion moved by Anita A. Hackstedde, M.D. and motion seconded by Molly S. Seals. The resolution was unanimously approved.



RESOLUTION TO AUTHORIZE RECOMMENDATION OF CANDIDATES FOR HONORARY DEGREES

WHEREAS, the *Policies of the Board of Trustees* provide for the recommendation of candidates for honorary degrees for the next academic year who are reviewed and recommended by the Senate Executive Committee, the Provost/Vice President for Academic Affairs, and the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that the selection for honorary degrees in the 2021-2022 academic year be granted from the candidates listed in the roster attached hereto.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

2021-2022 Honorary Degree/Commencement Speaker Recommendations

Academics Events Committee, Academic Senate

Dr. Amy Acton - Liberty Native, was appointed director of health for the Ohio Department of Health (ODH) by Governor Mike DeWine and served through the state's initial response to the Covid-19 virus. A licensed physician in preventive medicine with a master's degree in public health, Dr. Acton has more than 30 years of experience in medical practice, government and community service, healthcare policy and advocacy, academic and nonprofit administration, consulting, teaching, and data analysis.

Dr. Patty Bode - A Youngstown native, artist, & educator who has gained national and international recognition for her work addressing civil rights in education. Dr. Bode has presented extensively on diversity, equity & inclusion.

Mr. Cornel Bogdan, YSU Alumnus, is a health & wellness advocate & educator. As a radio personality & businessman, he has engaged in community outreach and philanthropy across the Valley.

Stephanie Dabney – Grew up in Youngstown and trained at Ballet Western Reserve before going on to be prima ballerina with Dance Theatre of Harlem from 1979 through 1994. She was the first African American ballerina to perform the title role in Firebird. She has performed at the Kennedy Center in DC and was featured in the Opening Ceremony of the 1984 Summer Olympics. Following a battle with HIV, Ms. Dabney was able to transition to a career in education. She recently visited YSU as part of the Pipino series.

Bob DiPiero - this country music songwriter is an alum from the Dana School of Music. He has written 15 US number one hits and several Top 20 singles for Tim McGraw, The Oak Ridge Boys, Reba McEntire, Vince Gill, Faith Hill, and many others. He holds a number of industry awards, was a 2007 inductee to the Nashville Songwriters Hall of Fame and has a star on the Nashville Walk of Fame.

Dave Grohl, native of Warren OH, is an American musician, singer, songwriter, and documentary filmmaker. He was the drummer for rock band Nirvana and founded the band Foo Fighters, for whom he is the singer, guitarist, and primary songwriter. He has a long history of advocacy and philanthropy, using his platform to speak against drug misuse, including work on anti-drug films and documentaries, and also to advocate for the promotion of civil rights for LGBTQ people.

Mr. William Kennedy (YSU graduate (B.E. Chemical Engineering, 1985). The president of Redex Industries, Mr. Kennedy has a record of public service, including development of products for cancer patients. He has demonstrated continued advocacy & contributions to YSU, including tours of manufacturing facility for engineering students & serving on Chemical Engineering Program Industrial Advisory Board.

Rex Lee - Warren native, born to immigrant Korean parents. He has gone on to star in numerous series, including *Entourage*, *Suburgatory*, and *Young & Hungry*.

Melissa O'Connor graduated with Bachelor of Science degree in Biology and Bachelor of Applied Science degree in Forensic Science in August 2012 from Youngstown State University. After achieving her masters and engaging in cutting-edge research, Ms. O'Connor took on a position as a forensic scientist with the Philadelphia police dept. While there, she has engaged in community outreach with grade-school children, created science webinars, and represented her new city as Miss Philadelphia in 2020.

Austin Pendleton - Warren native, is an American actor, playwright, theatre director and instructor. He is a Tony Award nominee and the recipient of Drama Desk and Obie Awards. His 6-decade spanning career also includes work in film, television, and new media.

Marc Routh - This theatrical producer, entrepreneur, and professor from Girard cut his teeth at the Youngstown Playhouse before going on to success on Broadway and London's West End. He was the producer for such notable, award-winning hits as the original Broadway productions of *The Band's Visit*, *Amelie*, and *Anastasia*. These shows are only part of his extensive and successful resume. Mr. Routh holds two Tony Awards, and is the founder of Broadway Asia and the R/F/B/V group.

Aliyah Sabree is a judge at the 36th District Court in Detroit, MI and presides over the twelve-member traffic/criminal division. Prior to her current position, this YSU alumna has an extensive record of service to Wayne County and Detroit, including time as an Associate General Counsel for the Detroit Water and Sewerage Department, the Mayor's Liaison to the City Council, the Attorney Advisor to the Detroit Board of Police Commissioners and time as an Assistant Prosecuting Attorney in the Special Operations Division for the Wayne County Prosecutor's Office.

Mel Watkins, Born in Memphis but raised in Youngstown, was the first African-American editor of NYTimes book review. He has a notable career as an author, historian, and essayist. Some of his notable books include *Stepin Fetchit: The Life and Times of Lincoln Perry*; *Dancing with Strangers*, a Literary Guild Selection; and the highly acclaimed *On the Real Side: A History of African American Comedy*.

Kelly Ziccardi is an engineer at Honda of America Mfg., Inc. (HAM), and currently serves as a New Model Project Leader in the New Model Department at Honda's Marysville Auto Plant (MAP). Born and raised in Ohio, Ziccardi grew up in Mineral Ridge and attended Youngstown State University on a valedictorian scholarship. She was named Youngstown State University's Engineering Woman of the Year for the graduating class of 2007, based on scholarship, service, and engineering achievement.

3356-10-05 Honorary degrees and commencement speakers.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and VP for Academic Affairs
Revision History: October 1997; July 2009; June 2011;
June 2013; December 2015; December 2020;
March 2021
Board Committee: Academic Excellence and Student Success
Effective Date: March 4, 2021
Next Review: 2026

- (A) Policy statement. The board of trustees shall review and authorize the list from which commencement speakers and honorary degree candidates will be recommended by the academic events committee of the academic senate to the president. The board of trustees shall grant honorary degrees in recognition of a significant impact on the university, on the community, state or nation, or on society. Such degrees will be conferred at commencements, special convocations, and other events. The honorary degree shall be clearly designated on the diploma as “Honorary degree of” followed by the name of the degree.
- (B) The following honorary degrees are those usually awarded at Youngstown state university:
- (1) Bus. D. (doctor of business), customarily awarded to a person making a unique contribution in the business community.
 - (2) LL.D. (doctor of laws), customarily awarded to a person distinguished in general service to the state, to learning and to mankind.
 - (3) LH.D. (doctor of humane letters), customarily awarded to a person distinguished in the humanities.
 - (4) Sc.D. (doctor of science), customarily awarded to a person distinguished in the sciences.
 - (5) Lett.D. (doctor of letters), customarily awarded to an acknowledged scholar in a particular discipline.

- (6) Mus.D. (doctor of music), customarily awarded to a distinguished performer or composer.
- (C) Procedures for selecting and approving candidates.
- (1) Criteria for nomination of commencement speakers and honorary degree candidates are determined by the provost/vice president for academic affairs, subject to board of trustees' approval.
 - (2) Faculty, staff, board of trustees members and/or anyone associated with the university may submit nominations for commencement speakers and/or honorary degree candidates to the academic events committee of the academic senate or directly to the provost/vice president for academic affairs.
 - (3) Per the academic senate bylaws, the academic events committee of the academic senate "shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, inaugural ceremonies, and recommend candidates for honorary degrees and commencement speakers to the university's president."
 - (4) The academic events committee will review the credentials of all the nominated candidates and will submit a list of no less than fifteen and no more than twenty recommended candidates for approval by the board of trustees during its regular June meeting. The list may be amended and reapproved by the board at any time throughout the year.
- (D) Selection of the commencement speaker.
- (1) The provost, in consultation with the president, shall select a commencement speaker from the board-approved list.
 - (2) The president will inform the board of the selection of the commencement speaker no later than the board meeting preceding the commencement ceremony.
- (E) Selection of the honorary degree recipient.

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

b. Resolution to Modify 3356-8-01.1, "The Student Code of Conduct" (Presenters: Nicole Kent-Strollo, Dean of Students)

Motion: To approve the Resolution to Modify 3356-8-01.1, "The Student Code of Conduct"

Motion moved by Anita A. Hackstedde, M.D. and motion seconded by Molly S. Seals. The resolution was unanimously approved.

Prior to the vote, Kent-Strollo outlined several of the modifications, including: removal of language that does not reflect the current appellate process, include references to the recently revised Campus Free Speech policy, use a consistent definition of "harassment," provide two additional business days for holding rescheduled student disciplinary proceedings, and extend the time of service for undergraduate student conduct board members. Other modifications: clarify the role of advisors in the student conduct process, enumerate the complainant's right to question witnesses and to appeal, delineate the specific sanctions for serious misconduct, expand and clarify the definition of "hazing," remove deferred suspension as a sanction, establish new procedures and criteria for expungement of student conduct records after graduation, and empower the appellate hearing panel to alter findings and sanctions issued by the original hearing panel.



**RESOLUTION TO MODIFY "THE STUDENT CODE OF CONDUCT,"
POLICY 3356-8-01.1**

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

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

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

WHEREAS, "The Student Code of Conduct" policy has been reviewed and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of "The Student Code of Conduct," policy number 3356-8-01.1, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees
June 4, 2021
YR 2021 -**

Explanation of Modifications to University Policy:

3356-8-01.1 “The Student Code of Conduct”

The policy was modified to use gender neutral pronouns throughout the policy, to update the titles of the responsible division/office, responsible officer, and other university officials; to remove language that does not reflect the current appellate process, to rearrange existing sections of *The Student Code of Conduct* (Code) for clarity, to reference the recently revised 3356-4-21 Campus free speech policy, to apply a consistent definition of “harassment” throughout the Code, to provide two additional business days for holding rescheduled student disciplinary proceedings from three to five business days, and to extend the time of service for undergraduate student conduct board members from two to three years.

Other modifications were made to the policy to describe the complainant conference meetings included in the student conduct process, to clarify the role of advisors in the student conduct process, to enumerate the complainant’s right to question witnesses and to appeal during the student conduct hearing process, to delineate the specific sanctions for serious misconduct, to expand and clarify the definition of “hazing,” to remove deferred suspension from the university as a sanction because of due process concerns, to establish new procedures and criteria for expungement of student conduct records after graduation, and to empower the appellate hearing panel to alter findings and sanctions issued by the original hearing panel.

3356-8-01.1 “The Student Code of Conduct.”

Responsible Division/Office:	Student Affairs <u>Student Affairs/Dean of Students</u>
Responsible Officer:	Dean of Students and Ombudsperson <u>VP for Student Affairs</u>
Revision History:	March 1998; December 2010; June 2016; September 2017; September 2020; <u>June 2021</u>
Board Committee:	Academic Excellence and Student Success
Effective Date:	September 3, 2020 <u>June 3, 2021</u>
Next Review:	2025 <u>2026</u>

- (A) Policy statement/preamble. Youngstown state university (“YSU”) is a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership.

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors, believe in the dignity and worth of all people, strive to foster an appreciation of, and respect for, differences among the human race, and celebrate the diversity that enriches the university and the world. As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the university’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the university and is held responsible for compliance with them. All members of the university community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the university.

The policies and regulations in “The Student Code of Conduct” have been established to ensure a positive educational experience for every student. “The Student Code of Conduct” serves as an official university document that outlines conditions and regulations considered essential to the effective functioning of the university.

The student conduct process at Youngstown state university adheres to procedural due process and is intended to be part of the educational process at the university. This student conduct process provides a forum for the impartial and expedient resolution of alleged misconduct in the university community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the university's commitment to developing integrity, respect, and responsibility among all students.

- (B) Article I. Rights and responsibilities.
- (1) Basic rights. The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:
 - (a) The right of free inquiry, expression, and/or assembly.
 - (b) The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and online.
 - (c) The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
 - (d) The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by section 3345.14 of the Revised Code.
 - (2) Basic responsibilities. Students, as members of the university community, shall have the following responsibilities which are inherent in the basic rights delineated in this paragraph:
 - (a) To maintain standards of academic performance as established by their faculty.
 - (b) To be responsible for acting in such a manner as to ensure other students the basic rights enumerated in this policy.

- (c) To be responsible for their actions with respect to, and to follow, all university regulations and policies.
 - (d) To be responsible for their actions with respect to provisions of local, state, and federal law.
 - (e) To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the university community are respected.
 - (f) To have in their possession a valid university identification card when on university premises.
 - (g) To be responsible for adhering to the university policy 3356-7-20, "Drug-free environment" (rule 3356-7-20 of the Administrative Code).
 - (h) To ensure adherence to all university board of trustees' policies that apply to students.
- (C) Article II. Student conduct authority. The president has delegated the authority for the university student conduct system to the ~~vice president for student affairs~~dean of students and ombudsperson (hereinafter referred to as the dean of students). ~~—The dean of students vice president for student affairs,~~ or designee, serves as the student conduct administrator responsible for the administration and operation of "The Student Code of Conduct" and the student conduct process. Members of the university seeking formal disciplinary action for alleged student misconduct should make referrals to the office of community standards and the office of student conduct.

The student conduct administrator shall determine the composition of student conduct bodies and appellate hearing panels.

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of "The Student Code of Conduct." The student conduct officer shall be the assistant dean of students for community standards, advocacy, and conduct (hereinafter referred to as the assistant dean of students)~~associate director for student~~

~~conduct.~~ _The student conduct administrator may also appoint one or more deputy conduct officers to review reports of violations of “The Student Code of Conduct” and to conduct investigations. Deputy conduct officers shall be under the supervision of the student conduct officer and/or the student conduct administrator.

(1) Jurisdiction of “The Student Code of Conduct.”

- (a) “The Student Code of Conduct” shall apply to conduct which adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs whether it occurs on university premises, at university sponsored activities, or on non-university premises. It is important to note that a student and/or group/organization will be subject to the university student conduct process where the conduct has occurred on non-university premises when the conduct adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs.
- (b) Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). “The Student Code of Conduct” shall apply to a student’s conduct even if the student withdraws from the university while an investigation into alleged ~~of~~ misconduct is pending.
- (c) An incident which results in a charge under “The Student Code of Conduct” may also lead to a proceeding outside of the university for a violation of local, state, or federal law. In these instances, university proceedings are not subject to challenge based on concurrent criminal or civil proceedings or that such proceeding has been or will be dismissed, reduced, withdrawn, resolved, or settled. The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all

laws. In all cases, hearings within the university will be held according to the student conduct procedures set forth in in this policy. Since the university student conduct process is educational in nature and differing judgements may result between university action and outside legal action, the university, in its sole discretion, may pursue student conduct action and impose sanctions against a student for a violation of law:

~~Since the university student conduct process is educational in nature, differing judgments may result.~~

- (i) Regardless of where the behavior occurs;
 - (ii) When a student is charged with a violation of law but not with any other violation of “The Student Code of Conduct”;
 - (iii) When a student is charged with a violation of law which is also a violation of “The Student Code of Conduct”;
 - (iv) While the student is also subject to criminal proceedings, arrest and/or prosecution or civil litigation.
 - (v) University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
 - (vi) The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.
- (2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for

student organizations is the responsibility of the dean of students or designee, in consultation with the vice president for student affairs~~associate vice president for student experience, or designee.~~

The policies and regulations that apply to student groups/organizations are outlined in the “Penguin Student Handbook,” which houses all ~~of the~~ student organization policies. Student groups/organizations that violate any of the student organization policies may be charged with violating “The Student Code of Conduct” and be subject to the student conduct procedures set forth in this policy.

- (3) Student conduct authority.
 - (a) The enforcement of regulations, policies, and guidelines that apply to students, student organizations/groups are within the jurisdiction of the ~~vice president for student affairs~~dean of students, or designee.
 - (b) Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.
 - (c) Student groups and registered student organizations may be charged with violations of “The Student Code of Conduct” in the following circumstances:
 - (i) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the university’s student organization policies, and/or university policies or regulations.
 - (ii) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with city, state, or federal law.
 - (iii) A student group (as defined in the glossary of terms section of this policy) or registered student organization and its officers may be held collectively or individually responsible for violations of “The Student Code of Conduct.”

- (D) Article III. Student conduct standards/prohibited conduct. The student conduct process aspires to develop and maintain conduct standards in support of character, civility, and community. This section of “The Student Code of Conduct” provides a set of expectations regarding student conduct in support of the university community.

A student or student group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by a member of a student group/organization, the entire group/organization may be held responsible, in addition to the student, when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under “The Student Code of Conduct”:

- (1) Academic integrity. Violations of academic integrity include:
- (a) Plagiarism, which includes the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, or the misrepresentation of another person’s work as one’s own.
 - (b) The use of any unauthorized assistance or tools:
 - (i) In taking quizzes, tests, assignments, or examinations;
 - (ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.
 - (c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
 - (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

- (e) Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.
 - (f) Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.
 - (g) Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
 - (h) Bribes, threats, or intimidation, including exchange of payment for assignments or parts of assignments, and threats to entice others to engage in violations of the academic integrity policy.
 - (i) Impersonation, pretending to be another person in the completion of a quiz, exam, or other assignment.
 - (j) Altering or destroying the work of others unless given permission.
 - (k) Lying in order to obtain an academic advantage, which includes falsification of documents or other information used to request makeup work.
 - (l) Assisting another person in any of the behaviors mentioned above is itself academic dishonesty.
 - (m) Asking others to engage in any of the behavior described above is academic dishonesty;
 - (n) Attempting to engage in any of the above behaviors is academic dishonesty.
- (2) Alcohol.
- (a) Use or possession of alcoholic beverages, except as permitted by law and university policy.

- (b) Public intoxication.
 - (c) Manufacturing or distribution of alcoholic beverages to any person under twenty-one years of age except as permitted by law.
- (3) Bullying and harassment. Unwelcome or unreasonable behavior that harasses or intimidates people, either as individuals or as a group, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. See university policy 3356-2-03, "Discrimination/ harassment" (rule 3356-2-03 of the Administrative Code) for prohibited conduct based on an individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status, or any other basis protected by law. See also university policy 3356-4-21 "Campus free speech" (rule 3356-4-21 of the Administrative Code) for "campus free speech policy" for harassment that is severe, pervasive, and objectively offensive).
- (4) Complicity. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting or encouraging a violation or an attempted violation.
- (5) Student conduct system.
- (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct process.
 - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
 - (c) Institution of a student conduct proceeding knowingly without cause.

- (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or ~~during the course of~~during the student conduct process.
 - (f) Unwelcome or unreasonable behavior that harasses or intimidates a member of a student conduct body, participants, or witnesses prior to, during or after a student conduct proceeding, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.~~Harassment (verbal or physical) and/or intimidation of a member of a student conduct body, participants, or witnesses prior to during or after a student conduct proceeding.~~
 - (g) Failure to comply with the sanction(s) imposed by a student conduct body.
 - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
 - (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) Disorderly conduct. Conduct which ~~is disorderly, lewd, or indecent; a breach of peace;~~ obstructs teaching, research, administration, or university activities or functions.
 - (7) Drugs.
 - (a) Use, possession, manufacturing, or distribution of marijuana, ~~heroin,~~ narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia.
 - (b) The misuse of materials as an intoxicant.
 - (c) Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.

- (8) Failure to comply. Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.
- (9) Financial obligations. Failure to meet all financial obligations to the university.
- (10) Gambling. Gambling or wagering of any form except as expressly permitted by law and/or university policy.
- (11) Hazing. Doing any act causing, forcing, soliciting, or coercing another, including the victim, to do any of the following for the purposes of initiating, admitting, or affiliating an individual into or with an organization, continuing, or enhancing an individual's membership or status in an organization, or perpetuating or furthering a tradition or ritual of an organization:
 - (a) Violate federal or state criminal law;
 - (b) Consume any food, liquid, alcoholic liquid, drug of abuse, or other substance which subjects the victim to a substantial risk of emotional or physical harm;
 - (c) Cause a substantial risk of emotional harm to another.
 - (d) Hazing does not include either of the following:
 - (i) Reasonable and customary organizational training, contests, competitions, or events;
 - (ii) Lawful expressive activity that is protected under the First Amendment to the United States Constitution, Section 11 of Article I of the Ohio Constitution, or sections 3345.0211 through 3345.0214 of the Revised Code.

~~An act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.~~

- (12) Information technology. Theft or other abuse of information technology and resources, including, but not limited to:
- (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - (b) Unauthorized transfer of a file.
 - (c) Unauthorized use of another individual's identification and password.
 - (d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.
 - (e) Use of computing facilities and resources to send unwelcome or unreasonable messages that harass or intimidate individuals or groups that are sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. ~~obscene or abusive messages.~~
 - (f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.
 - (g) Use of computing facilities and resources in violation of copyright laws.
 - (h) Any violation of the university policy 3356-4-09, "Acceptable use of university technology resources" (rule 3356-4-09 of the Administrative Code).
- (13) Dishonesty.

- (a) Furnishing false information to any university official, faculty member, or office.
 - (b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.
 - (c) Tampering with the election of any university recognized student organization.
 - (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
 - (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.
- (a) Intentionally, knowingly, or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person, including one's self.
 - (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property on or off campus, or acts of vandalism even if this behavior does not cause damage.

- (17) Published university policies. Violation of published university policies, rules, or regulations, including those available electronically on the university website.
- (18) Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following categories:
- (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo). An individual does not have to submit to the conduct ~~in order for~~ quid pro quo sexual harassment to occur.
 - (b) Unwelcomed conduct determined by the reasonable person's standard to be so severe, ~~and~~ pervasive, ~~and~~ objectively offensive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment).
 - (c) Sexual assault as defined in the Clery Act (which includes rape, fondling, incest, or statutory rape as defined below).
 - (i) Rape (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. See university policy 3356-2-05 "Title IX sexual harassment policy" on sexual harassment for definitions of consent, coercion, force, and incapacitation.
 - (ii) Fondling. The touching of the private body parts of another person ~~for the purpose of~~ sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of ~~his/her~~ their age or because of ~~his/her~~ their temporary or permanent mental incapacity.

- (iii) Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - (iv) Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
- (d) Dating violence, domestic violence, or stalking pursuant to the Violence Against Women Act (also defined below).
- (i) Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - (ii) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - (iii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.
- (e) Sexual misconduct. Conduct of a sexual nature that is nonconsensual or is carried out through force, threat, or coercion. Sexual misconduct includes, but is not limited to, sexual exploitation and voyeurism.

- (i) Sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her/their own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
- (ii) Voyeurism. Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.

~~(f) Consent. An action which is defined as positive, unambiguous, voluntary, and ongoing agreement to engage in a specific activity. Consent is the equal approval, given freely, willingly, and knowingly, of each participant to desired sexual involvement. Consent is an affirmative, conscious decision—indicated clearly by words or actions—to engage in mutually accepted sexual contact. A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat or force, coercion, the influence of drugs or alcohol or age. Silence or lack of resistance cannot be the sole factor in determining one has received consent.~~

~~(i) Coercion. Intimidation, physical or psychological threat, or pressure used to force another to engage in sexual acts. Coercion is unreasonable pressure for sexual activity.~~

~~(ii) Force. The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent.~~

~~(iii) — Incapacitation. Inability to evaluate, understand, or control conduct because an individual is unconscious, asleep, intoxicated or under the influence of other drugs, or for any other reason, physically, mentally, or legally unable to communicate or grant consent. Incapacitation does not correlate to a specific blood alcohol content (BAC) and could be the result of drug use.~~

~~(g)~~(f) — Sex offenses. See Chapter 2907. of the Revised Code which defines sex offenses under Ohio law.

- (19) Theft. Attempted or actual theft, including possession of stolen property.
- (20) Unauthorized entry.
- (a) Unauthorized entry to or use of university premises, including access to residential spaces other than one's own assigned space.
- (b) Unauthorized possession, duplication, or use of keys to any university premises.
- (21) Unauthorized recording.
- (a) Unauthorized use of electronic or other devices to make an audio or video record or photograph of any person while on university premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
- (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person's consent, when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
- (22) _____ — Violation of law.

~~(a) — Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university’s mission or its educational objectives and programs.~~

~~(b) — Since the university student conduct process is educational in nature and differing judgements may result between university action and outside legal action, the university, in its sole discretion, may pursue student conduct action and impose sanctions against a student for a violation of law:~~

~~(i) — Regardless of where the behavior occurs;~~

~~(ii) — When a student is charged with a violation of law but not with any other violation of “The Student Code of Conduct”;~~

~~(iii) — When a student is charged with a violation of law which is also a violation of “The Student Code of Conduct”;~~

~~(iv) — While the student is also subject to criminal proceedings, arrest and/or prosecution or civil litigation.~~

~~(e) — University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.~~

~~(d) — The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.~~

(23) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

- (24) Sexual harassment as defined in Title IX of the Education Amendments of 1972 as set forth in university Title IX sexual harassment policy. (See rule 3356-2-05 of the Administrative Code and university policy 3356-2-05, “Title IX sexual harassment policy.” Students, faculty, employees, volunteers, third parties, campus visitors and other individuals should refer to the Title IX policy referenced above for processes and procedures under Title IX). The complaint, adjudication, resolution, and appeal process for an allegation of a Title IX violation, as well as possible sanctions, is delineated in university policy 3356-2-05, “Title IX sexual harassment policy.”

(E) Article IV. Student conduct procedures.

- (1) General. This overview gives a general idea of how the university’s campus student conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not ~~exactly the same~~the same in every situation.
- (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
- (b) Any member of the university community may report alleged violations of “The Student Code of Conduct” by a student or a student group/organization. The report shall be prepared in writing and directed to ~~the office of student conduct~~the office of community standards and student conduct. A report of a violation of “The Student Code of Conduct” shall be submitted as soon as possible after the incident occurs but not later than thirty days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in their discretion.
- (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of “The Student Code of Conduct” to

determine if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or student groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a student conduct board hearing. Additionally, students alleged to have violated the university's sexual misconduct policy will automatically be provided a student conduct board hearing. ~~Sexual misconduct incidents are investigated by the Title IX office, with findings forwarded to the office of student conduct for adjudication.~~

- (d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.
- (2) Student conduct conference.
- (a) Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the student conduct standards of "The Student Code of Conduct" will first be scheduled for a conduct conference with the conduct officer assigned to review the allegation. The respondent will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
 - (i) The specific charges pending against the respondent;
 - (ii) A brief summary of the referral;
 - (iii) Statement of rights and responsibilities; and

(iv) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.

(b) The conduct conference is the first step in the student conduct process and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the violation(s) in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, and if the case does not warrant suspension or expulsion, the respondent will have an opportunity to accept or deny responsibility for the charge(s).

(c) _____

(e) — If the respondent accepts responsibility for the charge(s), the conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign a conduct conference agreement which will outline all of the sanctions offered to the respondent. While the student may sign the agreement immediately, they have up to three university working days to do so. The respondent has the option to accept the charge(s) but contest the sanction(s) or agree to both the charge(s) and sanction(s). Once the agreement is signed, the decision is final and there is no appeal process. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the conduct officer will refer the case for a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing.

(d) Complainants, or harmed parties in a case, are also scheduled for a conduct conference with the conduct officer

assigned to review the allegation. This meeting occurs prior to the respondent's conduct conference and serves to provide the complainant with the opportunity to discuss the allegations that led to the referral. The complainant will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the respondent should the charges be substantiated. The complainant will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:

- (i) The specific charges pending against the respondent;
- (ii) A brief summary of the referral; and
- (iii) Statement of rights and responsibilities.

(e) If a respondent accepts responsibility for the charges and agrees to the sanctions issued by the conduct officer, the complainant will be notified in writing of the outcome of the respondent's conduct conference. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the complainant will be invited to participate in a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing, for which the complainant will receive notice.

(3) Student conduct board hearing.

- (a) The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct board hearing panel will decide by the preponderance of evidence ~~whether or not~~ whether the respondent is found responsible for the charge(s). All hearings are closed to the public, ~~with the exception of~~ except for the complainant, respondent, advisors for the complainant and/or respondent,

witnesses, hearing panel, hearing panel advisor, and the conduct officer. All parties directly participating in the hearing (the respondent, complainant, advisors, and conduct officer) may remain present the entire time, excluding deliberations.

- (b) Student conduct board hearing panels consist of three members of the student conduct board. Hearing panels are comprised of a combination of trained faculty, staff, and students. Each student conduct board hearing will have a faculty/staff hearing panel chair. The chair is responsible for keeping the proceedings moving forward.
 - (c) If the respondent or complainant fails to appear at a scheduled student conduct board hearing and the absence is not excused, the hearing may proceed in their absence or may be rescheduled at the discretion of the chair. Additionally, ~~in the event that if~~ the complainant, respondent, or witnesses are unable to attend the hearing in person, video technology may be used to enable participants to simultaneously see/hear each other. Video technology may also be used if the complainant or respondent prefers to participate in the hearing from a different room than the opposing party.
 - (d) Each student conduct board hearing panel will have a hearing panel advisor. The role of the hearing panel advisor is to ensure the student conduct process is adhered to and to answer procedural questions posed by any party during the hearing. The hearing panel advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing panel advisor ~~may be summoned by the hearing panel will remain present~~ during deliberations to answer questions and provide guidance as necessary.
- (4) Hearing procedures.
- (a) Guidelines.

- (i) The chair will explain the rights and responsibilities of the respondent and the complainant.
 - (ii) The chair and hearing panel advisor are responsible for assuring that these rights as well as the process described in this paragraph are adhered to during the hearing.
 - (iii) The respondent or the complainant may ask for the removal of a hearing panel member by providing written or verbal evidence of bias. The charge of bias is made to the chair who will determine whether it is valid. If the charge of bias is against the chair, the hearing panel advisor will decide whether it is valid. If bias is found, or is unable to be determined, the hearing will be rescheduled.
 - (iv) The conduct officer may ask questions of any party at any time throughout the hearing.
 - (v) The chair and hearing panel advisor are responsible for determining the relevancy of questions asked during a hearing and may deem certain questions irrelevant and not allow them to be answered. The chair must explain to the party proposing questions any decision to exclude a question as not relevant.
 - (vi) The chair may exclude persons from the hearing if they are disruptive or postpone the hearing because of disruptive behavior by participants or observers.
- (b) Introduction.
- (i) Each party in the room will introduce themselves and explain their role in the hearing.
 - (ii) The chair will then explain the process and procedures for the hearing.
 - (iii) All witnesses will then be dismissed from the room.

- (c) Presentation of information.
- (i) Following the introduction, the chair will present the respondent with the charges against them. The respondent will respond to each charge by acknowledging that they are responsible for the charge or by denying responsibility for the charge.
 - (ii) The conduct officer will explain why the case was referred for a hearing and will provide a detailed summary of the incident and any subsequent investigation undertaken.
 - (iii) If there is a complainant, they will then have an opportunity to provide the hearing panel with a summary of their role and perspective on the incident.
 - (iv) The hearing panel will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing.
 - (v) The conduct officer, complainant, and respondent will then present any relevant witnesses or documentary information. The conduct officer, respondent and complainant and respondent will each, in turn, have the opportunity to ask questions regarding the information presented. ~~by the conduct officer to this point.~~
 - ~~(vi) The respondent will then present any relevant witnesses or documentary information to the hearing panel. The hearing panel and the conduct officer will each in turn have the opportunity to ask questions regarding the information presented by the respondent to this point.~~
 - ~~(vii)~~(vi) The ~~respondent and complainant~~complainant and respondent, in turn, will have the opportunity to cross-examine one

another. If the complainant and respondent have mutual no--contact orders against one another, questions for opposing parties will be submitted to the hearing panel chair in writing.

~~(viii)~~(vii)——The conduct officer will have an opportunity to make a summary statement including any sanctioning recommendations.

~~(ix)~~(viii)——The complainant will have an opportunity to make a summary statement including any sanctioning recommendations.

~~(x)~~(ix)——The respondent will have an opportunity to make a summary statement including any sanctioning recommendations.

(d) Deliberation and finding.

- (i) The hearing panel will go into closed session to determine by the preponderance of evidence whether the respondent will be found responsible for the charge(s) pending in this matter. Student conduct hearing panels determine findings by majority vote.
- (ii) If the respondent is found responsible for a violation of one or more of the pending charges, the hearing panel will proceed to sanctioning. At this time, the hearing panel will be presented with any relevant information pertaining to the respondent's prior student conduct cases and sanctions.
- (iii) The hearing will reconvene for the announcement of the findings and any subsequent sanction(s). ~~In student conduct board hearings, the sanction(s) are recommended to the vice president for student affairs, or designee, who will make the final decision. While normally the recommendation will be the sanction imposed, the vice president for~~

~~student affairs, or designee, may impose a different sanction.~~

(iv) ~~(iv)~~ Written notification of the decision will be sent to the ~~respondent and complainant~~complainant and respondent simultaneously via their official university email addresses.

(5) Student rights and responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process ~~in an effort to~~to uphold due process.

(a) Rights of respondent. All respondents in the student conduct process have the following rights:

(i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).

(ii) In matters that could result in a sanction of suspension or expulsion, the above-mentioned notification will alert the respondent to the possible severity of the outcome.

(iii) The right to an advisor. It is the respondent's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the respondent signs an authorization for the release of information, thus allowing ~~the office of student conduct~~the office of community standards and student conduct to communicate directly with the advisor. ~~The advisor may not actively participate in the student conduct process on behalf of the student.~~

(iv) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."

- (v) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than ~~forty-eight hours~~^{two} ~~university~~ working days in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within ~~three~~^{five} university working days of the initially scheduled proceeding.
- (vi) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
- (vii) Explanation of the resolution options available to them through the student conduct process.
- (viii) To be presumed not responsible for an alleged violation until found in violation by a preponderance of the evidence.
- (ix) To speak or not speak on their own behalf.
- (x) The opportunity to respond to information used as part of the decision-making process.
- (xi) To deny responsibility for the charge(s) facing them and request that the case be referred to a student conduct board hearing.
- (xii) To question any witness who participates as part of a hearing.
- (xiii) The right to appeal.
- (xiv) To waive any of the above stated rights provided that the waiver is made freely and in writing.

- (b) Rights of the complainant. All complainants in the conduct process have the following rights:
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).
 - (ii) Explanation of the resolution options available to them through the conduct process.
 - (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
 - (iv) The right to an advisor. It is the complainant's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the complainant signs an authorization for the release of information, thus allowing the office of student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.
 - (v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
 - (vi) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."
 - (vii) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than ~~forty-eight hours~~ two university working days in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within ~~three-five~~ two university working days of the initially scheduled proceeding.

- (viii) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.
- (ix) The opportunity to appear at any hearing that may take place ~~in order to~~ provide relevant information.
- (x) The opportunity to submit a written or recorded impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
- (xi) To question any witness who participates as part of a hearing.
- (xii) The right to appeal.

- (c) Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:
- (i) To be honest and forthright in all information they provide during the student conduct process. Presenting false and misleading information during this process is a violation of student conduct standards as outlined in this policy.
 - (ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made (in the case of witnesses) or notice is provided in advance (in the case of complainants and respondents).
 - (iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this policy. See paragraph (D) of this policy, “Student conduct standards/ prohibited conduct.”

(iv) ~~Respondents~~Complainants and respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on their behalf.

(6) Reasonable accommodation for students with disabilities. Any student with a disability involved in the student conduct process has the right to request reasonable accommodation ~~in order to~~to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to ~~the center for student progress (“CSP”) disability services~~accessibility services. Students do not have to disclose information about the complaint or charge ~~to CSP disability services~~ to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations.

Accommodations are determined on an individual basis by ~~CSP disabilities~~accessibility -services staff and implemented in consultation with ~~the office of student conduct~~the office of community standards and student conduct. Examples of reasonable accommodation include sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

(7) Sanctions. If the student or student group/organization is found responsible for a violation of a policy, sanctions will be issued in accordance with ~~the office of student conduct’s~~the office of community standards and student conduct’s sanctioning rubric. The student conduct administrator may adjust recommended sanctions on a case-by-case basis, as appropriate.

A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the respondent. The notification will be sent to the respondent’s official university email account. In cases involving a student group/organization, notification will be sent to the official university email account for the president or student group/organization leader.

The decision of a student conduct body may be appealed, as outlined in paragraph (E)(9) of this policy. If the respondent files a request for appeal, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.

- (a) The following sanctions may be imposed upon any student who has been found responsible for a violation of “The Student Code of Conduct.” Sanctions are typically issued in a progressive fashion; however, each situation differs and many factors, including the severity of a violation and the impact of the violation on the campus community, will be taken into consideration in determining sanctioning.
 - (i) Warning. A written notification statement that the student is violating or has violated “The Student Code of Conduct.” Continuation or repetition of inappropriate conduct may be cause for increased sanctioning.
 - (ii) Conduct probation. Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation(s) of university regulations may result in imposition of additional restrictions or conditions, suspension, or expulsion.
 - (iii) Conduct probation with ~~restrictions~~loss of good standing. Notice in writing that the violation of university regulations is serious and that any subsequent violation(s) of “The Student Code of Conduct” may result in suspension or expulsion. In addition, an order preventing the student from holding university elective office, student employment, participating in any intercollegiate activity or sport, participating in any university sponsored program/organization, or representing the university in any other manner will be attached to this sanction.

- (iv) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- (v) Educational sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, educational assignments, referrals to student outreach and support and other campus offices, or other similar sanctions designed to assist the respondent in reflecting upon their behavior and the impact of their behavior on self or others.

~~(vi) — Deferred suspension. Separation of the student from the university and/or residence halls is deferred for a specified period of time. If the student is found in violation of any subsequent violations of “The Student Code of Conduct,” the suspension takes effect immediately and may not be appealed.~~

~~(vii)~~(vi) _____ ——— ~~Residence hall~~Residential probation. Issued to students living in university-owned or university-sponsored housing. —Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation of university regulations and/or resident handbook/lease -policies may result in imposition of additional restrictions or conditions, ~~residence hall~~residential suspension, or ~~residence hall~~residential expulsion.

~~(viii)~~(vii) _____ ——— Guest restriction. ~~Residence hall~~Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from signing in to other residential communities as guests for a designated ~~period of time~~period.

~~(ix)~~(viii) _____ ——— Host restriction. ~~Residence hall~~Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from hosting other guests for a designated ~~period of time~~period.

~~(x)~~(ix) ————Relocation. Issued to students living in university-owned or university-sponsored housing. Requiring a student to move to another floor, residence hall, or apartment ~~as a result of~~because of community disruption.

~~(xi)~~(x) ————Deferred ~~residence hall~~residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the ~~residence halls~~residential community is deferred for a specified ~~period of~~timeperiod. ~~—If the student is found responsible for any subsequent violations of “The Student Code of Conduct,”~~ ~~residence hall~~residential suspension ~~takes effect immediately and may not be appealed.~~is automatically issued as a sanction.

~~(xii)~~(xi) ————~~Residence hall~~Residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residence halls for a specified ~~period of~~timeperiod after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university housing facilities. This may include residential dining facilities.

~~(xiii)~~(xii) ————University suspension. Separation of the student from the university for a specified ~~period of~~timeperiod after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities. This may include residential dining facilities. A university suspension is noted on an addendum attached to a student’s transcript during the period of suspension.

~~(xiv)~~(xiii) ————~~Residence hall~~Residential expulsion. Issued to students living in university-owned or

university-sponsored housing. —Permanent separation of the student from the ~~residence halls~~residential community. An expulsion denies the student access to all university housing facilities on a permanent basis. This may include residential dining facilities.

~~(xv)~~(xiv) _____ University expulsion. Permanent separation of the student from the university. An expulsion denies the student access to the university, including any campus facilities, any campus programs or activities, and any class sessions on a permanent basis. A university expulsion is permanently noted on a student's transcript.

~~(xvi)~~(xv) _____ Revocation of admission and/or degree. Revocation of admission to or awarding of a degree from the university for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for serious violations committed by a student prior to graduation.

~~(xvii)~~(xvi) _____ Withholding degree. Withholding the awarding of a degree otherwise earned until the completion of the process set forth in "The Student Code of Conduct," including the completion of all sanctions imposed, if any.

~~(xviii)~~(xvii) _____ Fines. Fines for violations of "The Student Code of Conduct" will be assessed and charged to the student's account. A list of fines for all violations will be determined at the discretion of the ~~vice president for student affairs~~dean of students, or designee, who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of "The Student Code of Conduct" when published and presented to students.

~~(xix)~~(xviii) _____ No-contact order. The student is restricted from making contact in any verbal, written, electronic, ~~third-party~~, or physical manner with a designated individual. If a student is found in violation of the no contact order, they may be subject to arrest and removed from campus. No-contact orders are always issued mutually to involved parties.

~~(xx)~~(xix) _____ Parental/guardian notification. ~~Student conduct~~Community~~The office of community -standards and student conduct~~ staff will coordinate ~~the~~ parental/guardian -notification in cases of alcohol use or drug use when the ~~student~~student is under 21 years of age, their t's behavior demonstrates a risk of harm to self or others, or ~~any-constitutes a~~ violation of law involving a controlled substance.

- (b) More than one of the sanctions listed in paragraph (E)(7) of this policy may be imposed for any single violation.
- (c) The following sanctions may be imposed upon student groups/organizations:
 - (i) Those sanctions as outlined in paragraph (E)(7) of this policy.
 - (ii) Deactivation. Loss of all privileges, including university recognition, for a specified ~~period of~~ timeperiod.
- (d) ~~In each case in which a student conduct body determines that a student or student group/organization has violated "The Student Code of Conduct," the sanction(s) shall be determined and imposed by the same student conduct body.~~The student conduct administrator shall be responsible for ensuring that sanctions imposed by hearing panels and conduct officers are consistent with the violation and sanctions imposed for similar violations in other similar cases.

- (8) Interim measures. In certain circumstances, the ~~vice president for student affairs may dean of students, or designee, may~~ impose an interim measure prior to a student conduct board hearing or conduct conference. This includes university or ~~residence hall~~residential suspension.
- (a) Interim measures may be imposed only:
- (i) To ensure the safety and well-being of members of the university community or to preserve university property;
 - (ii) To ensure the respondent's own physical or emotional safety and well-being;
 - (iii) If the respondent poses a threat of disruption or interference with the normal operations of the university; or
 - (iv) If the respondent is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.
- (b) In the event that an interim measure is imposed, the student or student group/organization will be notified either in person or by regular U.S. or certified mail of the cause for the interim measure. The respondent will also be notified via their official university email address. The interim measure becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in paragraph (E)(4) of this policy and may proceed before, during, or after any criminal proceedings.
- (c) In the case of an interim suspension, the student or student group/organization shall be denied access to all housing facilities and/or to the campus (including physical classes) and/or all other university activities or privileges for which the student or student group/organization might otherwise

be eligible, unless determined otherwise by the student conduct administrator.

(9) Appeals.

- (a) The decision or sanction imposed by a student conduct body may be appealed by the respondent or complainant (“the appellant”) within five university working days of notification of the decision. If an appeal is not received within this time frame, the decision reached by the student conduct body will be final.
- (b) Requests for appeals shall be made in writing and shall be ~~emailed or delivered to the office of student conduct~~ submitted via electronic form to the office of community standards and student conduct. The request for appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the appeal (see paragraph (E)(9)(d) of this policy) along with supporting information.
- (c) Once a request for appeal has been submitted and until the appeal decision has been communicated to the appellant, all sanctions except any issued as interim measures, such as interim suspensions, will be held in abeyance.
- (d) Appellate hearings are not a live re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appellate hearing shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following grounds:
 - (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in “The Student Code of Conduct” and to determine whether these violations could have affected the outcome of the hearing.
 - (ii) A claim that the decision reached regarding the respondent did not have a reasonable basis for the

conclusion reached and that it was not based on proof by a preponderance of the evidence.

- (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of “The Student Code of Conduct” for which the respondent was found responsible.
 - (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not presented in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (e) The burden of proof rests with the appellant.
- (f) The appellant may, in preparing the request for appeal, have access to records of the case, which ~~must be reviewed in the office of student conduct.~~ may be reviewed electronically via secure link sent by the office of community standards and student conduct.
- (g) ~~A request for appeal in a case adjudicated by a conduct officer will be reviewed by the student conduct administrator.~~ A request for appeal in a case adjudicated by a student conduct board hearing panel will be reviewed by an appellate ~~hearing panel~~ hearing panel. An appellate ~~hearing panel~~ hearing panel is composed of three members from the student conduct board selected by the student conduct administrator.
- (h) Once a request for appeal has been submitted by the complainant or respondent, the other party shall receive a copy of the request for appeal and may submit a written response to the request for appeal to the office of community standards and student conduct, which will be considered alongside the request for appeal. Any written response must be submitted within five university working days of notification of the submission of a request for appeal.

- (i) The appellate ~~hearing panel~~ hearing panel ~~or the student conduct administrator~~ will review the appeal to determine whether one of the grounds listed in this policy has been met.
 - (j) If an appellate ~~hearing panel~~ hearing panel ~~or student conduct administrator~~ determines that a request for appeal has met one or more of the grounds, the following options are available:
 - (i) Remand the case to the original panel for reconsideration ~~consistent with the granted grounds for appeal, if new information, sufficient to alter a decision or other relevant facts not presented in the original hearing, becomes available, because such information and/or facts were not known by the appellant at the time of the original hearing.~~
 - ~~(ii)~~ (ii) ——— Uphold the original decision.
 - (iii) Alter the findings/sanctions issued by the original hearing panel.
 - (k) If the appellate ~~hearing panel~~ hearing panel ~~or student conduct administrator~~ determines that the request for appeal does not meet one of the grounds, the appeal will be dismissed and the original decision will be upheld.
 - (l) The decision of the appellate ~~hearing panel~~ hearing panel ~~or student conduct administrator after an appellate review~~ is final.
- (10) Conduct procedures for university housing. Deputy conduct officers have been designated by the student conduct administrator to assist in the review of alleged violations of policy originating within university housing.
- (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence halls, as outlined in the “Resident Handbook,” is delegated

by the student conduct administrator to a conduct officer.
This may be a deputy conduct officer, as described above.

- (b) Any student, faculty member, or university official may file a written report against any student living in a residence hall for alleged violations of policy within the residence hall, campus dining facilities, or at any residence hall function.
- (c) Upon receipt of a written report, the conduct officer will ~~conduct an investigation~~investigate to determine whether there is reasonable cause to believe that a violation of “The Student Code of Conduct” may have occurred. If the conduct officer believes that such a violation did occur they will follow the procedures outlined in paragraph (E)(4) of this policy to address the alleged violation.
- (11) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
- (a) ~~Conduct sanctions shall not be made part of the student’s academic record but shall become part of the student’s conduct record.~~ Student conduct records shall be expunged seven years after final disposition of the case, excluding students who were sanctioned with ~~residence hall~~residential suspension, residential expulsion, university ~~s~~suspension, university expulsion, or revocation or withholding of a degree, which shall be expunged fifteen years after final disposition of the case resulting in such action.—Upon graduation, the student may petition the student conduct officer for immediate removal of all files contained in their student conduct records if the following conditions are met:
- (i) The violation(s) was determined to not have threatened or endangered the health or safety or any person, including sexual misconduct
- (ii) University or residential suspension and/or expulsion or revocation or withholding of a degree were not issued as sanctions

- (iii) All sanction requirements, including associated probationary periods, have been completed
 - (i) An online petition form is completed and submitted to the office of community standards and student conduct
- _____ The student may appeal a negative response of the student conduct officer to the student conduct administrator.
- (b) Records regarding university ~~expulsion-suspension~~ or university ~~suspension-expulsion~~ of a student group/organization shall be kept indefinitely.
 - (c) All material gathered from a substantiated conduct case (~~residence-hall~~residential, academic, and other) shall become part of any new case against the same respondent(s) after the new charges have been substantiated.
 - (d) Student conduct records are maintained only in the names of respondents found responsible for violations of university policy, or local, state or federal law.
- (12) Special procedures. To ensure continued participation of students, faculty, and administration in the student conduct process and to ensure speedy disposition of conduct cases, the president of the university is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and adjudicate cases in accordance with the provisions of “The Student Code of Conduct” and shall ensure that all elements of procedural due process delineated in this article are observed.
- (13) Responsible action exemption. The university encourages students to seek immediate medical attention for themselves or others during alcohol and/or drug-related emergencies. When students act as responsible bystanders, the university may choose to resolve alcohol and/or drug violations informally rather than through the student conduct process. ~~The office of student conduct~~CommunityThe office of community standards and student conduct determines when students are eligible for responsible

action exemption on a case-by-case basis. In instances involving possible sexual misconduct, ~~the office of student conduct~~ the office of community standards and student conduct ~~will may~~ seek input from the Title IX office before making a determination. For exemption to be considered, the following must occur:

- (a) Students must directly contact law enforcement, medical personnel, or university staff to request medical assistance.
- (b) Students must identify themselves and the student(s) of concern to first responders.
- (c) Students must comply with specific instructions given by responding personnel.

Students exempted from alcohol and/or drug charges will not face formal sanctions, but are required to meet with a conduct officer to discuss the incident and learn about campus and community resources. If a student is under twenty-one years of age at the time of the incident, the conduct officer may notify parents or guardians of the exemption.

Documentation of exemptions will be maintained by ~~the office of student conduct~~ the office of community standards and student conduct as informational records and are not considered part of a student's conduct record. Incident information will not be released by the office of community standards and student conduct ~~the office of student conduct~~ when contacted for background checks/transfer verifications.

The university reserves the right to deny exemption for any case in which violations are repeated or egregious, including activities related to hazing. Students will only receive one exemption during their tenure at the university.

Members of student organizations that actively seek medical assistance during alcohol and/or drug-related emergencies may be granted exemption from organizational conduct charges. Incidents involving student organization intervention will be considered on a case-by-case basis. The same standards outlined above apply.

- (14) Serious misconduct policy. “Serious misconduct” is defined as “any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, any assault that employs the use of a deadly weapon,” as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury.

Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

~~Additional parameters will be~~ Students returning from a sanction of suspension will automatically be placed upon students returning from suspension for violations of serious misconduct, including on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the ~~vice president for student affairs~~ dean of students, or designee, -for permission to participate in extracurricular activities and employment.

- (F) Article V. Title IX sexual harassment procedures (per university policy 3356-2-05).
- (1) Grievance process.
- (a) Time frame. The process outlined below is expected to occur within ninety calendar days from the date a complaint is filed. The Title IX coordinator, or designee, may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes, but is not limited to, the absence of party, a party’s advisor or a witness, or the accommodation for disabilities.

- (b) Report. Information, however received, alleging sexual harassment, as defined in this policy, and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint, depending on the alleged facts and circumstance.
 - (c) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted by mail, email, in person, by telephone or electronically at TitleIX@ysu.edu.
- (2) Notice.
- (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined above, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
 - (b) If in the course of an investigation the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.
 - (c) Notice to the university staff listed below of sexual harassment or allegation of sexual harassment constitutes actual notice to the university and triggers the university's obligation to respond.
 - (i) Title IX coordinator and deputy Title IX coordinators.
 - (ii) Director of equal opportunity and policy development.

- (iii) Vice presidents and associate vice presidents.
 - (iv) Academic deans and chairpersons.
 - (v) Supervisors/managers.
 - (vi) Coaches and assistant coaches.
- (3) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.
Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.
- (4) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.
 - (a) Mandatory dismissal.
 - (i) Would not constitute sexual harassment as defined in this policy even if proved.
 - (ii) The alleged sexual harassment did not occur in the university’s education program or activity.
 - (iii) The alleged conduct did not occur in the United States.
 - (b) Discretionary dismissal.
 - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.

- (ii) The respondent is no longer enrolled or employed by the university.
 - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
 - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
 - (d) A dismissal of a formal complaint may be appealed pursuant to paragraph (F)(10) of this policy.
 - (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, such as policy 3356-2-3, "Discrimination/harassment" or 3356-7-04, "Workplace and off-campus violence, threats, and disruptive behavior," or under "The Student Code of Conduct."
- (5) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
- (a) Both parties' voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
 - (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (6) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.
- (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.

- (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- (c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section or as permitted by law.
- (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
- (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.
- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
- (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully

respond to the evidence prior to conclusion of the investigation.

- (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 - (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten calendar days prior to any hearing. Either party can submit a written response to the investigator during these ten days.
- (7) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.
- (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
 - (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
 - (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging

credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally.

- (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- (g) If a party does not have an advisor present at the live hearing, the university shall provide, without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.
- (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility, provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

- (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
 - (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.
 - (k) The decision-maker shall create an audio recording for a live hearing and an audiovisual recording for a virtual live hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.
- (8) Findings.
- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
 - (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 - (c) The written determination shall include:
 - (i) Identification of the allegations potentially constituting sexual harassment.
 - (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination.
 - (iii) The finding of facts that support the determination.
 - (iv) A conclusion applying the appropriate definition of the university's policy to the facts.

- (v) A rationale for the result of each allegation regarding the determination of responsibility.
 - (vi) For respondents who are students, the hearing decision-maker shall consult with the vice president of student experience or their designee regarding sanctions. For respondents who are employees or faculty members the hearing decision maker shall consult with the chief human resources officer, or their designee, regarding discipline.
 - (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
 - (viii) The procedures and bases for the complainant and respondent to appeal the determination.
- (9) Sanctions/discipline.
- (a) Students.
 - (i) Possible sanctions for student respondents: warning, conduct probation with or without ~~restrictions~~ loss of good standing, restitution, educational sanctions, ~~deferred suspension~~, ~~residence hall~~ residential suspension, university suspension, ~~residence hall~~ residential expulsion, university expulsion, revocation of admission and/or degree, withholding degree, and fines.
 - (ii) Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury. Students found responsible for violations of the serious

misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment. Students who have been found responsible for serious misconduct and are returning from a sanction of suspension will be subject to additional parameters, including conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions, including athletics, student organizations, and student employment. Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury.

- (b) Possible sanctions/discipline for employee or faculty respondents: employment probation, demotion or reassignment, suspension with or without pay for a specific period of time, termination of employment, ineligibility for rehire, and/or other sanctions or remedies as deemed appropriate under the circumstances.

- (10) The appeal process.

- (a) Filing an appeal.
 - (i) Appeals are not a re-hearing of the allegation(s).
 - (ii) Only a complainant or respondent (referred to as party or parties) may request an appeal.
 - (iii) An appeal must be submitted in writing to the Title IX coordinator within five working days from receipt of a decision using the “Title IX Appeal Request Form” and include all supporting material.
 - (iv) A party may appeal the determination regarding responsibility, sanctions/discipline and/or the university’s dismissal of a formal complaint or any allegations therein.
 - (v) There are four grounds for appeal:
 - (1) Procedural irregularity that significantly impacted the outcome of the matter (for example material deviation from established procedures). The appeal request must cite specific procedures and how they were in error; and/or
 - (2) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: Failure to participate or provide information during an investigation or hearing, even based on concern over a pending criminal or civil proceeding, does not make information unavailable during the original investigation or hearing); and/or
 - (3) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or

respondents generally or the individual complainant or respondent that affected the outcome of the matter. The appeal must cite specific examples of how the bias affected the outcome.

- (4) The discipline/sanction(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding party.
- (b) Title IX appellate review officer (hereinafter referred to as appellate review officer). Upon receipt of a request for appeal, the Title IX coordinator will designate a Title IX appellate review officer as follows:
- (i) Appeals where the respondent is a student, the appellate officer will be either the vice president for student affairs or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (ii) Appeals where the respondent is a faculty member or employee, the appellate officer will be either the chief human resources officer or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (iii) The appellate officer cannot be the investigator, Title IX coordinator, or the person who acted as the decision-maker regarding the determination of responsibility/policy violation, or dismissal.
- (c) Appeal procedures:
- (i) Generally, within five business days after receipt of the request for appeal by the appellate review officer, the appellate review officer will conduct an initial review of the appeal request(s) to determine whether the appeal is timely and satisfies the grounds for appeal.

- (ii) If the appeal request is not timely or does not satisfy the grounds for appeal, the appeal request will be denied, the parties will be notified, and the finding and sanction or responsive action/remedies will stand. The decision not to accept an appeal request is final and is not subject to further appeal.
- (iii) If the appeal request is timely and meets the ground for appeal, the Title IX coordinator will notify the parties that the appeal has been accepted and will notify the non-appealing party that they may file a response within three business days from notification.
- (iv) The appellate review officer will then review the issues presented in the appeal and any response(s).
- (v) The standard on appeal is whether there is relevant evidence/information such that a reasonable person would support the decision(s).
- (vi) The appellate review officer can take one of the following actions:
 - (1) Affirm the original findings;
 - (2) Remand the case to the original investigators or hearing panel for consideration of new evidence or to remedy a procedural irregularity;
 - (3) Remand the case to a new investigator in a case of bias. The appellate review officer, may order a new investigation with a new investigator or hearing panel; or
 - (4) Administratively alter the finding if bias, procedural irregularity or new evidence, unknown or unavailable during the original investigation, substantially affected the original finding, and the associated sanctions or responsive action.

- (vii) Decisions rendered by the appellate review officer or actions taken following the decisions appellate review officer's decision are final and not subject to further appeal.
 - (viii) Cases that are sent back to the investigator or hearing panel are not eligible for a second appeal.
- (G) Article VI. Academic integrity violation procedures.
 - (1) General.
 - (a) Academic honesty is essential to the educational process and serves to protect the integrity of the university community. Therefore, all members of the university community have a responsibility for maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of university policy, as outlined in paragraph (D) of this policy. Students should consult with the faculty member if they are not sure what may constitute a violation of the academic integrity policy.
 - (b) Students suspected of violations of the academic integrity policy may be charged with a violation of university policy under the student conduct standards as outlined in paragraph (D)(1) of this policy. Cases of alleged violations of the academic integrity policy shall be resolved as outlined in this paragraph.
 - (c) The process outlined in this paragraph is the only approved process by which faculty members can address alleged violations of the academic integrity policy. Failure to follow this process or use of any process other than this will result in nullification of any charges against the student and nullification of any sanctions levied against the student. If, following nullification of the charges and sanctions, the faculty member refuses to rectify the impacted grades or assignments, the student has the right to file a grievance against the faculty member. Any internal college,

departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.

(2) Academic integrity conference.

- (a) After the faculty member has gathered evidence of a possible violation, they shall notify the student within ~~forty-eight~~^{two} university working days~~hours~~ in writing, via university email, of the allegations and invite the student to participate in an academic integrity conference. The faculty member and student may hold the conference without written notification. This academic integrity conference shall occur within five university working days of the written notification to the student.
- (b) The academic integrity conference is the first step in this process, and serves to provide the student with the opportunity to discuss the allegations made by the faculty member. During this meeting, the student should have the opportunity to address the allegations, and to review all relevant information and documentation to the allegations.

In situations where the course is taught primarily online and/or where the student is unable to physically present for the academic integrity conference, the meeting may be conducted via email, phone, or skype video conference, as appropriate. The faculty member may consult with the judicial chair of the academic grievance subcommittee or ~~the office of student conduct~~the office of community standards and student conduct for direction in such situations.

- (c) If, after meeting with the student, the faculty member determines that no violation of the academic integrity policy occurred and/or the student is not responsible for a violation of the academic integrity policy, the faculty member can dismiss the charges by not filling out the academic integrity form.

- (d) If the faculty member concludes that the student is responsible for a violation of the academic integrity policy, the faculty member shall select an appropriate sanction, as outlined in paragraph (F)(3) of this policy, and will complete the academic integrity form. While the student may sign the form immediately, they have up to five university working days to do so. The student has the option to accept the charge but contest the sanction, or they can agree to both the charge and sanction.
- (e) If the student signs the academic integrity form, acknowledging responsibility for the alleged violation and accepting the sanction, the decision is final and there is no appeal process.
- (i) The student will return the form to the faculty member. The faculty member will sign the form, and will submit copies of any documentation or statements with the academic integrity form.
- (ii) The faculty member will forward the form to the departmental chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the academic integrity form.
- (iii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the academic integrity form.
- (iv) The dean will then forward the form and all documents to ~~the office of student conduct~~the office of community standards and student conduct to be placed in the student's file.

- (v) The dean of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
 - (vi) No further action is required unless the recommended sanction includes program removal, suspension, or expulsion. In cases where one of these sanctions is recommended, the case will be forwarded to the judicial chair of the academic grievance subcommittee for review.
- (3) Failure to appear, respond or sign.
- (a) If the student fails to respond to the faculty member's request for an academic integrity conference, or fails to attend an academic integrity conference within five university working days of notice by the faculty member, the following will occur:
 - (i) The faculty member will complete and sign the academic integrity form without the student's signature. They will then submit the form along with copies of any documentation or statements to the chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the form.
 - (ii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the form.
 - (iii) The dean will then forward the form and all documents to ~~the office of student conduct~~the office of community standards and student conduct to be placed in the student's file. ~~The office of student conduct~~CommunityThe office of community standards and student conduct will then forward the academic integrity form and all documents to the

judicial chair of the academic grievance subcommittee for further action.

- (iv) The dean of the college of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
- (b) If the student declines to accept responsibility for the charges and/or declines to accept the sanctions selected by the faculty member, the faculty member should complete the form as outlined in this paragraph.
- (4) Academic grievance subcommittee referrals.
 - (a) If the student declines to accept responsibility for the charges, and/or declines to accept the sanctions selected by the faculty member, the case will be referred to ~~the office of student conduct~~ the office of community standards and student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee.
 - (b) Regardless of whether the academic integrity form is signed, in cases where program removal, suspension, or expulsion is recommended by the faculty member, the case will be referred to ~~the office of student conduct~~ the office of community standards and student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee. A representative from ~~the office of student conduct~~ the office of community standards and student conduct must be present at all such hearings to serve in an advisory capacity.
- (5) Academic grievance subcommittee structure.
 - (a) Judicial chair. Associate provost for academic administration or designee appointed by the provost.
 - (b) Faculty members are appointed by the academic senate and serve a two-year term. One faculty member shall be selected from each of the six colleges. At least three of

these appointees will have graduate faculty status. In cases involving graduate matters, only graduate faculty will be appointed. Six faculty members with graduate faculty status will be appointed by graduate council to hear cases involving graduate students.

- (c) Undergraduate student members are appointed by the ~~v~~ice president for student affairs~~dean of students, or designee,~~ and ~~serve a two-year term~~may serve up to three years on the subcommittee. In addition, six graduate students (preferably one from each college) will be appointed by the graduate council to hear cases involving graduate students.
 - (i) Students must complete an application available through ~~the office of student conduct~~the office of community standards and student conduct.
 - (ii) ~~One~~At least one undergraduate student member is selected from each of the six colleges.
 - (iii) Students must have a minimum GPA of 2.5 for undergraduate students and a 3.0 for graduate students.
 - (iv) Students must not have a previous student conduct record.
 - (v) Students should be sophomore status or above.
- (6) Academic grievance subcommittee hearing procedures.
 - (a) In cases where the student failed to respond to a request from the faculty member for an academic integrity conference, cases where the student failed to return the signed academic integrity form to the faculty member within the given timeframe, cases wherein the student disputes the charges or sanctions, or in cases when the faculty member recommends program removal, suspension, or expulsion, a hearing by the academic grievance subcommittee is initiated.

- (b) Within five university working days of receiving the academic integrity form and any supporting documentation of evidence from the faculty member, the judicial chair, or designee, shall ~~the judicial chair shall~~ contact the student involved and request a statement and any documentation or evidence they would like to have considered in the hearing. The student will have five university working days to submit these items to ~~the judicial chair~~ the office of community standards and student conduct.
- (c) Within two university working days of receiving the statement and evidence, ~~the judicial chair~~ the judicial chair, or designee, -shall distribute copies of the academic integrity form and any documentation or evidence produced by the student and faculty member to the academic grievance subcommittee members, the student, faculty member, department chairperson, and appropriate dean. The academic integrity form, course syllabus (submitted by the faculty member, student, or both), and any documentation or evidence produced by the student, faculty member, chairperson, or dean compose the academic integrity hearing packet.
- (d) A hearing date, time, and location for the academic grievance subcommittee hearing will be established by the judicial chair, or designee. Academic grievance subcommittee members shall have a minimum of three university working days to review all written materials in the academic integrity hearing packet. The hearing notice shall be sent to the parties directly involved in the grievance procedure, excluding advisors and witnesses. Parties directly involved include:
- (i) Faculty/student. The party who files the academic integrity form and the party who is alleged to have violated the academic integrity policy. If either party cannot or refuses to attend the hearing, they may provide written or recorded statements to be submitted for evidence. Faculty members are permitted to have a substitute who will exercise all

the rights and responsibilities of the absent faculty member.

- (ii) Department chairperson. The chairperson of the department in which the faculty member resides. The chairperson's attendance is optional. If the chairperson is in attendance they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The chairperson's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the ~~particular culture~~ culture of the department or expectations of students in the department.
- (iii) Dean. The dean of the college in which the faculty member's department is housed. The dean's attendance is optional. In addition, the dean of graduate studies has the option to attend in cases that involve graduate students and graduate faculty members. If the dean is in attendance, they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The dean's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the ~~particular culture~~ culture of the department or expectations of students in the department.
- (iv) Academic grievance subcommittee hearing panel members. Derived from the membership of the student academic grievance subcommittee of the academic senate. At minimum, each hearing panel consists of three faculty members, three undergraduate students, and the judicial chair. In hearings involving allegations against a graduate student, graduate college representatives will form

the hearing panel. The hearing panel conducts the formal hearing and renders a decision. No member of a hearing panel will hear a case directly involving themselves.

- (v) Advisors. The student and the faculty member may each avail themselves of the services of an advisor throughout the academic integrity process. An advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the party whom they are advising. They are permitted, however, to give notes or whisper instructions/advice to the party whom they are advising. Examples of advisors include a parent/guardian, attorney, clergy, other faculty member, or coach. The advisor may not be the chairperson or dean for the college in which the faculty member or student is housed. In situations where a graduate assistant is considered the instructor of record and is the party who submitted the academic integrity form, the chairperson may serve as an advisor to the graduate assistant and is permitted to stay throughout the hearing.

In cases in which the student is a dully enrolled high school and university student (through the Youngstown early college or the college credit plus program), the student may have both a parent/guardian and a secondary advisor present for the hearing.

- (vi) Witness(es). Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number of witnesses that present repetitive testimony may be limited at the discretion of the judicial chair.
- (e) If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the

same electronic means ~~in order to~~ provide equal treatment to all parties. This may include either teleconference or ~~skype~~ video conferencing platforms, as deemed appropriate by the judicial chair.

(7) Rights of hearing parties.

- (a) The following rights are guaranteed to the student and the faculty member:
- (i) The right to be present.
 - (ii) The right to be accompanied by an advisor of their choice.
 - (iii) The right to speak in support of their argument.
 - (iv) The right to bring witnesses in support of their case.
 - (v) The right to present any relevant information directly supporting their written items in the academic integrity packet, including oral testimony.
 - (vi) The right to refute information presented.
 - (vii) The right to consult with the judicial chair or ~~the office of student conduct~~ the office of community standards and student conduct regarding the hearing, their testimony or the presentation of any testimony in support of their case.
- (b) The judicial chair has the right to:
- (i) Limit the amount of time testimony is presented by any given individual;
 - (ii) Remove disruptive individuals from the room;
 - (iii) Ensure that only the members of the hearing panel, student, and faculty member are present in the room;

- (iv) Ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented;
 - (v) Extend the timeline for the hearing process.
- (8) Deliberation and findings.
- (a) The hearing panel shall meet in closed session to review the information presented and reach a decision. The hearing panel shall vote using secret ballots tallied by the judicial chair. The judicial chair will only vote in circumstances of a tie among the hearing panel members.
 - (b) If the hearing panel determines that the student is responsible for a violation of the academic integrity policy, the hearing panel may consider previously resolved cases (on file with ~~the office of student conduct~~the office of community standards and student conduct) involving the student when assigning an appropriate sanction. The judicial chair will present such information to the hearing panel only after a determination of responsibility on the case in question has been reached.

The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

- (c) Both parties shall be informed of the hearing panel's decision in writing within three university working days. This statement shall be prepared and signed by the judicial chair and forwarded to ~~the office of student conduct~~the office of community standards and student conduct, the graduate school dean when appropriate, the provost and all parties directly involved in the hearing, except advisors and witnesses.

- (i) Notice of the hearing panel's decision ends the academic grievance subcommittee's involvement in the disposition of the case.
 - (ii) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of the provost and ~~the office of student conduct~~ the office of community standards and student conduct.
 - (iii) Any change of grade as a result of the hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five university working days. If the faculty member, chairperson and/or dean refuse to sign the grade change form, then the provost will do so.
- (9) Appeals.
- (a) Only students may appeal the decision of the academic grievance subcommittee regarding for cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five university working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal is submitted in writing to the judicial chair.
 - (b) The judicial chair will forward the written appeal to the academic senate executive committee within two university working days.
 - (i) If the academic senate executive committee determines that no procedural violations occurred or that any procedural violations were minor and did not affect the original hearing panel's decision, the original hearing panel's decision is upheld and the case is closed.

- (ii) If the academic senate executive committee determines that procedural violations may have occurred and were potentially substantive enough to have affected the hearing panel's decision, the case will be referred to a three-person appellate hearing panel consisting of one student and two faculty members. This appellate hearing will take place within twelve university working days of receipt of the written appeal.
- (c) Appellate hearing panel.
- (i) No member of the appellate hearing panel will hear a case directly affecting themselves.
 - (ii) Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.
 - (iii) The chair of the appellate hearing panel shall inform both parties of the decision as soon as reasonably possible. A written statement of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, ~~office of student conduct~~the office of community standards and student conduct, and office of the provost within five university working days of the decision via university email.
 - (iv) A file of all pertinent documents for all appeals shall be kept by ~~the office of student conduct~~the office of community standards and student conduct and/or the office of the provost.
 - (v) The decision reached by the appellate hearing panel is final and may not be appealed.
- (d) At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.

- (e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three university working days. If the faculty member, chairperson, and/or dean refuse to sign the grade change form, then the provost will do so.
- (10) Sanctions. ~~A list of possible sanctions and guide to selecting sanctions is available in the appendices.~~ Sanctions for violations of the academic integrity policy may include, but are limited to, the following:
- (a) ~~Issue~~ Issuing an official warning.
 - (b) Lowering the grade on the exam, paper or assignment in question.
 - (c) Lowering the final grade for the course.
 - (d) Requesting additional action from the academic grievance subcommittee, including removal from a course, removal from an academic program, university suspension, or expulsion.
 - (e) Other sanctions as deemed appropriate by the faculty member. The faculty member may consult with the judicial chair, ~~office of student conduct~~ the office of community standards and student conduct, chairperson or dean regarding appropriate sanctions.
- (11) Role of the student conduct administrator (SCA). The student conduct administrator, or designee, has the following responsibilities with regards to all cases involving alleged violations of the academic integrity policy.
- (a) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.
 - (b) To expunge all records as outlined in this policy.

- (c) In cases where the academic integrity form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.
 - (d) In cases where the student has already been found responsible for a previous academic integrity violation, any additional violation will result in a review of all cases by ~~the office of student conduct~~ the office of community standards and student conduct for possible additional charges and sanctioning.
- (H) Article VI. Section 3345.22 of the Revised Code, the “1219 hearing” process.
- (1) Background. Disruptive behavior and the “1219” procedure. The Ohio campus disruption act, also known as Ohio House Bill 1219, is codified in sections 3345.22 and 3345.23 of the Revised Code. The purpose of the law is to protect university students, faculty, staff, and other members of the campus community from crimes of violence committed ~~in the vicinity of~~ near the university or upon people or property at the university.

A “1219 hearing” is appropriate when a student is arrested for a crime of violence committed on or near the university. If a student is ~~convicted of~~ convicted of an offense of violence that occurred on or near the university, the student will be automatically suspended pursuant to section 345.23 of the Revised Code. The purpose of the “1219 hearing” is to remove students from campus who may be a threat to the safety and security of the student body or campus community.
 - (2) Definition of a “crime of violence.” There are over thirty crimes of violence considered violations of the “1219” law, including but not limited to the following: arson, assault, burglary, domestic violence, discharged firearm, felonious assault, gross sexual imposition, inciting to violence, inducing panic, intimidation, kidnapping, menacing, murder, rape, riot, robbery, sexual battery, and voluntary manslaughter.

- (3) Jurisdiction of the “1219 hearing.”
- (a) If a student is arrested for a crime of violence referenced in division (D) of section 3345.23 of the Revised Code, they may be temporarily suspended from the university according to “The Student Code of Conduct,” which is referred to as an interim suspension. This suspension will last during the process of the “1219 hearing” and continue until the student meets with ~~the office of student conduct~~the office of community standards and student conduct. The results of the “1219 hearing” discussed in this paragraph does not alter the student’s status under an interim suspension.
- (b) A “1219 hearing,” which is distinctly separate from a conduct conference or a student conduct board hearing, will be held shortly after a student’s arrest for a crime of violence. The hearing can be continued for good cause. The purpose of the “1219 hearing” is to determine by a preponderance of the evidence whether the student committed an offense of violence.
- (c) If the referee, as appointed by the university (office of the general counsel), finds that the student did commit an offense of violence on or near the university, the referee will then determine if the student should be under strict probation or suspended from the university pending the outcome of the criminal case. However, as previously noted, if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the referee, until the conclusion of the student conduct process administered by ~~the office of student conduct~~the office of community standards and student conduct.
- (d) Following the “1219 hearing,” the criminal case outcome will determine the student’s status under section 345.23 of the Revised Code. If the student is convicted of an offense of violence in the criminal case, the student will be suspended from the university for at least one year.

- (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates and the student in question shall be reinstated and the record of the “1219” suspension expunged from the person’s university record. The criminal process and “1219 hearing” are separate. The outcome of the “1219 hearing” has no bearing on the criminal case.
- (f) When a student is found not guilty, they may return to school, but upon conclusion of the “1219 hearing” and possibly while the criminal case is still underway, the university may, and in nearly all cases, will initiate the student conduct process. The student may also be under the restriction of an interim suspension. ~~Unless the student~~If the student is not under an interim suspension or has been found not responsible of a violation of “The Student Code of Conduct,” the student would be permitted to return to school.
- (g) If the student is found guilty at the criminal trial for an offense of violence on or near the university, they will be suspended from Youngstown state university for the period of one year. The student will receive a written notice of the suspension from ~~the office of student conduct~~the office of community standards and student conduct. The student must receive approval from the board of trustees to be permitted to return to the university. This one-year suspension will still be imposed even if the student is found not responsible for a violation of “The Student Code of Conduct.”
- (4) The “1219 hearing” process. The “1219 hearing” will be an adversary proceeding. Unlike a student conduct hearing, a “1219 hearing” will be conducted by a referee appointed by the university. A university attorney will present the evidence at the hearing on behalf of the university. The student has the right to:
- (a) Be represented by an attorney.

- (b) To cross-examine witnesses called by the state (the university).
 - (c) Call upon ~~his/her~~their own witnesses.
 - (d) To present evidence.
 - (e) To give a statement (but not required to do so). If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the student.
- (5) Burden of proof. Preponderance of the evidence is the standard used for all “1219 hearings.” Preponderance of the evidence is known as the balance of probabilities met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true. The referee must find that the student committed the offense by a preponderance of the evidence.
- (I) Article VII. Parental/guardian notification policy. Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students who may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under twenty-one years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, ~~in an effort to~~ create a positive support network for students.
- (1) Parameters.
 - (a) This policy will be applied in situations where students under the age of twenty-one have been found responsible for a violation of university policies regarding drugs or alcohol.

- (b) ~~The office of student conduct~~Community~~Community~~The office of community standards and student conduct shall be responsible for administering all procedures of the parental/guardian notification policy.
- (2) Procedures.
- (a) Parents/guardians shall be notified when the underage student is found responsible for a violation of the drug or alcohol policies.
- (b) ~~The vice president for student affairs~~The dean of students, or designee, may make an exception to the parental/guardian notification policy if in their judgment it is determined that harm would come to the student ~~as a result of~~because of parental/-guardian notification.
- (c) The notification will be provided in writing from ~~the office of student conduct~~the office of community standards and student conduct and will be mailed to the student's home address.
- (d) The notification letter will inform parents or guardians that their student has been found responsible for a violation of an alcohol or drug policy. Included with the letter will be answers to frequently asked questions. Parents or guardians will be encouraged to discuss the incident with the student.
- (e) ~~The office of student conduct~~Community~~Community~~The office of community standards and student conduct will be responsible for responding to questions from parents/guardians. If a parent or guardian is interested in reviewing their student's conduct file, the student generally must sign a waiver to release this information. There are exceptions to this that will be determined on a case-by-case basis.
- (J) Article VIII. Interpretation and revisions. Any question of interpretation or application regarding "The Student Code of Conduct" shall be referred to the student conduct administrator for final determination.

“The Student Code of Conduct” shall be reviewed every three years under the direction of the student conduct administrator. Any member of the university community may recommend a change to “The Student Code of Conduct” to the ~~vice president for student affairs~~dean of students, or designee. The ~~vice president for student affairs~~dean of students, or designee, shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the ~~vice president for student affairs~~dean of students, or designee, the change shall be presented to the board of trustees for adoption.

- (K) Glossary of terms when used in “The Student Code of Conduct.”
- (1) The term “due process” is an assurance that all accused students will receive notice of charges, notice of the evidence to be used against them, and the opportunity to participate in a hearing prior to the deprivation of any educational property interest.
 - (2) The term “academic grievance subcommittee” is a group of university students and faculty selected and trained to adjudicate hearings wherein a student has allegedly violated the academic integrity policy for the university. Each hearing has a hearing panel consisting of at least six members from the academic grievance subcommittee.
 - (3) The term “appellate hearing panel” shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider a request for appeal from a student conduct body’s determination that a student has violated “The Student Code of Conduct” or from the sanctions imposed by the student conduct body.
 - (4) The terms “can,” “may,” or “should” specify a discretionary provision of “The Student Code of Conduct.”
 - (5) The term “complainant” shall mean any ~~person who submits a referral alleging that~~party harmed by the actions of a student who allegedly violated “The Student Code of Conduct.”

- (6) The term “deputy conduct officer” shall mean a university official authorized on a case-by-case basis by the student conduct administrator ~~to serve as a charging administrator~~ to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct.”
- (7) The term “faculty member” shall mean any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a ~~particular situations~~situation shall be determined by the relevant circumstances.
- (8) The terms “file” or “records” mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.
- (9) The term “function” shall mean all student activities or events occurring at the university or sponsored by registered student organizations, groups, or members of the academic community.
- (10) The term “group” shall mean a number of students who are associated with each other and who have not complied with university requirements for registration as an organization.
- (11) The terms “hearing panel” or “hearing panel members” shall mean individuals who have been selected or assigned to adjudicate a hearing. These individuals are selected from a trained body, including the student conduct board and the academic grievance subcommittee.
- (12) The term “hearing panel advisor” shall mean the student conduct administrator, or designee, or appointee. The hearing panel advisor has responsibility for ensuring that policies and procedures within this document are adhered to within any student conduct process. The hearing panel advisor may be involved in any part of the student conduct process, and may provide input or answers, or otherwise answer questions asked by any parties.

- (13) The term “may” is used in the permissive sense.
- (14) The term “member of the university community” shall include any person who is a student, faculty member, university official, any other person employed by the university, or any person lawfully present on university premises.
- (15) The term “organization” shall mean a university-registered student organization which as complied with formal requirements of official registration.
- (16) The term “policy” shall be defined as the written regulations of the university as found in, but not limited to, “The Student Code of Conduct,” “Resident Handbook,” ~~“Penguin Student Handbook,”~~ the university website, undergraduate/graduate catalogs, university policies, and board of trustees policies.
- (17) The term “respondent” shall mean any student accused of violating “The Student Code of Conduct.”
- (18) The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of the code.
- (19) The term “student” shall include all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, ~~whether or not~~whether actually enrolled at the university.
- (20) The term “student conduct administrator” is the ~~vice president for student affairs,~~ dean of students, or designee, who shall be responsible for the administration of the code and the university student conduct process.
- (21) The term “student conduct board” is a group of university students, staff, and faculty selected and trained to adjudicate hearings wherein students have allegedly violated university policy. Each hearing has a hearing panel consisting of three members from the student conduct board.

- (22) The term “student conduct body” shall mean student conduct officer, any deputy conduct officer, or any hearing panel of the student conduct board authorized by the student conduct administrator to determine whether a student has violated “The Student Code of Conduct” and to recommend imposition of sanctions.
- (23) The term “student conduct officer” is the ~~associate director of student conduct~~ assistant dean of students for community standards, advocacy, and conduct who is the university official assigned to serve as the primary charging administrator by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct.”
- ~~(24) —The term “student conduct board” is a group of campus students, staff and faculty selected and trained to adjudicate hearings wherein students are alleged to have violated university policy.~~
- ~~(25)~~ (24) The terms “university” or “institution” mean Youngstown state university and collectively those responsible for its operation.
- ~~(26)~~ (25) The term “university premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university including adjacent streets, sidewalks, and parking lots.
- ~~(27)~~ (26) The term “university official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the university.
- ~~(28)~~ (27) The term “university working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.
- ~~(29)~~ (28) The term “weapon” shall have the same meaning as in university policy 3356-7-03 concerning weapons on campus (rule 3356-7-03 of the Administrative Code).
- ~~(30)~~ (29) All other terms have their natural meaning unless the context otherwise dictates.



3356-8-01.1 “The Student Code of Conduct.”

Responsible Division/Office:	Student Affairs/Dean of Students
Responsible Officer:	Dean of Students and Ombudsperson
Revision History:	March 1998; December 2010; June 2016; September 2017; September 2020; June 2021
Board Committee:	Academic Excellence and Student Success
Effective Date:	June 3, 2021
Next Review:	2026

- (A) Policy statement/preamble. Youngstown state university (“YSU”) is a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership.

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors, believe in the dignity and worth of all people, strive to foster an appreciation of, and respect for, differences among the human race, and celebrate the diversity that enriches the university and the world. As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the university’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the university and is held responsible for compliance with them. All members of the university community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the university.

The policies and regulations in “The Student Code of Conduct” have been established to ensure a positive educational experience for every student. “The Student Code of Conduct” serves as an official university document that outlines conditions and regulations considered essential to the effective functioning of the university.

The student conduct process at Youngstown state university adheres to procedural due process and is intended to be part of the educational

process at the university. This student conduct process provides a forum for the impartial and expedient resolution of alleged misconduct in the university community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the university's commitment to developing integrity, respect, and responsibility among all students.

(B) Article I. Rights and responsibilities.

- (1) Basic rights. The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:
 - (a) The right of free inquiry, expression, and/or assembly.
 - (b) The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and online.
 - (c) The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
 - (d) The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by section 3345.14 of the Revised Code.
- (2) Basic responsibilities. Students, as members of the university community, shall have the following responsibilities which are inherent in the basic rights delineated in this paragraph:
 - (a) To maintain standards of academic performance as established by their faculty.
 - (b) To be responsible for acting in such a manner as to ensure other students the basic rights enumerated in this policy.
 - (c) To be responsible for their actions with respect to, and to follow, all university regulations and policies.

- (d) To be responsible for their actions with respect to provisions of local, state, and federal law.
 - (e) To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the university community are respected.
 - (f) To have in their possession a valid university identification card when on university premises.
 - (g) To be responsible for adhering to the university policy 3356-7-20, "Drug-free environment" (rule 3356-7-20 of the Administrative Code).
 - (h) To ensure adherence to all university board of trustees' policies that apply to students.
- (C) Article II. Student conduct authority. The president has delegated the authority for the university student conduct system to the dean of students and ombudsperson (hereinafter referred to as the dean of students). The dean of students, or designee, serves as the student conduct administrator responsible for the administration and operation of "The Student Code of Conduct" and the student conduct process. Members of the university seeking formal disciplinary action for alleged student misconduct should make referrals to the office of community standards and student conduct.

The student conduct administrator shall determine the composition of student conduct bodies and appellate hearing panels.

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of "The Student Code of Conduct." The student conduct officer shall be the assistant dean of students for community standards, advocacy, and conduct (hereinafter referred to as the assistant dean of students). The student conduct administrator may also appoint one or more deputy conduct officers to review reports of violations of "The Student Code of Conduct" and to conduct investigations. Deputy conduct officers shall be under the

supervision of the student conduct officer and/or the student conduct administrator.

- (1) Jurisdiction of “The Student Code of Conduct.”
 - (a) “The Student Code of Conduct” shall apply to conduct which adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs whether it occurs on university premises, at university sponsored activities, or on non-university premises. It is important to note that a student and/or group/organization will be subject to the university student conduct process where the conduct has occurred on non-university premises when the conduct adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs.
 - (b) Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). “The Student Code of Conduct” shall apply to a student’s conduct even if the student withdraws from the university while an investigation into alleged misconduct is pending.
 - (c) An incident which results in a charge under “The Student Code of Conduct” may also lead to a proceeding outside of the university for a violation of local, state, or federal law. In these instances, university proceedings are not subject to challenge based on concurrent criminal or civil proceedings or that such proceeding has been or will be dismissed, reduced, withdrawn, resolved, or settled. The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws. In all cases, hearings within the university will be held according to the student conduct procedures set forth in in this policy. Since the university student conduct process is educational in nature and differing judgements

may result between university action and outside legal action, the university, in its sole discretion, may pursue student conduct action and impose sanctions against a student for a violation of law:

- (i) Regardless of where the behavior occurs;
 - (ii) When a student is charged with a violation of law but not with any other violation of “The Student Code of Conduct”;
 - (iii) When a student is charged with a violation of law which is also a violation of “The Student Code of Conduct”;
 - (iv) While the student is also subject to criminal proceedings, arrest and/or prosecution or civil litigation.
 - (v) University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
 - (vi) The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.
- (2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the dean of students or designee, in consultation with the associate vice president for student experience. The policies and regulations that apply to student groups/organizations are outlined in the “Penguin Student Handbook,” which houses all student organization policies. Student groups/organizations that violate any of the student

organization policies may be charged with violating “The Student Code of Conduct” and be subject to the student conduct procedures set forth in this policy.

- (3) Student conduct authority.
- (a) The enforcement of regulations, policies, and guidelines that apply to students, student organizations/groups are within the jurisdiction of the dean of students, or designee.
 - (b) Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.
 - (c) Student groups and registered student organizations may be charged with violations of “The Student Code of Conduct” in the following circumstances:
 - (i) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the university’s student organization policies, and/or university policies or regulations.
 - (ii) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with city, state, or federal law.
 - (iii) A student group (as defined in the glossary of terms section of this policy) or registered student organization and its officers may be held collectively or individually responsible for violations of “The Student Code of Conduct.”
- (D) Article III. Student conduct standards/prohibited conduct. The student conduct process aspires to develop and maintain conduct standards in support of character, civility, and community. This section of “The Student Code of Conduct” provides a set of expectations regarding student conduct in support of the university community.

A student or student group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by

a member of a student group/organization, the entire group/organization may be held responsible, in addition to the student, when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under “The Student Code of Conduct”:

- (1) Academic integrity. Violations of academic integrity include:
 - (a) Plagiarism, which includes the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, or the misrepresentation of another person’s work as one’s own.
 - (b) The use of any unauthorized assistance or tools:
 - (i) In taking quizzes, tests, assignments, or examinations;
 - (ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.
 - (c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
 - (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - (e) Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.
 - (f) Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.

- (g) Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
 - (h) Bribes, threats, or intimidation, including exchange of payment for assignments or parts of assignments, and threats to entice others to engage in violations of the academic integrity policy.
 - (i) Impersonation, pretending to be another person in the completion of a quiz, exam, or other assignment.
 - (j) Altering or destroying the work of others unless given permission.
 - (k) Lying to obtain an academic advantage, which includes falsification of documents or other information used to request makeup work.
 - (l) Assisting another person in any of the behaviors mentioned above is itself academic dishonesty.
 - (m) Asking others to engage in any of the behavior described above is academic dishonesty;
 - (n) Attempting to engage in any of the above behaviors is academic dishonesty.
- (2) Alcohol.
- (a) Use or possession of alcoholic beverages, except as permitted by law and university policy.
 - (b) Public intoxication.
 - (c) Manufacturing or distribution of alcoholic beverages to any person under twenty-one years of age except as permitted by law.
- (3) Bullying and harassment. Unwelcome or unreasonable behavior that harasses or intimidates people, either as individuals or as a

group, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. See university policy 3356-2-03, "Discrimination/ harassment" (rule 3356-2-03 of the Administrative Code) for prohibited conduct based on an individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status, or any other basis protected by law. See also university policy 3356-4-21 "Campus free speech"(rule 3356-4-21 of the Administrative Code) for harassment that is severe, pervasive, and objectively offensive).

- (4) Complicity. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting or encouraging a violation or an attempted violation.
- (5) Student conduct system.
 - (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct process.
 - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
 - (c) Institution of a student conduct proceeding knowingly without cause.
 - (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the student conduct process.
 - (f) Unwelcome or unreasonable behavior that harasses or intimidates a member of a student conduct body, participants, or witnesses prior to, during or after a student

conduct proceeding, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.

- (g) Failure to comply with the sanction(s) imposed by a student conduct body.
 - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
 - (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) Disorderly conduct. Conduct which obstructs teaching, research, administration, or university activities or functions.
- (7) Drugs.
- (a) Use, possession, manufacturing, or distribution of marijuana, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia.
 - (b) The misuse of materials as an intoxicant.
 - (c) Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.
- (8) Failure to comply. Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.
- (9) Financial obligations. Failure to meet all financial obligations to the university.
- (10) Gambling. Gambling or wagering of any form except as expressly permitted by law and/or university policy.
- (11) Hazing. Doing any act causing, forcing, soliciting, or coercing another, including the victim, to do any of the following for the

purposes of initiating, admitting, or affiliating an individual into or with an organization, continuing, or enhancing an individual's membership or status in an organization, or perpetuating or furthering a tradition or ritual of an organization:

- (a) Violate federal or state criminal law;
 - (b) Consume any food, liquid, alcoholic liquid, drug of abuse, or other substance which subjects the victim to a substantial risk of emotional or physical harm;
 - (c) Cause a substantial risk of emotional harm to another.
 - (d) Hazing does not include either of the following:
 - (i) Reasonable and customary organizational training, contests, competitions, or events;
 - (ii) Lawful expressive activity that is protected under the First Amendment to the United States Constitution, Section 11 of Article I of the Ohio Constitution, or sections 3345.0211 through 3345.0214 of the Revised Code.
- (12) Information technology. Theft or other abuse of information technology and resources, including, but not limited to:
- (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - (b) Unauthorized transfer of a file.
 - (c) Unauthorized use of another individual's identification and password.
 - (d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.

- (e) Use of computing facilities and resources to send unwelcome or unreasonable messages that harass or intimidate individuals or groups that are sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.
 - (f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.
 - (g) Use of computing facilities and resources in violation of copyright laws.
 - (h) Any violation of the university policy 3356-4-09, "Acceptable use of university technology resources" (rule 3356-4-09 of the Administrative Code).
- (13) Dishonesty.
- (a) Furnishing false information to any university official, faculty member, or office.
 - (b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.
 - (c) Tampering with the election of any university recognized student organization.
 - (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
 - (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.

- (a) Intentionally, knowingly, or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person, including one's self.
 - (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property on or off campus, or acts of vandalism even if this behavior does not cause damage.
- (17) Published university policies. Violation of published university policies, rules, or regulations, including those available electronically on the university website.
- (18) Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following categories:
 - (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo). An individual does not have to submit to the conduct for quid pro quo sexual harassment to occur.
 - (b) Unwelcome conduct determined by the reasonable person's standard to be so severe and pervasive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment).
 - (c) Sexual assault as defined in the Clery Act (which includes rape, fondling, incest, or statutory rape as defined below).
 - (i) Rape (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex

organ of another person without the consent of the victim. See university policy 3356-2-05 “Title IX sexual harassment policy” for definitions of consent, coercion, force, and incapacitation.

- (ii) Fondling. The touching of the private body parts of another person for sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - (iii) Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - (iv) Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
- (d) Dating violence, domestic violence, or stalking pursuant to the Violence Against Women Act (also defined below).
- (i) Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - (ii) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's

acts under the domestic or family violence laws of the jurisdiction.

- (iii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.
- (e) Sexual misconduct. Conduct of a sexual nature that is nonconsensual or is carried out through force, threat, or coercion. Sexual misconduct includes, but is not limited to, sexual exploitation and voyeurism.
- (i) Sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for their own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
 - (ii) Voyeurism. Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.
- (f) Sex offenses. See Chapter 2907. of the Revised Code which defines sex offenses under Ohio law.
- (19) Theft. Attempted or actual theft, including possession of stolen property.
 - (20) Unauthorized entry.

- (a) Unauthorized entry to or use of university premises, including access to residential spaces other than one's own assigned space.
 - (b) Unauthorized possession, duplication, or use of keys to any university premises.
- (21) Unauthorized recording.
- (a) Unauthorized use of electronic or other devices to make an audio or video record or photograph of any person while on university premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
 - (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person's consent, when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
- (22) Violation of law. Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university's mission or its educational objectives and programs.
- (23) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
- (24) Sexual harassment as defined in Title IX of the Education Amendments of 1972 as set forth in university Title IX sexual harassment policy. (See rule 3356-2-05 of the Administrative Code and university policy 3356-2-05, "Title IX sexual harassment policy." Students, faculty, employees, volunteers, third parties, campus visitors and other individuals should refer to the Title IX

policy referenced above for processes and procedures under Title IX). The complaint, adjudication, resolution, and appeal process for an allegation of a Title IX violation, as well as possible sanctions, is delineated in university policy 3356-2-05, "Title IX sexual harassment policy."

(E) Article IV. Student conduct procedures.

- (1) General. This overview gives a general idea of how the university's campus student conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not the same in every situation.
 - (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
 - (b) Any member of the university community may report alleged violations of "The Student Code of Conduct" by a student or a student group/organization. The report shall be prepared in writing and directed to the office of community standards and student conduct. A report of a violation of "The Student Code of Conduct" shall be submitted as soon as possible after the incident occurs but not later than thirty days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in their discretion.
 - (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of "The Student Code of Conduct" to determine if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or student groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a student conduct board hearing. Additionally, students

alleged to have violated the university's sexual misconduct policy will automatically be provided a student conduct board hearing.

- (d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

(2) Student conduct conference.

- (a) Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the student conduct standards of "The Student Code of Conduct" will first be scheduled for a conduct conference with the conduct officer assigned to review the allegation. The respondent will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
 - (i) The specific charges pending against the respondent;
 - (ii) A brief summary of the referral;
 - (iii) Statement of rights and responsibilities; and
 - (iv) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.
- (b) The conduct conference is the first step in the student conduct process and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information

regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the violation(s) in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, and if the case does not warrant suspension or expulsion, the respondent will have an opportunity to accept or deny responsibility for the charge(s).

- (c) If the respondent accepts responsibility for the charge(s), the conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign a conduct conference agreement which will outline all of the sanctions offered to the respondent. While the student may sign the agreement immediately, they have up to three university working days to do so. The respondent has the option to accept the charge(s) but contest the sanction(s) or agree to both the charge(s) and sanction(s). Once the agreement is signed, the decision is final and there is no appeal process. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the conduct officer will refer the case for a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing.

- (d) Complainants, or harmed parties in a case, are also scheduled for a conduct conference with the conduct officer assigned to review the allegation. This meeting occurs prior to the respondent's conduct conference and serves to provide the complainant with the opportunity to discuss the allegations that led to the referral. The complainant will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the respondent should the charges be substantiated. The complainant will be notified in writing via their official university email address, of the

date, time, and location of the conduct conference. Written notification will include:

- (i) The specific charges pending against the respondent;
 - (ii) A brief summary of the referral; and
 - (iii) Statement of rights and responsibilities.
- (e) If a respondent accepts responsibility for the charges and agrees to the sanctions issued by the conduct officer, the complainant will be notified in writing of the outcome of the respondent's conduct conference. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the complainant will be invited to participate in a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing, for which the complainant will receive notice.
- (3) Student conduct board hearing.
- (a) The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct board hearing panel will decide by the preponderance of evidence whether the respondent is found responsible for the charge(s). All hearings are closed to the public, except for the complainant, respondent, advisors for the complainant and/or respondent, witnesses, hearing panel, hearing panel advisor, and the conduct officer. All parties directly participating in the hearing (the respondent, complainant, advisors, and conduct officer) may remain present the entire time, excluding deliberations.
 - (b) Student conduct board hearing panels consist of three members of the student conduct board. Hearing panels are comprised of a combination of trained faculty, staff, and students. Each student conduct board hearing will have a

faculty/staff hearing panel chair. The chair is responsible for keeping the proceedings moving forward.

- (c) If the respondent or complainant fails to appear at a scheduled student conduct board hearing and the absence is not excused, the hearing may proceed in their absence or may be rescheduled at the discretion of the chair. Additionally, if the complainant, respondent, or witnesses are unable to attend the hearing in person, video technology may be used to enable participants to simultaneously see/hear each other. Video technology may also be used if the complainant or respondent prefers to participate in the hearing from a different room than the opposing party.
 - (d) Each student conduct board hearing panel will have a hearing panel advisor. The role of the hearing panel advisor is to ensure the student conduct process is adhered to and to answer procedural questions posed by any party during the hearing. The hearing panel advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing panel advisor will remain present during deliberations to answer questions and provide guidance as necessary.
- (4) Hearing procedures.
- (a) Guidelines.
 - (i) The chair will explain the rights and responsibilities of the respondent and the complainant.
 - (ii) The chair and hearing panel advisor are responsible for assuring that these rights as well as the process described in this paragraph are adhered to during the hearing.
 - (iii) The respondent or the complainant may ask for the removal of a hearing panel member by providing written or verbal evidence of bias. The charge of bias is made to the chair who will determine whether it is valid. If the charge of bias is against

the chair, the hearing panel advisor will decide whether it is valid. If bias is found, or is unable to be determined, the hearing will be rescheduled.

- (iv) The conduct officer may ask questions of any party at any time throughout the hearing.
 - (v) The chair and hearing panel advisor are responsible for determining the relevancy of questions asked during a hearing and may deem certain questions irrelevant and not allow them to be answered. The chair must explain to the party proposing questions any decision to exclude a question as not relevant.
 - (vi) The chair may exclude persons from the hearing if they are disruptive or postpone the hearing because of disruptive behavior by participants or observers.
- (b) Introduction.
- (i) Each party in the room will introduce themselves and explain their role in the hearing.
 - (ii) The chair will then explain the process and procedures for the hearing.
 - (iii) All witnesses will then be dismissed from the room.
- (c) Presentation of information.
- (i) Following the introduction, the chair will present the respondent with the charges against them. The respondent will respond to each charge by acknowledging that they are responsible for the charge or by denying responsibility for the charge.
 - (ii) The conduct officer will explain why the case was referred for a hearing and will provide a detailed summary of the incident and any subsequent investigation undertaken.

- (iii) If there is a complainant, they will then have an opportunity to provide the hearing panel with a summary of their role and perspective on the incident.
 - (iv) The hearing panel will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing.
 - (v) The conduct officer, complainant, and respondent will then present any relevant witnesses or documentary information. The conduct officer, complainant and respondent will each, in turn, have the opportunity to ask questions regarding the information presented.
 - (vi) The complainant and respondent, in turn, will have the opportunity to cross-examine one another. If the complainant and respondent have mutual no-contact orders against one another, questions for opposing parties will be submitted to the hearing panel chair in writing.
 - (vii) The conduct officer will have an opportunity to make a summary statement including any sanctioning recommendations.
 - (viii) The complainant will have an opportunity to make a summary statement including any sanctioning recommendations.
 - (ix) The respondent will have an opportunity to make a summary statement including any sanctioning recommendations.
- (d) Deliberation and finding.
- (i) The hearing panel will go into closed session to determine by the preponderance of evidence whether the respondent will be found responsible for the charge(s) pending in this matter. Student

conduct hearing panels determine findings by majority vote.

- (ii) If the respondent is found responsible for a violation of one or more of the pending charges, the hearing panel will proceed to sanctioning. At this time, the hearing panel will be presented with any relevant information pertaining to the respondent's prior student conduct cases and sanctions.
 - (iii) The hearing will reconvene for the announcement of the findings and any subsequent sanction(s).
 - (iv) Written notification of the decision will be sent to the complainant and respondent simultaneously via their official university email addresses.
- (5) Student rights and responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process to uphold due process.
- (a) Rights of respondent. All respondents in the student conduct process have the following rights:
 - (i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).
 - (ii) In matters that could result in a sanction of suspension or expulsion, the above-mentioned notification will alert the respondent to the possible severity of the outcome.
 - (iii) The right to an advisor. It is the respondent's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the respondent signs an authorization for the release of information, thus allowing the office of community standards and student conduct to communicate directly with the advisor. The advisor may not

actively participate in the student conduct process on behalf of the student.

- (iv) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, “Reasonable accommodation for students with disabilities.”
- (v) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within five university working days of the initially scheduled proceeding.
- (vi) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
- (vii) Explanation of the resolution options available to them through the student conduct process.
- (viii) To be presumed not responsible for an alleged violation until found in violation by a preponderance of the evidence.
- (ix) To speak or not speak on their own behalf.
- (x) The opportunity to respond to information used as part of the decision-making process.
- (xi) To deny responsibility for the charge(s) facing them and request that the case be referred to a student conduct board hearing.
- (xii) To question any witness who participates as part of a hearing.
- (xiii) The right to appeal.

- (xiv) To waive any of the above stated rights provided that the waiver is made freely and in writing.
- (b) Rights of the complainant. All complainants in the conduct process have the following rights:
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).
 - (ii) Explanation of the resolution options available to them through the conduct process.
 - (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
 - (iv) The right to an advisor. It is the complainant's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the complainant signs an authorization for the release of information, thus allowing the office of student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.
 - (v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
 - (vi) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."
 - (vii) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled

proceedings will generally occur within five university working days of the initially scheduled proceeding.

- (viii) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.
 - (ix) The opportunity to appear at any hearing that may take place to provide relevant information.
 - (x) The opportunity to submit a written or recorded impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
 - (xi) To question any witness who participates as part of a hearing.
 - (xii) The right to appeal.
- (c) Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:
- (i) To be honest and forthright in all information they provide during the student conduct process. Presenting false and misleading information during this process is a violation of student conduct standards as outlined in this policy.
 - (ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made (in the case of witnesses) or notice is provided in advance (in the case of complainants and respondents).
 - (iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this policy. See paragraph (D) of this policy, “Student conduct standards/ prohibited conduct.”

- (iv) Complainants and respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on their behalf.
- (6) Reasonable accommodation for students with disabilities. Any student with a disability involved in the student conduct process has the right to request reasonable accommodation to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to accessibility services. Students do not have to disclose information about the complaint or charge to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations.

Accommodations are determined on an individual basis by accessibility services staff and implemented in consultation with the office of community standards and student conduct. Examples of reasonable accommodation include sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

- (7) Sanctions. If the student or student group/organization is found responsible for a violation of a policy, sanctions will be issued in accordance with the office of community standards and student conduct's sanctioning rubric. The student conduct administrator may adjust recommended sanctions on a case-by-case basis, as appropriate.

A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the respondent. The notification will be sent to the respondent's official university email account. In cases involving a student group/organization, notification will be sent to the official university email account for the president or student group/organization leader.

The decision of a student conduct body may be appealed, as outlined in paragraph (E)(9) of this policy. If the respondent files a

request for appeal, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.

- (a) The following sanctions may be imposed upon any student who has been found responsible for a violation of “The Student Code of Conduct.” Sanctions are typically issued in a progressive fashion; however, each situation differs and many factors, including the severity of a violation and the impact of the violation on the campus community, will be taken into consideration in determining sanctioning.
 - (i) **Warning.** A written notification statement that the student is violating or has violated “The Student Code of Conduct.” Continuation or repetition of inappropriate conduct may be cause for increased sanctioning.
 - (ii) **Conduct probation.** Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation(s) of university regulations may result in imposition of additional restrictions or conditions, suspension, or expulsion.
 - (iii) **Conduct probation with loss of good standing.** Notice in writing that the violation of university regulations is serious and that any subsequent violation(s) of “The Student Code of Conduct” may result in suspension or expulsion. In addition, an order preventing the student from holding university elective office, student employment, participating in any intercollegiate activity or sport, participating in any university sponsored program/organization, or representing the university in any other manner will be attached to this sanction.
 - (iv) **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.

- (v) Educational sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, educational assignments, referrals to student outreach and support and other campus offices, or other similar sanctions designed to assist the respondent in reflecting upon their behavior and the impact of their behavior on self or others.
- (vi) Residential probation. Issued to students living in university-owned or university-sponsored housing. Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation of university regulations and/or resident handbook/lease policies may result in imposition of additional restrictions or conditions, residential suspension, or residential expulsion.
- (vii) Guest restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from signing in to other residential communities as guests for a designated period.
- (viii) Host restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from hosting other guests for a designated period.
- (ix) Relocation. Issued to students living in university-owned or university-sponsored housing. Requiring a student to move to another floor, residence hall, or apartment because of community disruption.
- (x) Deferred residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residential community is deferred for a specified period. If the student is found responsible for any subsequent violations of “The Student Code of

Conduct,” residential suspension is automatically issued as a sanction.

- (xi) Residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residence halls for a specified period after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university housing facilities. This may include residential dining facilities.
- (xii) University suspension. Separation of the student from the university for a specified period after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities. This may include residential dining facilities. A university suspension is noted on an addendum attached to a student’s transcript during the period of suspension.
- (xiii) Residential expulsion. Issued to students living in university-owned or university-sponsored housing. Permanent separation of the student from the residential community. An expulsion denies the student access to all university housing facilities on a permanent basis. This may include residential dining facilities.
- (xiv) University expulsion. Permanent separation of the student from the university. An expulsion denies the student access to the university, including any campus facilities, any campus programs or activities, and any class sessions on a permanent basis. A university expulsion is permanently noted on a student’s transcript.
- (xv) Revocation of admission and/or degree. Revocation of admission to or awarding of a degree from the

university for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for serious violations committed by a student prior to graduation.

- (xvi) Withholding degree. Withholding the awarding of a degree otherwise earned until the completion of the process set forth in “The Student Code of Conduct,” including the completion of all sanctions imposed, if any.
 - (xvii) Fines. Fines for violations of “The Student Code of Conduct” will be assessed and charged to the student’s account. A list of fines for all violations will be determined at the discretion of the dean of students, or designee, who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of “The Student Code of Conduct” when published and presented to students.
 - (xviii) No-contact order. The student is restricted from making contact in any verbal, written, electronic, third-party, or physical manner with a designated individual. If a student is found in violation of the no contact order, they may be subject to arrest and removed from campus. No-contact orders are always issued mutually to involved parties.
 - (xix) Parental/guardian notification. The office of community standards and student conduct staff will coordinate parental/guardian notification in cases of alcohol use or drug use when the student is under 21 years of age, their behavior demonstrates a risk of harm to self or others, or constitutes a violation of law involving a controlled substance.
- (b) More than one of the sanctions listed in paragraph (E)(7) of this policy may be imposed for any single violation.

- (c) The following sanctions may be imposed upon student groups/organizations:
 - (i) Those sanctions as outlined in paragraph (E)(7) of this policy.
 - (ii) Deactivation. Loss of all privileges, including university recognition, for a specified period.
 - (d) The student conduct administrator shall be responsible for ensuring that sanctions imposed by hearing panels and conduct officers are consistent with the violation and sanctions imposed for similar violations in other similar cases.
- (8) Interim measures. In certain circumstances, the dean of students, or designee, may impose an interim measure prior to a student conduct board hearing or conduct conference. This includes university or residential suspension.
- (a) Interim measures may be imposed only:
 - (i) To ensure the safety and well-being of members of the university community or to preserve university property;
 - (ii) To ensure the respondent's own physical or emotional safety and well-being;
 - (iii) If the respondent poses a threat of disruption or interference with the normal operations of the university; or
 - (iv) If the respondent is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.
 - (b) In the event that an interim measure is imposed, the student or student group/organization will be notified either in person or by regular U.S. or certified mail of the cause for the interim measure. The respondent will also be notified

via their official university email address. The interim measure becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in paragraph (E)(4) of this policy and may proceed before, during, or after any criminal proceedings.

- (c) In the case of an interim suspension, the student or student group/organization shall be denied access to all housing facilities and/or to the campus (including physical classes) and/or all other university activities or privileges for which the student or student group/organization might otherwise be eligible, unless determined otherwise by the student conduct administrator.

(9) Appeals.

- (a) The decision or sanction imposed by a student conduct body may be appealed by the respondent or complainant (“the appellant”) within five university working days of notification of the decision. If an appeal is not received within this time frame, the decision reached by the student conduct body will be final.
- (b) Requests for appeals shall be made in writing and shall be submitted via electronic form to the office of community standards and student conduct. The request for appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the appeal (see paragraph (E)(9)(d) of this policy) along with supporting information.
- (c) Once a request for appeal has been submitted and until the appeal decision has been communicated to the appellant, all sanctions except any issued as interim measures, such as interim suspensions, will be held in abeyance.
- (d) Appellate hearings are not a live re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appellate hearing shall be limited to

review of the record of the initial hearing and supporting documents for one or more of the following grounds:

- (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in “The Student Code of Conduct” and to determine whether these violations could have affected the outcome of the hearing.
- (ii) A claim that the decision reached regarding the respondent did not have a reasonable basis for the conclusion reached and that it was not based on proof by a preponderance of the evidence.
- (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of “The Student Code of Conduct” for which the respondent was found responsible.
- (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not presented in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (e) The burden of proof rests with the appellant.
- (f) The appellant may, in preparing the request for appeal, have access to records of the case, which may be reviewed electronically via secure link sent by the office of community standards and student conduct.
- (g) A request for appeal in a case adjudicated by a student conduct board hearing panel will be reviewed by an appellate hearing panel. An appellate hearing panel is composed of three members from the student conduct board selected by the student conduct administrator.
- (h) Once a request for appeal has been submitted by the complainant or respondent, the other party shall receive a copy of the request for appeal and may submit a written response to the request for appeal to the office of

community standards and student conduct, which will be considered alongside the request for appeal. Any written response must be submitted within five university working days of notification of the submission of a request for appeal.

- (i) The appellate hearing panel will review the appeal to determine whether one of the grounds listed in this policy has been met.
 - (j) If an appellate hearing panel determines that a request for appeal has met one or more of the grounds, the following options are available:
 - (i) Remand the case to the original panel for reconsideration, if new information, sufficient to alter a decision or other relevant facts not presented in the original hearing, becomes available, because such information and/or facts were not known by the appellant at the time of the original hearing.
 - (ii) Uphold the original decision.
 - (iii) Alter the findings/sanctions issued by the original hearing panel.
 - (k) If the appellate hearing panel determines that the request for appeal does not meet one of the grounds, the appeal will be dismissed and the original decision will be upheld.
 - (l) The decision of the appellate hearing panel is final.
- (10) Conduct procedures for university housing. Deputy conduct officers have been designated by the student conduct administrator to assist in the review of alleged violations of policy originating within university housing.
- (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence halls, as outlined in the “Resident Handbook,” is delegated

by the student conduct administrator to a conduct officer. This may be a deputy conduct officer, as described above.

- (b) Any student, faculty member, or university official may file a written report against any student living in a residence hall for alleged violations of policy within the residence hall, campus dining facilities, or at any residence hall function.
 - (c) Upon receipt of a written report, the conduct officer will investigate to determine whether there is reasonable cause to believe that a violation of “The Student Code of Conduct” may have occurred. If the conduct officer believes that such a violation did occur they will follow the procedures outlined in paragraph (E)(4) of this policy to address the alleged violation.
- (11) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
- (a) Student conduct records shall be expunged seven years after final disposition of the case, excluding students who were sanctioned with residential suspension, residential expulsion, university suspension, university expulsion, or revocation or withholding of a degree, which shall be expunged fifteen years after final disposition of the case resulting in such action. Upon graduation, the student may petition the student conduct officer for immediate removal of all files contained in their student conduct records if the following conditions are met:
 - (i) The violation(s) was determined to not have threatened or endangered the health or safety of any person, including sexual misconduct
 - (ii) University or residential suspension and/or expulsion or revocation or withholding of a degree were not issued as sanctions
 - (iii) All sanction requirements, including associated probationary periods, have been completed

- (i) An online petition form is completed and submitted to the office of community standards and student conduct

The student may appeal a negative response of the student conduct officer to the student conduct administrator.

- (b) Records regarding university suspension or university expulsion of a student group/organization shall be kept indefinitely.
 - (c) All material gathered from a substantiated conduct case (residential, academic, and other) shall become part of any new case against the same respondent(s) after the new charges have been substantiated.
 - (d) Student conduct records are maintained only in the names of respondents found responsible for violations of university policy, or local, state or federal law.
- (12) Special procedures. To ensure continued participation of students, faculty, and administration in the student conduct process and to ensure speedy disposition of conduct cases, the president of the university is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and adjudicate cases in accordance with the provisions of “The Student Code of Conduct” and shall ensure that all elements of procedural due process delineated in this article are observed.
- (13) Responsible action exemption. The university encourages students to seek immediate medical attention for themselves or others during alcohol and/or drug-related emergencies. When students act as responsible bystanders, the university may choose to resolve alcohol and/or drug violations informally rather than through the student conduct process. The office of community standards and student conduct determines when students are eligible for responsible action exemption on a case-by-case basis. In instances involving possible sexual misconduct, the office of community standards and student conduct may seek input from the Title IX

office before making a determination. For exemption to be considered, the following must occur:

- (a) Students must directly contact law enforcement, medical personnel, or university staff to request medical assistance.
- (b) Students must identify themselves and the student(s) of concern to first responders.
- (c) Students must comply with specific instructions given by responding personnel.

Students exempted from alcohol and/or drug charges will not face formal sanctions, but are required to meet with a conduct officer to discuss the incident and learn about campus and community resources. If a student is under twenty-one years of age at the time of the incident, the conduct officer may notify parents or guardians of the exemption.

Documentation of exemptions will be maintained by the office of community standards and student conduct as informational records and are not considered part of a student's conduct record. Incident information will not be released by the office of community standards and student conduct when contacted for background checks/transfer verifications.

The university reserves the right to deny exemption for any case in which violations are repeated or egregious, including activities related to hazing. Students will only receive one exemption during their tenure at the university.

Members of student organizations that actively seek medical assistance during alcohol and/or drug-related emergencies may be granted exemption from organizational conduct charges. Incidents involving student organization intervention will be considered on a case-by-case basis. The same standards outlined above apply.

- (14) Serious misconduct policy. "Serious misconduct" is defined as "any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, any assault that employs the use of a

deadly weapon,” as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury.

Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

- (F) Article V. Title IX sexual harassment procedures (per university policy 3356-2-05).
- (1) Grievance process.
- (a) Time frame. The process outlined below is expected to occur within ninety calendar days from the date a complaint is filed. The Title IX coordinator, or designee, may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes, but is not limited to, the absence of party, a party’s advisor or a witness, or the accommodation for disabilities.
- (b) Report. Information, however received, alleging sexual harassment, as defined in this policy, and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a

formal complaint, depending on the alleged facts and circumstance.

- (c) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted by mail, email, in person, by telephone or electronically at TitleIX@ysu.edu.
- (2) Notice.
- (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined above, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
 - (b) If in the course of an investigation the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.
 - (c) Notice to the university staff listed below of sexual harassment or allegation of sexual harassment constitutes actual notice to the university and triggers the university's obligation to respond.
 - (i) Title IX coordinator and deputy Title IX coordinators.
 - (ii) Director of equal opportunity and policy development.
 - (iii) Vice presidents and associate vice presidents.
 - (iv) Academic deans and chairpersons.

- (v) Supervisors/managers.
 - (vi) Coaches and assistant coaches.
- (3) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.
- (4) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.
- (a) Mandatory dismissal.
 - (i) Would not constitute sexual harassment as defined in this policy even if proved.
 - (ii) The alleged sexual harassment did not occur in the university’s education program or activity.
 - (iii) The alleged conduct did not occur in the United States.
 - (b) Discretionary dismissal.
 - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
 - (ii) The respondent is no longer enrolled or employed by the university.
 - (iii) Specific circumstances prevent the university from gathering sufficient evidence.

- (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
 - (d) A dismissal of a formal complaint may be appealed pursuant to paragraph (F)(10) of this policy.
 - (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, such as policy 3356-2-3, “Discrimination/harassment” or 3356-7-04, “Workplace and off-campus violence, threats, and disruptive behavior,” or under “The Student Code of Conduct.”
- (5) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
- (a) Both parties’ voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
 - (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (6) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.
- (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
 - (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

- (c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section or as permitted by law.
- (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
- (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.
- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
- (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an

electronic format or a hard copy, and the parties shall have ten calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

- (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten calendar days prior to any hearing. Either party can submit a written response to the investigator during these ten days.
- (7) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.
- (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
 - (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
 - (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally.
 - (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology

enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- (g) If a party does not have an advisor present at the live hearing, the university shall provide, without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.
- (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility, provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
- (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.

(k) The decision-maker shall create an audio recording for a live hearing and an audiovisual recording for a virtual live hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.

(8) Findings.

(a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.

(b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

(c) The written determination shall include:

(i) Identification of the allegations potentially constituting sexual harassment.

(ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination.

(iii) The finding of facts that support the determination.

(iv) A conclusion applying the appropriate definition of the university's policy to the facts.

(v) A rationale for the result of each allegation regarding the determination of responsibility.

(vi) For respondents who are students, the hearing decision-maker shall consult with the vice president of student experience or their designee regarding

sanctions. For respondents who are employees or faculty members the hearing decision maker shall consult with the chief human resources officer, or their designee, regarding discipline.

- (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
 - (viii) The procedures and bases for the complainant and respondent to appeal the determination.
- (9) Sanctions/discipline.
- (a) Students.
 - (i) Possible sanctions for student respondents: warning, conduct probation with or without loss of good standing, restitution, educational sanctions, residential suspension, university suspension, residential expulsion, university expulsion, revocation of admission and/ or degree, withholding degree, and fines.
 - (ii) Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury. Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for

permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

- (b) Possible sanctions/discipline for employee or faculty respondents: employment probation, demotion or reassignment, suspension with or without pay for a specific period of time, termination of employment, ineligibility for rehire, and/or other sanctions or remedies as deemed appropriate under the circumstances.

(10) The appeal process.

- (a) Filing an appeal.
 - (i) Appeals are not a re-hearing of the allegation(s).
 - (ii) Only a complainant or respondent (referred to as party or parties) may request an appeal.
 - (iii) An appeal must be submitted in writing to the Title IX coordinator within five working days from receipt of a decision using the “Title IX Appeal Request Form” and include all supporting material.
 - (iv) A party may appeal the determination regarding responsibility, sanctions/discipline and/or the university’s dismissal of a formal complaint or any allegations therein.
 - (v) There are four grounds for appeal:

- (1) Procedural irregularity that significantly impacted the outcome of the matter (for example material deviation from established procedures). The appeal request must cite specific procedures and how they were in error; and/or
 - (2) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: Failure to participate or provide information during an investigation or hearing, even based on concern over a pending criminal or civil proceeding, does not make information unavailable during the original investigation or hearing); and/or
 - (3) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. The appeal must cite specific examples of how the bias affected the outcome.
 - (4) The discipline/sanction(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding party.
- (b) Title IX appellate review officer (hereinafter referred to as appellate review officer). Upon receipt of a request for appeal, the Title IX coordinator will designate a Title IX appellate review officer as follows:
- (i) Appeals where the respondent is a student, the appellate officer will be either the vice president for student affairs or their designee or a deputy Title IX

coordinator who did not participate in the investigation or hearing.

- (ii) Appeals where the respondent is a faculty member or employee, the appellate officer will be either the chief human resources officer or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (iii) The appellate officer cannot be the investigator, Title IX coordinator, or the person who acted as the decision-maker regarding the determination of responsibility/policy violation, or dismissal.
- (c) Appeal procedures:
- (i) Generally, within five business days after receipt of the request for appeal by the appellate review officer, the appellate review officer will conduct an initial review of the appeal request(s) to determine whether the appeal is timely and satisfies the grounds for appeal.
 - (ii) If the appeal request is not timely or does not satisfy the grounds for appeal, the appeal request will be denied, the parties will be notified, and the finding and sanction or responsive action/remedies will stand. The decision not to accept an appeal request is final and is not subject to further appeal.
 - (iii) If the appeal request is timely and meets the ground for appeal, the Title IX coordinator will notify the parties that the appeal has been accepted and will notify the non-appealing party that they may file a response within three business days from notification.
 - (iv) The appellate review officer will then review the issues presented in the appeal and any response(s).
 - (v) The standard on appeal is whether there is relevant evidence/information such that a reasonable person would support the decision(s).

- (vi) The appellate review officer can take one of the following actions:
 - (1) Affirm the original findings;
 - (2) Remand the case to the original investigators or hearing panel for consideration of new evidence or to remedy a procedural irregularity;
 - (3) Remand the case to a new investigator in a case of bias. The appellate review officer, may order a new investigation with a new investigator or hearing panel; or
 - (4) Administratively alter the finding if bias, procedural irregularity or new evidence, unknown or unavailable during the original investigation, substantially affected the original finding, and the associated sanctions or responsive action.
 - (vii) Decisions rendered by the appellate review officer or actions taken following the decisions appellate review officer's decision are final and not subject to further appeal.
 - (viii) Cases that are sent back to the investigator or hearing panel are not eligible for a second appeal.
- (G) Article VI. Academic integrity violation procedures.
- (1) General.
 - (a) Academic honesty is essential to the educational process and serves to protect the integrity of the university community. Therefore, all members of the university community have a responsibility for maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of university policy, as

outlined in paragraph (D) of this policy. Students should consult with the faculty member if they are not sure what may constitute a violation of the academic integrity policy.

- (b) Students suspected of violations of the academic integrity policy may be charged with a violation of university policy under the student conduct standards as outlined in paragraph (D)(1) of this policy. Cases of alleged violations of the academic integrity policy shall be resolved as outlined in this paragraph.
- (c) The process outlined in this paragraph is the only approved process by which faculty members can address alleged violations of the academic integrity policy. Failure to follow this process or use of any process other than this will result in nullification of any charges against the student and nullification of any sanctions levied against the student. If, following nullification of the charges and sanctions, the faculty member refuses to rectify the impacted grades or assignments, the student has the right to file a grievance against the faculty member. Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.

(2) Academic integrity conference.

- (a) After the faculty member has gathered evidence of a possible violation, they shall notify the student within two university working days in writing, via university email, of the allegations and invite the student to participate in an academic integrity conference. The faculty member and student may hold the conference without written notification. This academic integrity conference shall occur within five university working days of the written notification to the student.
- (b) The academic integrity conference is the first step in this process, and serves to provide the student with the opportunity to discuss the allegations made by the faculty member. During this meeting, the student should have the

opportunity to address the allegations, and to review all relevant information and documentation to the allegations.

In situations where the course is taught primarily online and/or where the student is unable to physically present for the academic integrity conference, the meeting may be conducted via email, phone, or video conference, as appropriate. The faculty member may consult with the judicial chair of the academic grievance subcommittee or the office of community standards and student conduct for direction in such situations.

- (c) If, after meeting with the student, the faculty member determines that no violation of the academic integrity policy occurred and/or the student is not responsible for a violation of the academic integrity policy, the faculty member can dismiss the charges by not filling out the academic integrity form.
- (d) If the faculty member concludes that the student is responsible for a violation of the academic integrity policy, the faculty member shall select an appropriate sanction, as outlined in paragraph (F)(3) of this policy, and will complete the academic integrity form. While the student may sign the form immediately, they have up to five university working days to do so. The student has the option to accept the charge but contest the sanction, or they can agree to both the charge and sanction.
- (e) If the student signs the academic integrity form, acknowledging responsibility for the alleged violation and accepting the sanction, the decision is final and there is no appeal process.
 - (i) The student will return the form to the faculty member. The faculty member will sign the form, and will submit copies of any documentation or statements with the academic integrity form.
 - (ii) The faculty member will forward the form to the departmental chairperson for their signature,

acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the academic integrity form.

- (iii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the academic integrity form.
 - (iv) The dean will then forward the form and all documents to the office of community standards and student conduct to be placed in the student's file.
 - (v) The dean of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
 - (vi) No further action is required unless the recommended sanction includes program removal, suspension, or expulsion. In cases where one of these sanctions is recommended, the case will be forwarded to the judicial chair of the academic grievance subcommittee for review.
- (3) Failure to appear, respond or sign.
- (a) If the student fails to respond to the faculty member's request for an academic integrity conference, or fails to attend an academic integrity conference within five university working days of notice by the faculty member, the following will occur:
 - (i) The faculty member will complete and sign the academic integrity form without the student's signature. They will then submit the form along with copies of any documentation or statements to the chairperson for their signature, acknowledging

the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the form.

- (ii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the form.
 - (iii) The dean will then forward the form and all documents to the office of community standards and student conduct to be placed in the student's file. The office of community standards and student conduct will then forward the academic integrity form and all documents to the judicial chair of the academic grievance subcommittee for further action.
 - (iv) The dean of the college of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
- (b) If the student declines to accept responsibility for the charges and/or declines to accept the sanctions selected by the faculty member, the faculty member should complete the form as outlined in this paragraph.
- (4) Academic grievance subcommittee referrals.
- (a) If the student declines to accept responsibility for the charges, and/or declines to accept the sanctions selected by the faculty member, the case will be referred to the office of community standards and student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee.
 - (b) Regardless of whether the academic integrity form is signed, in cases where program removal, suspension, or expulsion is recommended by the faculty member, the case will be referred to the office of community standards and

student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee. A representative from the office of community standards and student conduct must be present at all such hearings to serve in an advisory capacity.

- (5) Academic grievance subcommittee structure.
- (a) Judicial chair. Associate provost for academic administration or designee appointed by the provost.
 - (b) Faculty members are appointed by the academic senate and serve a two-year term. One faculty member shall be selected from each of the six colleges. At least three of these appointees will have graduate faculty status. In cases involving graduate matters, only graduate faculty will be appointed. Six faculty members with graduate faculty status will be appointed by graduate council to hear cases involving graduate students.
 - (c) Undergraduate student members are appointed by the dean of students, or designee, and may serve up to three years on the subcommittee. In addition, six graduate students (preferably one from each college) will be appointed by the graduate council to hear cases involving graduate students.
 - (i) Students must complete an application available through the office of community standards and student conduct.
 - (ii) At least one undergraduate student member is selected from each of the six colleges.
 - (iii) Students must have a minimum GPA of 2.5 for undergraduate students and a 3.0 for graduate students.
 - (iv) Students must not have a previous student conduct record.

- (v) Students should be sophomore status or above.
- (6) Academic grievance subcommittee hearing procedures.
- (a) In cases where the student failed to respond to a request from the faculty member for an academic integrity conference, cases where the student failed to return the signed academic integrity form to the faculty member within the given timeframe, cases wherein the student disputes the charges or sanctions, or in cases when the faculty member recommends program removal, suspension, or expulsion, a hearing by the academic grievance subcommittee is initiated.
 - (b) Within five university working days of receiving the academic integrity form and any supporting documentation of evidence from the faculty member, the judicial chair, or designee, shall contact the student involved and request a statement and any documentation or evidence they would like to have considered in the hearing. The student will have five university working days to submit these items to the office of community standards and student conduct.
 - (c) Within two university working days of receiving the statement and evidence, the judicial chair, or designee, shall distribute copies of the academic integrity form and any documentation or evidence produced by the student and faculty member to the academic grievance subcommittee members, the student, faculty member, department chairperson, and appropriate dean. The academic integrity form, course syllabus (submitted by the faculty member, student, or both), and any documentation or evidence produced by the student, faculty member, chairperson, or dean compose the academic integrity hearing packet.
 - (d) A hearing date, time, and location for the academic grievance subcommittee hearing will be established by the judicial chair, or designee. Academic grievance subcommittee members shall have a minimum of three university working days to review all written materials in

the academic integrity hearing packet. The hearing notice shall be sent to the parties directly involved in the grievance procedure, excluding advisors and witnesses.

Parties directly involved include:

- (i) Faculty/student. The party who files the academic integrity form and the party who is alleged to have violated the academic integrity policy. If either party cannot or refuses to attend the hearing, they may provide written or recorded statements to be submitted for evidence. Faculty members are permitted to have a substitute who will exercise all the rights and responsibilities of the absent faculty member.
- (ii) Department chairperson. The chairperson of the department in which the faculty member resides. The chairperson's attendance is optional. If the chairperson is in attendance they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The chairperson's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the culture of the department or expectations of students in the department.
- (iii) Dean. The dean of the college in which the faculty member's department is housed. The dean's attendance is optional. In addition, the dean of graduate studies has the option to attend in cases that involve graduate students and graduate faculty members. If the dean is in attendance, they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The dean's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify

any questions regarding the culture of the department or expectations of students in the department.

- (iv) Academic grievance subcommittee hearing panel members. Derived from the membership of the student academic grievance subcommittee of the academic senate. At minimum, each hearing panel consists of three faculty members, three undergraduate students, and the judicial chair. In hearings involving allegations against a graduate student, graduate college representatives will form the hearing panel. The hearing panel conducts the formal hearing and renders a decision. No member of a hearing panel will hear a case directly involving themselves.
- (v) Advisors. The student and the faculty member may each avail themselves of the services of an advisor throughout the academic integrity process. An advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the party whom they are advising. They are permitted, however, to give notes or whisper instructions/advice to the party whom they are advising. Examples of advisors include a parent/guardian, attorney, clergy, other faculty member, or coach. The advisor may not be the chairperson or dean for the college in which the faculty member or student is housed. In situations where a graduate assistant is considered the instructor of record and is the party who submitted the academic integrity form, the chairperson may serve as an advisor to the graduate assistant and is permitted to stay throughout the hearing.

In cases in which the student is a dully enrolled high school and university student (through the Youngstown early college or the college credit plus program), the student may have both a

parent/guardian and a secondary advisor present for the hearing.

- (vi) Witness(es). Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number of witnesses that present repetitive testimony may be limited at the discretion of the judicial chair.
- (e) If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the same electronic means to provide equal treatment to all parties. This may include either teleconference or video conferencing platforms, as deemed appropriate by the judicial chair.
- (7) Rights of hearing parties.
 - (a) The following rights are guaranteed to the student and the faculty member:
 - (i) The right to be present.
 - (ii) The right to be accompanied by an advisor of their choice.
 - (iii) The right to speak in support of their argument.
 - (iv) The right to bring witnesses in support of their case.
 - (v) The right to present any relevant information directly supporting their written items in the academic integrity packet, including oral testimony.
 - (vi) The right to refute information presented.
 - (vii) The right to consult with the judicial chair or the office of community standards and student conduct regarding the hearing, their testimony or the

presentation of any testimony in support of their case.

- (b) The judicial chair has the right to:
 - (i) Limit the amount of time testimony is presented by any given individual;
 - (ii) Remove disruptive individuals from the room;
 - (iii) Ensure that only the members of the hearing panel, student, and faculty member are present in the room;
 - (iv) Ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented;
 - (v) Extend the timeline for the hearing process.

(8) Deliberation and findings.

- (a) The hearing panel shall meet in closed session to review the information presented and reach a decision. The hearing panel shall vote using secret ballots tallied by the judicial chair. The judicial chair will only vote in circumstances of a tie among the hearing panel members.
- (b) If the hearing panel determines that the student is responsible for a violation of the academic integrity policy, the hearing panel may consider previously resolved cases (on file with the office of community standards and student conduct) involving the student when assigning an appropriate sanction. The judicial chair will present such information to the hearing panel only after a determination of responsibility on the case in question has been reached.

The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true

than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

- (c) Both parties shall be informed of the hearing panel's decision in writing within three university working days. This statement shall be prepared and signed by the judicial chair and forwarded to the office of community standards and student conduct, the graduate school dean when appropriate, the provost and all parties directly involved in the hearing, except advisors and witnesses.
 - (i) Notice of the hearing panel's decision ends the academic grievance subcommittee's involvement in the disposition of the case.
 - (ii) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of the provost and the office of community standards and student conduct.
 - (iii) Any change of grade as a result of the hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five university working days. If the faculty member, chairperson and/or dean refuse to sign the grade change form, then the provost will do so.

- (9) Appeals.
 - (a) Only students may appeal the decision of the academic grievance subcommittee regarding for cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five university working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal is submitted in writing to the judicial chair.

- (b) The judicial chair will forward the written appeal to the academic senate executive committee within two university working days.
 - (i) If the academic senate executive committee determines that no procedural violations occurred or that any procedural violations were minor and did not affect the original hearing panel's decision, the original hearing panel's decision is upheld and the case is closed.
 - (ii) If the academic senate executive committee determines that procedural violations may have occurred and were potentially substantive enough to have affected the hearing panel's decision, the case will be referred to a three-person appellate hearing panel consisting of one student and two faculty members. This appellate hearing will take place within twelve university working days of receipt of the written appeal.
- (c) Appellate hearing panel.
 - (i) No member of the appellate hearing panel will hear a case directly affecting themselves.
 - (ii) Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.
 - (iii) The chair of the appellate hearing panel shall inform both parties of the decision as soon as reasonably possible. A written statement of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, the office of community standards and student conduct, and office of the provost within five university working days of the decision via university email.

- (iv) A file of all pertinent documents for all appeals shall be kept by the office of community standards and student conduct and/or the office of the provost.
 - (v) The decision reached by the appellate hearing panel is final and may not be appealed.
- (d) At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.
- (e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three university working days. If the faculty member, chairperson, and/or dean refuse to sign the grade change form, then the provost will do so.
- (10) Sanctions. Sanctions for violations of the academic integrity policy may include, but are limited to, the following:
- (a) Issuing an official warning.
 - (b) Lowering the grade on the exam, paper or assignment in question.
 - (c) Lowering the final grade for the course.
 - (d) Requesting additional action from the academic grievance subcommittee, including removal from a course, removal from an academic program, university suspension, or expulsion.
 - (e) Other sanctions as deemed appropriate by the faculty member. The faculty member may consult with the judicial chair, the office of community standards and student conduct, chairperson or dean regarding appropriate sanctions.
- (11) Role of the student conduct administrator (SCA). The student conduct administrator, or designee, has the following

responsibilities with regards to all cases involving alleged violations of the academic integrity policy.

- (a) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.
 - (b) To expunge all records as outlined in this policy.
 - (c) In cases where the academic integrity form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.
 - (d) In cases where the student has already been found responsible for a previous academic integrity violation, any additional violation will result in a review of all cases by the office of community standards and student conduct for possible additional charges and sanctioning.
- (H) Article VI. Section 3345.22 of the Revised Code, the “1219 hearing” process.
- (1) Background. Disruptive behavior and the “1219” procedure. The Ohio campus disruption act, also known as Ohio House Bill 1219, is codified in sections 3345.22 and 3345.23 of the Revised Code. The purpose of the law is to protect university students, faculty, staff, and other members of the campus community from crimes of violence committed near the university or upon people or property at the university.

A “1219 hearing” is appropriate when a student is arrested for a crime of violence committed on or near the university. If a student is convicted of an offense of violence that occurred on or near the university, the student will be automatically suspended pursuant to section 345.23 of the Revised Code. The purpose of the “1219 hearing” is to remove students from campus who may be a threat to the safety and security of the student body or campus community.

- (2) Definition of a “crime of violence.” There are over thirty crimes of violence considered violations of the “1219” law, including but not limited to the following: arson, assault, burglary, domestic violence, discharged firearm, felonious assault, gross sexual imposition, inciting to violence, inducing panic, intimidation, kidnapping, menacing, murder, rape, riot, robbery, sexual battery, and voluntary manslaughter.
- (3) Jurisdiction of the “1219 hearing.”
 - (a) If a student is arrested for a crime of violence referenced in division (D) of section 3345.23 of the Revised Code, they may be temporarily suspended from the university according to “The Student Code of Conduct,” which is referred to as an interim suspension. This suspension will last during the process of the “1219 hearing” and continue until the student meets with the office of community standards and student conduct. The results of the “1219 hearing” discussed in this paragraph does not alter the student’s status under an interim suspension.
 - (b) A “1219 hearing,” which is distinctly separate from a conduct conference or a student conduct board hearing, will be held shortly after a student’s arrest for a crime of violence. The hearing can be continued for good cause. The purpose of the “1219 hearing” is to determine by a preponderance of the evidence whether the student committed an offense of violence.
 - (c) If the referee, as appointed by the university (office of the general counsel), finds that the student did commit an offense of violence on or near the university, the referee will then determine if the student should be under strict probation or suspended from the university pending the outcome of the criminal case. However, as previously noted, if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the referee, until the conclusion of the student conduct process administered by the office of community standards and student conduct.

- (d) Following the “1219 hearing,” the criminal case outcome will determine the student’s status under section 345.23 of the Revised Code. If the student is convicted of an offense of violence in the criminal case, the student will be suspended from the university for at least one year.
 - (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates and the student in question shall be reinstated and the record of the “1219” suspension expunged from the person’s university record. The criminal process and “1219 hearing” are separate. The outcome of the “1219 hearing” has no bearing on the criminal case.
 - (f) When a student is found not guilty, they may return to school, but upon conclusion of the “1219 hearing” and possibly while the criminal case is still underway, the university may, and in nearly all cases, will initiate the student conduct process. The student may also be under the restriction of an interim suspension. If the student is not under an interim suspension or has been found not responsible of a violation of “The Student Code of Conduct,” the student would be permitted to return to school.
 - (g) If the student is found guilty at the criminal trial for an offense of violence on or near the university, they will be suspended from Youngstown state university for the period of one year. The student will receive a written notice of the suspension from the office of community standards and student conduct. The student must receive approval from the board of trustees to be permitted to return to the university. This one-year suspension will still be imposed even if the student is found not responsible for a violation of “The Student Code of Conduct.”
- (4) The “1219 hearing” process. The “1219 hearing” will be an adversary proceeding. Unlike a student conduct hearing, a “1219 hearing” will be conducted by a referee appointed by the

university. A university attorney will present the evidence at the hearing on behalf of the university. The student has the right to:

- (a) Be represented by an attorney.
 - (b) To cross-examine witnesses called by the state (the university).
 - (c) Call upon their own witnesses.
 - (d) To present evidence.
 - (e) To give a statement (but not required to do so). If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the student.
- (5) Burden of proof. Preponderance of the evidence is the standard used for all “1219 hearings.” Preponderance of the evidence is known as the balance of probabilities met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true. The referee must find that the student committed the offense by a preponderance of the evidence.
- (I) Article VII. Parental/guardian notification policy. Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students who may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under twenty-one years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, to create a positive support network for students.
- (1) Parameters.

- (a) This policy will be applied in situations where students under the age of twenty-one have been found responsible for a violation of university policies regarding drugs or alcohol.
 - (b) The office of community standards and student conduct shall be responsible for administering all procedures of the parental/guardian notification policy.
- (2) Procedures.
 - (a) Parents/guardians shall be notified when the underage student is found responsible for a violation of the drug or alcohol policies.
 - (b) The dean of students, or designee, may make an exception to the parental/guardian notification policy if in their judgment it is determined that harm would come to the student because of parental/guardian notification.
 - (c) The notification will be provided in writing from the office of community standards and student conduct and will be mailed to the student's home address.
 - (d) The notification letter will inform parents or guardians that their student has been found responsible for a violation of an alcohol or drug policy. Included with the letter will be answers to frequently asked questions. Parents or guardians will be encouraged to discuss the incident with the student.
 - (e) The office of community standards and student conduct will be responsible for responding to questions from parents/guardians. If a parent or guardian is interested in reviewing their student's conduct file, the student generally must sign a waiver to release this information. There are exceptions to this that will be determined on a case-by-case basis.
- (J) Article VIII. Interpretation and revisions. Any question of interpretation or application regarding "The Student Code of Conduct" shall be referred to the student conduct administrator for final determination.

“The Student Code of Conduct” shall be reviewed every three years under the direction of the student conduct administrator. Any member of the university community may recommend a change to “The Student Code of Conduct” to the dean of students, or designee. The dean of students, or designee, shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the dean of students, or designee, the change shall be presented to the board of trustees for adoption.

- (K) Glossary of terms when used in “The Student Code of Conduct.”
- (1) The term “due process” is an assurance that all accused students will receive notice of charges, notice of the evidence to be used against them, and the opportunity to participate in a hearing prior to the deprivation of any educational property interest.
 - (2) The term “academic grievance subcommittee” is a group of university students and faculty selected and trained to adjudicate hearings wherein a student has allegedly violated the academic integrity policy for the university. Each hearing has a hearing panel consisting of at least six members from the academic grievance subcommittee.
 - (3) The term “appellate hearing panel” shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider a request for appeal from a student conduct body’s determination that a student has violated “The Student Code of Conduct” or from the sanctions imposed by the student conduct body.
 - (4) The terms “can,” “may,” or “should” specify a discretionary provision of “The Student Code of Conduct.”
 - (5) The term “complainant” shall mean any party harmed by the actions of a student who allegedly violated “The Student Code of Conduct.”
 - (6) The term “deputy conduct officer” shall mean a university official authorized on a case-by-case basis by the student conduct administrator to review complaints, determine responsibility, and

impose sanctions upon students found to have violated “The Student Code of Conduct.”

- (7) The term “faculty member” shall mean any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a situation shall be determined by the relevant circumstances.
- (8) The terms “file” or “records” mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.
- (9) The term “function” shall mean all student activities or events occurring at the university or sponsored by registered student organizations, groups, or members of the academic community.
- (10) The term “group” shall mean a number of students who are associated with each other and who have not complied with university requirements for registration as an organization.
- (11) The terms “hearing panel” or “hearing panel members” shall mean individuals who have been selected or assigned to adjudicate a hearing. These individuals are selected from a trained body, including the student conduct board and the academic grievance subcommittee.
- (12) The term “hearing panel advisor” shall mean the student conduct administrator, or designee, or appointee. The hearing panel advisor has responsibility for ensuring that policies and procedures within this document are adhered to within any student conduct process. The hearing panel advisor may be involved in any part of the student conduct process, and may provide input or answers, or otherwise answer questions asked by any parties.
- (13) The term “may” is used in the permissive sense.

- (14) The term “member of the university community” shall include any person who is a student, faculty member, university official, any other person employed by the university, or any person lawfully present on university premises.
- (15) The term “organization” shall mean a university-registered student organization which as complied with formal requirements of official registration.
- (16) The term “policy” shall be defined as the written regulations of the university as found in, but not limited to, “The Student Code of Conduct,” “Resident Handbook,” the university website, undergraduate/graduate catalogs, university policies, and board of trustees policies.
- (17) The term “respondent” shall mean any student accused of violating “The Student Code of Conduct.”
- (18) The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of the code.
- (19) The term “student” shall include all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, whether enrolled at the university.
- (20) The term “student conduct administrator” is the dean of students, or designee, who shall be responsible for the administration of the code and the university student conduct process.
- (21) The term “student conduct board” is a group of university students, staff, and faculty selected and trained to adjudicate hearings wherein students have allegedly violated university policy. Each hearing has a hearing panel consisting of three members from the student conduct board.
- (22) The term “student conduct body” shall mean student conduct officer, any deputy conduct officer, or any hearing panel of the student conduct board authorized by the student conduct administrator to determine whether a student has violated “The

Student Code of Conduct” and to recommend imposition of sanctions.

- (23) The term “student conduct officer” is the assistant dean of students for community standards, advocacy, and conduct who is the university official assigned to serve as the primary charging administrator by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct.”
- (24) The terms “university” or “institution” mean Youngstown state university and collectively those responsible for its operation.
- (25) The term “university premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university including adjacent streets, sidewalks, and parking lots.
- (26) The term “university official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the university.
- (27) The term “university working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.
- (28) The term “weapon” shall have the same meaning as in university policy 3356-7-03 concerning weapons on campus (rule 3356-7-03 of the Administrative Code).
- (29) All other terms have their natural meaning unless the context otherwise dictates.

End of Resolution 3356-9-01.1

3. Academic Excellence and Student Success Discussion Items

a. Fall 2021 Enrollment Update (Presenters: Elaine Ruse, Associate Vice President, Student Enrollment and Business Services, Brien N. Smith, Provost and Vice President for Academic Affairs)

Ruse reported on various initiatives aimed at increasing enrollment and retention. She said her office's approach to enrollment emphasizes making personal connections that build relationships with students and parents, educating students about opportunities at YSU, providing prompt services and assisting students to understand YSU's affordability and the value of a degree. She said YSU's Fall 2021 enrollment numbers are lagging, with fewer applications due to demographic shifts. But she said there are positive signs, including increased number of students signing up for orientation, an upward trend in admitted students from inside Ohio and increased GPAs of accepted students. Dana Davis, professor and chair of Social Work, and a member of the Enrollment Optimization Team, also reported on enrollment and retention initiatives in her department.

ENROLLMENT OPTIMIZATION TEAM BOARD OF TRUSTEES

JUNE, 2021

Leadership from across the institution meets every three weeks to report on enrollment efforts and to optimize those efforts to influence new and transfer student enrollment.

Those areas were asked to respond to six questions to highlight their work. The following is a compilation of various responses from this Team.

Department Chair of Social Work, Dana Davis

Opportunity: There are many opportunities here and I feel lucky to work at an institution that is encouraging me to explore chances to empower students and faculty to make independent decisions about the best ways to help our students and departments achieve success.

University Bursar's Office

Actions taken:

- Students are now permitted to register for the next term even if they have an outstanding prior term balance (one semester prior only).
- Extend the deadline for Academic Partnership (AP) online courses.
- Extended our semester payment plans to help students with their monthly payments.
- Revised previous pre-payment policy.
- Appeals are offered to students to reduce and eliminate debts.
- Post semester pay plans are offered to halt Ohio Attorney General (OAG) acquisition of student accounts reducing fees and easing return to studies.
- Bursar staff conducts outreach to ensure students are informed.
- Financial suspend process eliminates debt which removes registration barriers for future semesters.

International Programs Office

Opportunity: There is evidence of pent-up demand for US higher education. We understand that the typical international student who was planning to study in the US during 2020 or 2021 and were not able to obtain a student visa have not cancelled their plans, rather they have postponed them. Because of this, if YSU is positioned correctly with scholarship, there is an opportunity to enroll significantly more international freshmen in Fall 2022 as opposed to the prior two years.

Admissions

- Story: Email from a student who was going to attend Kent State along with his brother

Good afternoon,

This is xxx, the guy you spoke with at YSU today. I would just like thank you from the bottom of my heart on behalf of my family as well, for your very informative and intelligent presentation you gave us on the spot! It means a lot to me that you went out of your way to help us with everything! You excel at what you do, and you are very good with people! You gave us all the information we needed! You made everything clear and understandable, and you did it all with charm, and charisma! Everything was perfect! Thank you!!

*Sincerely,
xxx*

Office of Financial Aid and Scholarships

The numbers:

- Staff are contacting students who are registered for orientation and have not yet completed their 2021-2022 FAFSA or have not completed federal verification. For the 5/27, 5/28, 6/2, 6/3, and 6/4 orientations, 188 students have been contacted, 77 have their FAFSA completed, 50 are selected for verification.
- The goal is to have all students who have signed up for and attended orientation and who plan to utilize financial aid, have their FAFSA and verification (if selected for verification) completed as well as their financial aid offers accepted prior to the first day of fall classes.

Center for Student Progress

The numbers: Strong Start and Tutoring

- Strong Start
 - Fall 2020 Cohort
 - From Fall 2020 to Spring 2021: 71% retention
 - Between Spring 2021 and Fall 2021: 80% retention
- Tutoring
 - Fall 2020
 - 92% of those students using tutoring 10+ times passed with a C or better

Honors College

Challenges:

- Time with trying to accommodate in-person visits - very labor intensive.
 - However, that also provides an opportunity to develop deeper connections.
- Lots of competition for these high-achieving students
- Students with strong GPAs and an interest in medical careers (i.e., BaccMed Honors Scholars Program) often lack the ACT score, specifically the math sub-score, for BaccMed admission
- Lack of residence hall tours this year because of COVID protocols - something many students wished to see before committing to living on campus; did develop a new video walk through
- Students becoming “Zoomed out” - less attendance at large visit days

Student Success

Efforts to increase student success:

- Identifying standards of practice and related policies for academic advising
- Working with the Provost Smith, Vice President Sherman, and deans to identify investments needed to increase the impact of advising on retention and completion
- Working with IT and ITL to plan and implement training for faculty on the importance of early alerts and how to raise alerts in CRM Advise, and with faculty advisors and professional advisors on the case management approach to advising and how to use CRM Advise

Academic Senate Update (Presenters: Chester R. Cooper, Jr., Chairperson, Academic Senate)

Cooper updated the committee on several activities, including revisions to bylaws, a common syllabus for all courses, extension of the credit/no credit policy, “test optional” admission standards and resolutions of appreciation for retirees Bill Buckler, associate professor of Geography; Gary Walker, professor of Biological Sciences; and Jodi Clowes, executive assistant to the Provost, Office of Academic Affairs.

Update on Academic Senate Actions – June 2, 2021

During the 2020-2021 academic year, the Academic Senate initially met in September and October 2020 using a hybrid approach (in-person attendance and video streaming). However, increasing concerns and restrictions pertaining to the coronavirus pandemic caused all subsequent meetings to take place virtually. Nonetheless, attendance of these virtual meetings by both Senators and non-senators far exceeded expectations. This sizeable mixture of individuals significantly contributed to the richness of the discussions and provided a venue for greater shared governance. Moreover, the Senate considered and acted upon a number of matters that were of noteworthy benefit to our students and the academic environment. The following briefly summarizes just a few of the more meaningful actions taken by the Senate during the 2020-2021 academic year.

Bylaws. The Senate considered and approved revisions to its bylaws, which were last updated in early 2020. These changes, which should make the work of the Senate more efficient, were necessitated by a variety of factors including the re-organization of academic units in mid-2020. A copy of the revised bylaws is attached for the Board’s information.

Common Syllabus. In collaboration with the Institute of Teaching and Learning, the Academic Senate approved the use of a common syllabus for all courses at YSU. As developed by the Institute, the common syllabus contains a series of required items that must be included in syllabi, as well as several recommended items. By implementing these elements, students will have a greater and clearer understanding of the instructor’s expectations and course requirements, as well as information that shall help guide them during their YSU experience. A fuller description of the Common Syllabus and its components can be found at the following URL: <https://ysu.edu/institute-teaching-and-learning/ysu-common-syllabus>.

Curricular and Programmatic Actions. A key responsibility of the faculty via the Academic Senate is the development of new curricula and programs to fit the needs of our students and the larger community, as well as to decommission those academic courses and programs that are no longer needed or relevant. Such actions make our various programs more attractive to students and reactive to changes in the community environment. To this end, the University Curriculum Committee processed 196 new courses or revisions to existing courses, as well as deleted 26 more. The Academic Programs Committee processed the addition of 27 programs and the elimination of 13 more.

Extension of Credit/No Credit Policy. Given the continued stresses associated with educational experiences in the midst of a pandemic, the Senate agreed to extend the previous credit/no credit policy through the Spring 2021 semester. Students have a limited window of opportunity to change to this grading option following the posting of grades, but only after appropriate consultation with an academic advisor.

Test Optional Admissions. The Senate agreed to continue a “test optional” admissions standard through Spring 2023. This policy will help facilitate the application process for students seeking admission to YSU, but who were unable to take the SAT or ACT examinations due to the current coronavirus pandemic.

Academic Catalog. The YSU catalog serves as a key resource for all university courses, programs, and policies. It can be YSU’s first opportunity to impress prospective students and their parents, as well as provide academic and policy guidance to current students, faculty, and

staff. Hence, it is critical that the catalog contain up-to-date and relevant information to be an effective tool for all to use. To ensure this, the Senate established yearly deadlines by which academic information and policy matters must be submitted. As a result, curricular and programmatic decisions were completed in a more-timely manner. In addition, the Senate established a Curriculum Services Team to review submissions to ensure their accuracy.

Honorary Degree Nominees. The Academic Events Committee finalized a list of nominees for the Board to consider when awarding an honorary degree during the upcoming academic year. Without objection, the Senate approved this list which contains the names of notable YSU alumni. This list is included in the Board materials.

Facilitating Degree Attainment. The Senate took a number of actions to help students more readily progress towards their chosen degree without sacrificing academic quality. A few of these actions include:

- Permitting courses which fill requirements of both a major and a minor to now be counted towards the completion of both the major and the minor.
- Establishment of a “restricted minor” which is an intellectual venture of 12-19 hours that includes courses whose pre-requisites that are assumed to have been completed as part of the student’s major program of study.
- Eliminating the absolute requirement of prerequisites for 3700- and 4800-level courses with the proviso that faculty who teach in a program have autonomy to retain, add, or remove prerequisites to support academic rigor needed for their courses.

General Education. It is anticipated that due to changes coming from the Ohio Department of Higher Education, adjustments shall be required to YSU’s current general education model. Undoubtedly, this will be a major effort over the next academic year. A summary of the present state of general education and potential changes is not possible here. However, a long (1.5 hours) and detailed, yet highly informative video recording presented by YSU’s Director of General Education is available at the following URL:

<https://web.microsoftstream.com/video/ea621dfa-1398-44cb-a000-0cdab598fce0>.

Resolutions of Appreciation. Many wonderful and dedicated people comprise the membership of the Academic Senate, including students, faculty, and administrators. More so, these persons and others populate the Senate’s various committees which are the actual units that propose, deliberate, and recommend actions for the body to consider. These people, and those who work behind the scenes, help facilitate the mission of the Senate and its success.

The Senate has recognized two retiring faculty members and one retiring key staff person whose contributions have helped shepherd the body’s work over the past decades. As directed the Senate, the resolutions honoring these special individuals are attached to this Board update. The Senate is most appreciative and honored by the selfless service of the following persons:

- Dr. Bill Buckler, Associate Professor of Geography
- Dr. Gary Walker, Professor of Biological Sciences
- Ms. Jodi Clowes, Executive Assistant to the Provost, Office of Academic Affairs

YOUNGSTOWN STATE UNIVERSITY ACADEMIC SENATE BYLAWS

Approved May 1, 2012; Amended September 4, 2013; Amended February 5, 2020; Amended April 7, 2021

BYLAW 1: PURPOSE

The purpose of these Bylaws is to provide for the orderly implementation of the provisions of the Charter; to provide for the mechanical means of perpetuating the Senate and its responsibilities to the University community; and to assure an orderly transition between academic years.

BYLAW 2: FACULTY SENATORS

Section 1. Responsibilities

A faculty senator is a communication channel between the Senate and their constituent group. A Senator's responsibilities include, but are not limited to, preparing for and regularly attending meetings, adhering to deadlines appropriate to a Senator's role, and reporting to constituent group in a timely manner. Faculty senators are expected to contribute to the Senate through committee work and other activities.

Section 2. Eligibility

- (a) All persons who meet the definition of faculty, as provided in Article II, Section 3 of the Charter, are eligible for election to the Senate.
- (b) The academic department and college of the faculty member are determined by the Elections and Balloting Committee.

Section 3. Apportionment of Faculty Seats

As provided in the Charter, Article III, Section 2 (c), each college is assigned four seats, the total sum of which will be deducted from seventy. The remainder shall be apportioned among the various colleges in proportion to the percentage of Faculty departmental assignments in each college determined as of November 1 from [the prior academic year's] budget data provided by the office of Institutional Research. The Elections and Balloting Committee will compute these percentages and shall then calculate the number of additional seats apportioned to each college based upon these percentages.

Section 4. Election Procedures

(a) Nomination

A faculty member will become a nominee in either a departmental or at-large election, or both, by self-nomination or acceptance of a nomination by another. All nominees must consent to a nomination.

(b) Time of Elections

- (1) Departmental Elections shall be conducted by the department and the results certified and reported to the Elections and Balloting Committee by March 1 [of the academic year prior to the term to be served].

(2) College At-Large Elections shall be held in any college when the total number of seats assigned to that college exceeds the number of academic departments in that college. Such elections shall be conducted and the results certified by the Elections and Balloting Committee by April 1 [of the academic year prior to the term to be served].

(c) Term of Office

The term of office for departmental Senators shall be two years, beginning August 15 [of the new academic year]. The term of office for at-large Senators shall be one year, beginning August 15 [of the new academic year]. Departmental senators may serve a total of three consecutive terms. At-large Senators may serve without limit.

(d) Inability to Complete a Term

In the event that a faculty member is unable to fulfill a term, the Chair of the Elections and Balloting Committee will consult with the Chair of the Academic Senate to determine how the position is to be filled (see Bylaw 10).

BYLAW 3: OTHER ELECTIONS

Section 1. Chair and Vice Chair of the Senate

(a) All Senate members are eligible for election as Chair of the Senate. Nominations for Chair of the Senate will be taken at the first senate meeting.

(b) The Elections and Balloting committee is responsible for seeking nominations for the position of Chair of the Senate and for the proper conduct of the election, the results of which are announced no later than seven calendar days prior to the scheduled November Senate meeting.

(c) The successful candidate shall have a majority of valid votes cast. If no candidate obtains a majority, a run-off election shall be held between the two candidates receiving the most votes. In the event of a tie, the run-off candidate will be determined by drawing lots. The term of office of the Chair and Vice Chair will be for one year beginning at the conclusion of the December Senate meeting or, in the absence thereof, on January 1.

(d) The runner-up shall be designated as the Vice Chair. In the event of a tie, the run-off candidate will be determined by drawing lots.

(e) In the event the election does not produce a Vice Chair, the Senate Executive Committee will select a candidate for approval by majority vote of the body.

Section 2. The Elections and Balloting Committee

(a) All faculty members eligible for Senate election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.

(b) The Elections and Balloting Committee shall be responsible for overseeing elections in general, and specifically at-large senators.

(c) The term of office for the members of the Elections and Balloting Committee shall be two years, beginning August 15 of the current academic year.

Section 3. The Charter and Bylaws Committee

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) The Elections and Balloting committee shall be responsible for seeking nominations for vacant positions on the committee and for the proper conduct of the election.
- (c) The term of office for members of the Charter and Bylaws Committee shall be two years, upon election, beginning no later than October 1 of the current academic year.

Section 4. The Executive Committee

(a) Eligibility of Faculty Senators

All Senators from a given college shall be eligible for election to the Executive Committee.

(b) Election of Faculty Members

After the election of faculty to the Senate, the Elections and Balloting Committee shall hold elections for Executive Committee by May 1 [of the academic year prior to the term to be served].

(c) Term and Rotation

College representatives shall be elected to the Executive Committee for three year terms beginning August 15 [of the upcoming academic year]. Elections shall be on a rotating basis for the following terms:

Term	Colleges
2017 – 2020	Beeghly College of Liberal Arts, Social Sciences, and Education
	College of Science, Technology, Engineering and Mathematics
2018 – 2021	Bitonte College of Health and Human Services
	Cliffe College of Creative Arts
2019 – 2022	Williamson College of Business Administration
2020– 2023	Beeghly College of Liberal Arts, Social Sciences, and Education
	College of Science, Technology, Engineering and Mathematics
2021 – 2024	Bitonte College of Health and Human Services
	Cliffe College of Creative Arts
2022 – 2025	Williamson College of Business Administration

Note: The BCLASSE and CSTEM will hold a special election in 2021 to serve out 2020 – 2023 session. This will resolve issues created during the Summer 2020 reorganization.

This three-year rotation shall continue indefinitely.

(d) Administrative and Student Members

(1) As provided in Article IV, Section 2, (c) (1)(A)(ii) and (iii), the Administrative and student Senators selected for the forthcoming Senate shall meet separately to elect from themselves one administrative and one student Senator to serve as members of the Executive Committee by August 31.

(2) The term of office for administrative and student Senators of the Executive Committee shall be one year, beginning August 15 [of the current academic year].

Section 5. The Ohio Faculty Council

(a) There will be two representatives to the Ohio Faculty Council: the Chair of the Senate and one representative elected at-large from the faculty. In addition, an alternate representative to the Ohio Faculty council will be elected. The alternate will represent the Academic Senate at any meeting of the Ohio Faculty Council that either the Chair or at-large representative is unable to attend.

(b) Faculty eligible for Senate membership shall be eligible for election as an at-large or alternate representative.

(c) Candidates for both the at-large and alternate representative shall be nominated at the the first Senate meeting with the election to follow.

(d) The term of the at-large and alternate representative shall be two years beginning October 1 [of the academic year in which the election is held]. There is no term limit.

BYLAW 4: ELECTION AND BALLOTING PROCEDURES

Except as provided in Article V, Section 2 (f) and Article VI, Section 1 of the Charter, and Bylaw 2, Section 2 (b) all elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. Nominations and Eligibility to Serve on Committees

(a) A call for nominations will go to departments in the first week of the Fall semester for elected committees. In addition, nominations may be made from the Senate floor at the organizational meeting.

(b) All nominations must be confirmed.

(c) All persons nominated shall have the opportunity to appear on a subsequent electoral ballot.

(d) In all elections, every effort will be made to secure at least twice the number of nominees as there are positions.

(e) Confirmation of candidacy and eligibility for election shall be made by the Elections and Balloting Committee.

(f) Faculty and student members are eligible to serve on more than one committee.

Section 2. Tellers and Counting of Ballots

(a) For each election or balloting the Elections and Balloting Committee may appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.

(b) At a meeting of the Academic Senate when a written ballot is utilized, the Chair of the Elections and Balloting Committee, or a member of that committee, or in their absence, the Chair of the Senate, will appoint sufficient tellers to distribute ballots, collect, and tally the same, and report the results to the Chair of the Senate. The Chair of the Senate, or the Chair of Elections and Balloting, will announce the results.

(c) No person shall count ballots in any election where he or she is a candidate.

Section 3. Ballots

(a) Each Department is responsible for the preparation of all ballots and their distribution to the appropriate electorate. Unless otherwise specified, all balloting shall be completed and closed within ten calendar days. Prior to the electronic distribution of ballots, the distribution list will be reviewed and measures taken to ensure all members receive ballots. The Chair of the Elections and Balloting Committee, in conjunction with the Senate Executive Committee, will agree upon the platform used for the electronic balloting process used for elections in addition to any changes in that process.

(b) On all election ballots, with the exception of those for At-Large Senators, the names shall be listed in alphabetical order. On ballots for At-Large Senators the order of names shall be determined by the drawing of lots of nominees' names by the college's Election and Balloting Committee representative.

(c) All ballots must include a statement about the maximum number for which to vote, which is equivalent to the number to be elected and instructions for returning the ballot. For those ballots where a normal alphabetical order is not used, the ordering system used shall be identified. Ballots shall be distributed, collected, and counted in such a manner as to protect the privacy of the vote.

Section 4. Balloting Disputes

The Elections and Balloting Committee will resolve all balloting disputes, the determinations of which are final. Disputes arising from procedural matters shall be referred to the Charter and Bylaws Committee for its interpretation.

Section 5. Ties

All ties shall be resolved by drawing lots. Ties and their resolutions shall be noted in the appropriate election report. Runoff elections will only be conducted for the position of Senate Chair, as described in Bylaw 3, Section 1 (c).

Section 6. Reporting and Disposition of Elections and Balloting Results

(a) The Elections and Balloting Committee shall make public the results of all elections and balloting under its jurisdiction. A complete record of the results shall be retained for the duration of the longest term of office being contested in each election, and for a period of one year in any balloting which does not involve an election. All paper ballots or a printed copy of the itemized results of the electronic ballots will be retained by the Elections and Balloting Committee for a period of thirty days following the date of publication of results.

(b) Data from all Senate elections will be stored electronically in a permanent database that is accessible to the Chair and members of the Elections and Balloting Committee. In order to

maintain the integrity of the data to be electronically stored, all data will be electronically stored and backed-up in a secure environment.

(c) Ballots and electronic results may be inspected by any member of the university community, and such inspection shall be supervised by a member of the Elections and Balloting Committee.

BYLAW 5: DUTIES OF SENATE OFFICERS

Section 1. Chair

(a) The Chair shall preside at all Senate meetings and perform such other duties as are required.

(b) The Chair shall be responsible for the communication of all Senate action to the Administration.

(c) The Chair shall ensure that an updated copy of the Charter and Bylaws of the Academic Senate is available.

(d) The Chair, as per the Bylaws of the Board of Trustees (Article 4.F.1.d.), shall be a nonvoting member of the Academic Excellence and Student Success Committee. In the event that the chair of the YSU Academic Senate is not a member of the University's faculty, then the faculty member holding the highest ranking position within the YSU Academic Senate leadership shall hold this position.

Section 2. Vice Chair

(a) The Vice Chair shall assume the duties of the Chair, in the event the Chair is temporarily unable to perform them.

(b) The Vice Chair shall be the Chair of the Governance Committee. If there is no Vice Chair or he/she is unable to preside over this committee, another member of the Executive Committee will be appointed Chair of the Governance Committee by the Chair.

Section 3. Secretary

(a) The Secretary shall coordinate with the Provost's Office to circulate of materials as prescribed in Article III, Section 5 (c) of the Charter.

(b) The secretary shall manage a permanent file of the results of all balloting.

(c) The Secretary shall maintain a record of attendance at all Senate meetings, as evidenced by signatures of members. A summary of attendance shall be distributed prior to the at-large elections each year.

(d) The Secretary shall collect minutes from all committee meetings and distribute such minutes to the Executive Committee and others as directed by the Executive Committee.

(e) All proceedings of the Senate shall be published within seven calendar days after the Senate meeting and distributed in the same manner as the agenda.

(f) Both agenda and minutes shall be available electronically through the Academic Senate website.

Section 4. Parliamentarian

The parliamentarian shall advise the chair, on all matters pertaining to proper parliamentary procedures.

BYLAW 6 ELECTED CHARTERED COMMITTEES

Section 1. List of Elected Committees

There are three elected chartered committees of the Senate:

- Senate Executive Committee
- Elections and Balloting Committee
- Charter and Bylaws Committee

Section 2. Elected Chartered Committees

(a) The elected chartered committees of the Senate are the Senate Executive Committee, the Elections and Balloting Committee and the Charter and Bylaws Committee.

(b) The composition, eligibility rules and charge of the elected chartered committees is contained in the Charter and Bylaws of the Academic Senate.

BYLAW 7 APPOINTED AND ELECTED/APPOINTED CHARTERED COMMITTEES

Section 1. General Provisions:

(a) The membership of each committee, except for the Professional Conduct Committee, shall include faculty members, administrative members, and student members. In addition to nonvoting ex officio members, all administrative members, except for the Student Academic Grievances Committee and the Professional Conduct Committee, shall be nonvoting members. Quorum shall consist of a simple majority of the voting and nonvoting membership, except for the Professional Conduct Committee.

(b) An appointed committee and an Ad-Hoc committee (See Bylaw 8) may be deactivated or activated by the Senate Executive Committee. If the activation or deactivation is continuous for a period of three years, the Senate Executive Committee must set forth a motion changing the Bylaws and/or Charter to the Bylaws and Charter Committee making the change permanent. If this is not done, the committee structure reverts to that laid forth in the existing bylaws.

Section 2. Governance Committee

(a) The Senate will establish a Governance Committee which will be charged with placing faculty members and department chairs on various committees within the Senate and on other university committees seeking Senate representation.

(b) his committee will keep and maintain a worksheet for each committee that includes: the name of the committee, the classification of the committee (Senate, University, etc.), the membership composition and means of appointment, the qualifications for and terms of service, the chair and current members, the charge for this committee, and other information as deemed pertinent.

(c) All worksheets for an upcoming senate term should be introduced to the entire Senate at the April meeting of the previous term (with the exception of ad hoc committees which can be established at any time).

(d) Before the April meeting and in consultation with the existing membership of the committees, the Governance Committee will update any changes, including filling vacancies and reworking the charge.

If (e) If a person is placed on a committee and refuses to participate in the work of that committee, regardless of reason, the chair of the committee may petition to the Governance Committee to have that member removed. The Governance Committee will have final say on this and the removal will be indicated in the records of the Governance Committee.

(f) If a new, non-Senate committee is established during the course of the year, this committee will work with the Senate Executive Committee to fill the need.

(g) If a committee is charged with including a representative from each college and the college cannot find a willing faculty member to serve, the position will be left vacant.

(h) The administrative member shall be appointed by the Office of Academic Affairs no later than March 15.

(i) The Student Government Association will appoint a student member to the committee.

(j) The charge for the committee must be introduced to each senate at the April meeting and will be in effect for one full senate term.

Section 3. List of Senate Chartered Committees

These committees will be maintained using the worksheets of the Governance Committee. The charge and other information for the committee must be introduced to each senate at the April meeting and will be in effect for one full senate term.

- Academic Programs Committee
- Undergraduate Curriculum Committee
- Honors Committee
- Integrated Technologies Committee
- Library Committee
- Academic Research Committee
- Academic Standards Committee
- Student Academic Grievances Committee
- Academic Events Committee
- Professional Conduct Committee
- General Education Committee
- Teaching and Learning Committee
- First Year Experience Committee
- Diversity and Inclusion Committee
- Strategic Planning Committee
- Academic Publications Committee

BYLAW 8 AD HOC AND NON-SENATE COMMITTEES

Section 1. Formation

As the needs of the academic unit deem necessary, the Senate Executive Committee will approve a charge for an ad hoc committee. These groups will be temporary, but will be administered by the Governance Committee with consultation and approval of the Senate Executive Committee.

Section 2. Membership

In order to participate in the shared governance of the university as a whole, the Governance Committee will appoint faculty (both senators and appointed from the faculty at large) to ad hoc and non-Senate committees.

BYLAW 9 COMMITTEE MEETINGS AND MINUTES

Section 1. General Requirements.

- (a) All Senate Committees shall meet as often as necessary to complete their charge, but no less than twice during every semester of the academic year.
- (b) IAI committees shall record minutes of their meetings and shall distribute copies of their approved reports to the Secretary for proper distribution.

Section 2. Conduct of Committees

In all cases where other specific rules have not been approved by the Senate, Roberts' Rules of Order will apply to all committee business.

BYLAW 10 VACANCIES

Section 1. Notifications

Vacancies should be reported to the Chair within 30 days. Vacancies are determined by missing two consecutive meetings (unexcused), by a member alerting the Chair about approved University leave or resignation.

Section 2. Vacancies of Chair and Vice Chair.

- (a) In the event the Chair's position becomes vacant (through resignation or other means), the Vice Chair shall assume the Chair.
- (b) In the event the Vice Chair becomes vacant during his/her term, the Elections and Balloting Committee will determine how to fill the position.

Section 3. Determining Vacancies in Elected Committees

- (a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one semester or longer) basis, as specified herein.
- (b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

Section 3. Filling Vacancies

- (a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election in which the vacated member was elected, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.
- (b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.
- (c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

Section 4. Other Faculty Vacancies

The matter of such vacancies as not here provided, including those that cannot be filled per Sections 2 and 3 of this Bylaw, shall be referred to the Executive Committee of the Senate for disposition.

Section 5. Non-Faculty Vacancies

Administrative or student vacancies in the Senate or its subsidiary bodies shall be filled by the appropriate individual or body and in a manner consistent with the provisions of Article III in the Charter of the Academic Senate.

Section 6.

The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

BYLAW 11 SENATE MEETINGS

Section 1. Organizational Meeting

The organizational meeting for the new academic year is called by the Chair of the Senate, or, if unavailable, by a member of the Executive Committee. The first order of business for this meeting shall be the nomination of the Chair of the Senate and nomination of the members of the Charter and Bylaws Committee.

Section 2. Regular meetings

The order of business

- Call to order
- Approval of the minutes of the last meeting
- Report of the Chair and Executive Committee
- Reports of Senate committees (order to be determined by Executive Committee)
- Old business
- New business
- Adjournment

Section 3. Emergency Meetings

An emergency meeting is a special meeting that convenes when a situation requires immediate official action. If the Executive Committee calls an emergency meeting, it must immediately notify all of the media outlets that have specifically requested such notice. The notice must include the time, place, and purpose of the emergency meeting.

BYLAW 12 RULES OF ORDER

Section 1.

The rules of order specified in the latest edition of *Robert's Rules of Order Newly Revised* (12th Edition) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

Section 2.

Any member of the University community shall have the right to address the Senate, provided he or she has notified the chair, in writing, of his or her intent, and has arranged with the chair for a suitable time at which he or she may be recognized. A member or guest of the Senate may speak at such times as he or she is recognized by the chair.

Section 3.

All meetings of the Senate and its committees shall be open in accordance with State of Ohio Open Meetings Laws and the exemptions specified therein.

Section 4.

Senate business shall be conducted by informal consideration, except following affirmation of a motion "to consider formally." Closure of debate, nevertheless, may still be ordered by a two-thirds majority.

Section 5.

An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances:

- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
- (b) When the conduct of the Senate's business is terminated by the arrival of a predetermined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."

Section 6.

Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

Section 7.

A roll call vote may be ordered by a vote of one-fifth of the total membership of the Senate. The procedure to be followed will be as specified in *Robert's Rules of Order* .

BYLAW 13 AMENDMENTS

Section 1.

Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.

Section 2.

A proposed amendment to the Bylaws shall be distributed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.

Section 3.

At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chair shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.

**Approved by the Academic Senate
of Youngstown State University**

April 7, 2021

**A RESOLUTION HONORING THE SERVICE OF
BILL BUCKLER**

WHEREAS, faculty at Youngstown State University, along with their students, are at the core of our institution's mission; and

WHEREAS, Dr. Bill Buckler has been wholly engaged with the University as a leader in academic advisement and in guiding endeavors to make advising materials accessible to our students; and

WHEREAS, Dr. Buckler has been wholly committed to ensuring curriculum processes are followed in the CLASS Curriculum Committee and in the Academic Programs Committee; and

WHEREAS, Dr. Buckler has contributed to robust scholarship activities and numerous service endeavors, including the Academic Senate; and

WHEREAS, Dr. Buckler has served the Academic Senate and his colleagues by providing careful guidance and consideration to program proposals; and

WHEREAS, Dr. Buckler has announced his plans to retire from the University and move onto other areas of personal and professional interest;

NOW THEREFORE BE IT RESOLVED, the Academic Senate of Youngstown State University hereby formally recognizes Dr. Bill Buckler's stellar career as an educational professional as well as a stalwart member of the Senate and Academic Programs Committee; and

BE IT FURTHER RESOLVED that copies of this resolution be distributed to President James Tressel, Provost Brien Smith, and The Board of Trustees.

Chet Cooper, Chair
Academic Senate



**Approved by the Academic Senate
of Youngstown State University**

April 28, 2021

**A RESOLUTION HONORING THE SERVICE OF
GARY R. WALKER**

WHEREAS, faculty at Youngstown State University, along with their students, are at the core of our institution's mission; and

WHEREAS, Dr. Gary R. Walker has been wholly engaged with the University, its students, and the larger community for the last 26 years; and

WHEREAS, Dr. Walker has been wholly committed to delivering both a quality educational experience and appropriate career guidance to his students; and

WHEREAS, Dr. Walker has contributed to robust scholarship activities and numerous service endeavors, including Department Chair and the Academic Senate; and

WHEREAS, Dr. Walker has served the Academic Senate for several decades in various positions, most notably of late as Chair of the Standards Committee;

WHEREAS, Dr. Walker has indicated his desire to move into other areas of personal interest;

NOW THEREFORE BE IT RESOLVED, the Academic Senate of Youngstown State University hereby formally recognizes Dr. Gary R. Walker's stellar career as an educational professional as well as a stalwart member of the Senate; and

BE IT FURTHER RESOLVED that copies of this resolution be distributed to President James Tressel, Provost Brien Smith, and The Board of Trustees.

Chet Cooper, Chair
Academic Senate

**Approved by the Academic Senate
of Youngstown State University**

April 28, 2021

**A RESOLUTION HONORING THE SERVICE OF
JODI CLOWES**

WHEREAS, Ms. Jodi Clowes has been wholly engaged with the University as a loyal and highly skilled employee for nearly forty-one years; and

WHEREAS, Ms. Jodi Clowes has been wholly committed to ensuring student success through her service over the years to the former College of Fine and Performing Arts as well as her present position within the Office of Academic Affairs; and

WHEREAS, Ms. Jodi Clowes' personality and skills have enormously benefited students and diverse individuals and groups of the University community; and

WHEREAS, Ms. Jodi Clowes has continuously exhibited a work ethic and fundamental values consistent with the University's mission and vision; and

WHEREAS, Ms. Jodi Clowes has diligently and exhaustively served the Academic Senate and its various committees; and

WHEREAS, Ms. Jodi Clowes has announced her plans to retire from the University and move onto other areas of personal interest;

NOW THEREFORE BE IT RESOLVED, the Academic Senate of Youngstown State University hereby formally recognizes Ms. Jodi Clowes' stellar career as an administrative professional as well as a stalwart member Youngstown State University community; and

BE IT FURTHER RESOLVED that copies of this resolution be distributed to President James Tressel, Provost Brien Smith, and The Board of Trustees.

Chet Cooper, Chair
Academic Senate

YSU Board of Trustees
Enrollment Optimization Team Comments
June 2021

Comments: Professor Dana Davis, chairperson, Department of Human Services.

Thank you to Associate Vice President Elaine Ruse and Vice President Mike Sherman for providing me this opportunity to discuss some of the enrollment and retention initiatives we have taken on in the social work program.

We were inspired by Provost Smith call to action this past summer to “keep every student” and President Tressels often heard words that the students “don’t care how much we know until they know how much we care”.

Those simple phrases made everything so clear to the social work program. We are trained in the skills of empathy and engagement and we used those talents to proactively engage all of our students in a relationship of caring by showing them that their success is our success.

We were also inspired by the strategic planning committee’s speaker series. Earlier in our strategic planning process we brought in the speaker from MIT that helped us understand HOW to help all of our students be successful. She explained how her goal was to have all of her students earn an “A”. Because all of our students do not start in an equal place she provides multiple opportunities for students to gain success and multiple definitions of what success means.

With the goals of keeping every student, showing students that we care and supporting every student in earning an A the social work faculty felt empowered to take the steps needed to reach these goals. We offer students endless attempts to complete their work. We utilize the tool of incompletes to give students more time to finish their work amidst the multiple demands of heavy work schedules, tremendous loss and trauma, caring for children and the elderly, and doing important work in our community. We do not want our assignments to add unnecessary burden to their lives but to enrich the good work they are already doing. The students always appreciate the 2nd, 3rd, 4th chance and their grades always improve. Most importantly, they learn the important concepts and skills being taught in the class which makes them better practitioners which means they can help more people and we can have a healthier community.

I have been asked to talk to chairs in other departments about being flexible with grading and with giving incompletes and have been met with a fair amount of resistance. People see giving a student an “I” to complete their work as being unfair and that if you give 1 person more time you have to give everyone more time. I have tried to convey the concept of equity. Equity means that you might have to do something different for one person in order to provide an equal chance to everyone. Not everyone will need the same thing. Not everyone in the class needs more time. Not everyone in the class is struggling with the same barriers or the same inequities in getting to our classrooms. You most likely already know that it is most often our students of color and those that economically disadvantaged that need these supports. The inequity in our community

unfortunately disproportionately falls on our most vulnerable students and community members. By offering them multiple chances, individualized plans and support we not only help them be a successful student and social worker, we also improve the depth of success in our communities.

We also lighten the student course load by offering PLA to students that have been working in the field. We are unique in bringing this offer to our students that other schools do not. We are marketing this to our community colleges so their students are more likely to select YSU because we value their work experience. This incentive helps us entice more non-traditional students which are the key to expanding our enrollment. I have multiple inquiries a semester from a community member that says, "I work with so and so and they told me you offer credit for my work history, would I be eligible for that?" and now we have another student enrolled in our program.

We were inspired by Associate Provost Clarire Bernadini's success in her new advising structure. We were thrilled to see that providing students with an advisor that not only helps them with classes but is there for all supports really did significantly improve the retention of our most vulnerable students. We took on these challenges in our department by implementing several supportive advising strategies.

We substitute classes from other fields that are similar to our own. We count every class, not just as electives, but toward their major and a timely graduation. We work hard in advising to make classes accessible to students. We offer week night alternatives to most of our classes on alternating semesters. However, sometimes our classes just do not fit with our students' schedules. Sometimes we help them substitute classes in other majors which increases their skills in transdisciplinary care.

We changed our gen ed requirements to reflect the basic gen ed requirements of the university. We now accept any A&H, SS or SPA for gen eds instead of being prescriptive. This allows students choice and also means if they switched majors and were already following another majors' curriculum that they do not have to take an additional class because we will count the other majors gen ed requirements. We changed our minor to offer more courses to give students more options.

One challenge we face is in implementation in other departments. Even faculty and administrators that believe conceptually in these ideas, have trouble understanding how to implement them on a day to day basis with individual students and in their department policies. I am not a policy person but perhaps if administration could come up with policies that are expressly inclusive and emphasize equity then the faculty would be more comfortable implementing these concepts because they see them as the "rules". Many people are uncomfortable being asked to think outside the box and to go beyond the rules.

I have consistently felt the support of upper administration in the concepts of flexibility and adaptability to enhance equity and inclusion on this campus. Focusing on these concepts helps us retain our students and adds to our positive reputation in the community which adds to our enrollment. The opportunity in these ideas are endless. They do not cost much money. Social Work was able to immediately implement these ideas even though 80% of our classes are taught

by part time faculty. Mostly these concepts need human beings. We need more people in social work and in other areas of advising that can take on these timely human being connections. It takes time to build relationships with students, to maintain those relationships, and to provide additional supports when needed. It is extremely time consuming to grade assignments 2, 3, 4 and more times. However, we do not require any additional equipment, buildings, technology, or other expenses. We can simply utilize the expertise of our campus and community to successfully implement these ideas and increase enrollment and retention on our campus. Just like keeping every student, we need to keep all our human resources here at YSU.

I feel very lucky to have been a part of our strategic planning process and to be a part of our future. I was consistently surprised that the leaders of our campus are dedicated to the success of our students and not on the bottom line. I feel that YSU is very unique in that our leaders realize that supporting our students through multiple creative ideas of equity and inclusion will also support the mission of YSU. It will help us to create a student-centered environment that inspires individuals, enhances futures, and enriches lives.

Academic Excellence and Student Success Committee Background Materials

- Office of Research Services Quarterly Report
- Current Accreditation Activity
- Academic Program Activity Update
- Academic Affairs Awards

Youngstown
STATE UNIVERSITY

One University Plaza, Youngstown, Ohio 44555

www.ysu.edu

MEMORANDUM

Date: 4/16/2021

To: Dr. Brien Smith, Provost and Vice President for Academic Affairs
:

From: Office of Research Services

(ORS) Re: FY21 Third Quarter Report

Please see attached the FY21 Third Quarter Report as prepared for delivery to the Academic Quality and Student Success Committee of the Board of Trustees.

ORS staff managed **49** major grant administration activities during this quarter (**23** submissions and **26** awards/contracts). Additionally, the IRB processed 55 new protocols and 14 modifications.

Notable highlights:

- YSU submitted the proposal *Student Completion in STEMM (SCS)* (\$645,956) for Choose Ohio First Scholarship funding
- YSU submitted 4 proposals to the Ohio Federal Research Network (OFRN) Round 5
- Dr. Cory Brozina received two NSF awards:
 - a 3-year \$299,968 award to conduct a study of nontraditional students in engineering
 - a 5-year \$999,971 award to create programs for the commuter engineering students
- YSU received \$3.5M from General Motors for Community Workforce Development Services

Accompanying this submission is the FY21 Quarter 3 Detail Report, which provides greater detail regarding institutional submissions and awards.



**EXECUTIVE
SUMMARY**

Third Quarter Report – FY21
January 1, 2021 to March 31, 2021

Submitted Proposals to External Agencies: Total

Q3 Total Dollars Requested:	\$3,197,730
Q3 Indirect Cost Requested:	\$316,693
Q3 Total Proposals Worked:	28
Q3 Total Proposals Submitted:	23

Funded Proposals from External Agencies: Total

Q3 Total Dollars Awarded:	\$3,216,092
Q3 Indirect Costs Awarded:	\$171,786
Q2 Total Projects Awarded:	26

Q3 YTD Comparison:

	FY19	FY 20	FY 21
<i>Q3 Submissions</i>	34	25	23
<i>Q3 Dollars Requested</i>	\$5,972,021	\$4,034,331	\$3,197,730
<i>Q3 Awards</i>	20	21	26
<i>Q3 Dollars Awarded**</i>	\$1,458,414	\$1,026,412	\$3,216,092
<i>YTD Submissions</i>	82	85	72
<i>YTD \$ Requested</i>	\$14,926,495	\$21,486,164	\$11,538,719
<i>YTD Awards</i>	82	74	82
<i>YTD \$ Awarded</i>	\$7,014,834	\$4,254,407	\$9,384,885

** awarded amounts are reported according to budget periods

Q3 Total Active Awards: 124
 Q3 Total Research Expenditures: \$ 3,446,938
 YTD Research Expenditures: \$7,980,577

Proposals Submitted to External Agencies

Third Quarter Report – FY21
January 1, 2021 to March 31, 2021

PI/PD	Department	Funding Agency	Amount Requested	Indirect Costs Requested	YSU Cost Share
Rodabaugh, S.	Mathematics & Statistics	Ohio Dept. of Higher Education	\$645,956	\$0	\$1,682,201
Cooper, C.	Chemical & Biological Sciences	Ohio State University	\$56,800	\$10,000	\$0
Cortes, P.	Engineering	National Science Foundation	\$532,257	\$0	\$0
Sharma, S.	Engineering	National Science Foundation	\$190,765	\$30,666	\$0
Bralich, J.	Humanities	City of Youngstown	\$8,353	\$0	\$0
Korenic, R.	CSIET	National Fish and Wildlife Foundation	\$6,325	\$1,325	\$0
Yu, F.	CSIET	National Science Foundation	\$278,333	\$49,525	\$0
Huber, M.	Finance & Accounting	Institute of Management Accountants Research Foundation	\$18,500	\$0	\$0
Powe, N.	Health Professions	Ohio College Health Association	\$2,000	\$0	\$0
Byers, A. & Prieto, A.	Mathematics & Statistics	Mathematical Association of America	\$6,000	\$0	\$0
Case, W.	Dana School of Music	National String Project Consortium	\$24,650	\$0	\$319,662
Sharma, S.	Engineering	National Oceanic and Atmospheric Administration	\$63,342	\$0	\$64,367
Park, B.	Engineering	Ohio Federal Research Network	\$183,144	\$38,137	\$148,849
Gygi, C.	ETC	Ohio Federal Research Network	\$630,483	\$115,463	\$74,190
Disotell, K.	Engineering	Ohio Federal Research Network	\$26,757	\$4,739	\$0
Moldovan, S.	Engineering	Ohio Federal Research Network	\$176,803	\$0	\$101,298
Islam, A.	Engineering	Ohio Dept. of Transportation	\$96,186	\$19,308	\$26,000
Deschenes, R.	Engineering	Ohio Dept. of Transportation	\$74,529	\$10,866	\$0
Cortes, P.	Engineering	NASA	\$9,900	\$2,061	\$0
Cameron, A.	Human Services	Advanced Methods in Innovation	\$15,000	\$3,124	\$0
Sharma, S.	Engineering	National Oceanic and Atmospheric Administration	\$80,903	\$16,847	\$44,273
Ge, W.	Graduate Health	Dept. of State	\$70,000	\$14,576	\$0
McKenney, M.	Student Success	Ohio Dept. of Education	\$744	\$56	\$0
TOTALS			\$3,197,730	\$316,693	\$2,460,840

Projects Awarded from External Agencies

Third Quarter Report – FY21

January 1, 2021 to March 31, 2021

PI/PD	Department	Funding Agency	Amount Awarded	Indirect Costs Awarded	YSU Cost Share
Brozina, C.	Engineering	National Science Foundation	\$33,744	\$7,027	\$0
Prieto, A.	Mathematics & Statistics	Mathematical Association of America	\$6,000	\$0	\$0
Brozina, C.	Engineering	National Science Foundation	\$199,994	\$15,224	\$0
McCartney, R.	SBDC	Economic Development Agency	\$359,827	\$0	\$89,957
Sharma, S.	Engineering	Muskingum University	\$24,281	\$5,056	\$17,725
Powe, N.	Health Professions	NEOMED	\$5,000	\$0	\$2,500
Moss, M.	Facilities	Mahoning Valley Sanitary District	\$62,070	\$0	\$0
Wendland, M.	Health & Rehab Graduate Studies	American Physical Therapy Association	\$9,996	\$0	\$0
Disotell, K.	Engineering	Ohio Space Grant Consortium	\$5,000	\$0	\$5,000
McCartney, K.	SBDC	City of Newton Falls	\$30,000	\$6,147	\$0
VanVoorhis, R. & Miller, K.	Psychology Sciences & Counseling	University of Cincinnati	\$29,994	\$2,227	\$0
Ge, W.	Health & Rehab Graduate Studies	U.S. State Dept.	\$50,000	\$10,412	\$0
Sexton, G.	WYSU	Corp. for Public Broadcasting	\$120,557	\$0	\$0
Cooper, C.	Chemical & Biological Sciences	Ohio Water Resources Center	\$56,800	\$7,500	\$0
Armstrong, F.	Physics, Astronomy, Geology, & Environmental Sciences	Consortium for Ocean Leadership	\$9,000	\$0	\$3,534
Cameron, A. & Epler, P.	Human Services & Teacher Education & Leadership Studies	Ohio Dean's Compact	\$67,464	\$4,998	\$0
Bralich, J.	Humanities	City of Youngstown	\$8,353	\$0	\$0
Veisz, P.	SBDC	U. S. Defense Logistics Agency	\$39,267	\$0	\$54,262
Veisz, P.	SBDC	Ohio Development Services Agency	\$34,743	\$0	\$0
Brozina, C.	Engineering	National Science Foundation	\$99,989	\$20,821	\$0

Oddo, J.	MVICC	General Motors	\$1,750,000	\$80,596	\$0
Cortes, P.	Engineering	NASA	\$9,900	\$2,061	\$0
Cameron, A.	Human Services	Advanced Methods in Innovation	\$11,613	\$0	\$0
McCartney, R.	SBDC	City of Youngstown	\$25,000	\$3,261	\$0
Martin, H.	Engineering	National Center for Defense Manufacturing and Machining	\$140,000	\$4,456	\$0
Ahmadi, F.	Engineering	Union Steel	\$27,500	\$2,000	\$0
		TOTALS	\$3,216,092	\$171,786	\$172,978

CURRENT ACCREDITATION ACTIVITY
June 2021

Summary of recent site visits:

- At its February 2021 meeting, the Commission on Accreditation (COA) voted to reaffirm accreditation for the Bachelor of Social Work program for eight years, ending in October 2027 due to a one-meeting deferment received this cycle.
- The virtual site visit for the Bachelor of Science in Respiratory Care entry into practice program was completed February 8-9 without programmatic issues. Continuing re-accreditation status will be conveyed for the BSRC entry into practice on July 21 during the next Commission on Accreditation for Respiratory Care (CoARC) board meeting.

Summary of recent accreditation actions:

- On July 30, 2018, the Higher Learning Commission continued the accreditation of YSU with the next Reaffirmation of Accreditation scheduled to occur in 2027-28.

Details:

Program	Status
Art National Association of Schools of Art and Design (NASAD)	The NASAD Commission granted renewal of membership for the following degree options: BA in Art History, BS in Art Education, BFA in Studio Art, and MA in Art Education. The next full review is scheduled for 2025-2026. The Commission accepted the Progress Report of the MFA in Interdisciplinary Visual Arts degree. An affirmation statement and audit were submitted on June 27, 2020, noting that no significant changes had been made to the majors and programs.
Athletic Training Commission on Accreditation of Athletic Training Education (CAATE)	The Master of Athletic Training program was granted initial accreditation for five years by CAATE in 2018. The next review will occur in 2023. A progress report was required because the program is out of compliance with the unfilled position of a required program director. On January 12, 2021, accreditors placed the program on probation. A Program Director position has been posted, and a search is being conducted.
Business AACSB International—The Association to Advance Collegiate Schools of Business	AACSB International approved the extension of accreditation in January 2020. Accreditation of the undergraduate and graduate business programs is extended for the standard five years. The next accreditation review will be in 2024. AACSB cited a deficiency in the number of finance faculty and the heavy reliance on lecturers.

Program	Status
<p>Chemistry American Chemical Society (ACS)</p>	<p>The American Chemical Society (ACS) notified the YSU Chemistry Department in August 2017 that its BS Chemistry program has met the requirements for continued ACS accreditation through 2022. At that time, the department must apply for re-accreditation.</p>
<p>Counseling Council for Accreditation of Counseling and Related Educational Programs (CACREP)</p>	<p>The Council for Accreditation of Counseling and Related Educational Programs (CACREP) granted full accreditation to the MS. Ed. in Counseling—Addiction Counseling, Clinical Mental Health Counseling, School Counseling, and Student Affairs/College Counseling program tracks for the full eight-year period, until March 31, 2023.</p>
<p>Dental Hygiene American Dental Association (ADA)</p>	<p>The self-study for continuing accreditation of the Dental Hygiene program was submitted in September 2017. This was the initial site visit following the transition from the Associate of Applied Science (AAS) degree to the Bachelor of Science in Dental Hygiene (BSDH) degree. A site visit occurred in November 2017, and the program was awarded full accreditation status, Approval Without Reporting Requirements, at the 2018 ADA CODA Summer Commission meeting. The accreditation cycle for allied dental programs is seven years. The next site visit will be due in late 2024 or early 2025.</p>
<p>Dietetics Program Academy of Nutrition and Dietetics (AND) Accreditation Council for Education in Nutrition and Dietetics (ACEND)</p>	<p>The three ACEND accredited dietetics programs that co-exist at this time are the Didactic Program in Dietetics, the Coordinated Program in Dietetics, and the Master in Public Health-Dietetics Future Model (MPH-DFM). The Coordinated Program will graduate its last cohort in Summer 2021, at which time it will be completely replaced by the MPH-DFM. The first cohort in the MPH-DFM started Fall 2020. All three programs continue in good standing. The Dietetic Technician Program closed in August 2020 after the last cohort graduated. Low enrollment and faculty resources informed this decision.</p> <p>As part of its re-accreditation requirements, the Didactic Program in Dietetics completed an ACEND site visit in January 2020 and is now awaiting the decision by the ACEND board. COVID-19 has delayed this process.</p>

Program	Status
Dietetics (continued)	The MPH-DFM pilot program received final approval in November 2019. The next accreditation visit will be held in 2023.
<p data-bbox="201 344 691 449">Education and Licensure Programs The Council for the Accreditation of Educator Preparation (CAEP)</p> <p data-bbox="201 527 721 590">Accreditation occurs at the unit (BCOE) level.</p>	The Council for the Accreditation of Educator Preparation (CAEP) conducted a site visit of YSU’s Beeghly College of Education on April 2-4, 2017. CAEP’s Accreditation Council met on October 23, 2017, and granted accreditation status effective Fall 2017 through Fall 2024. The next site visit will occur in Fall 2024.
<p data-bbox="201 602 721 741">Emergency Medical Services State of Ohio Department of Public Safety / Division of Emergency Medical Services</p> <p data-bbox="201 957 711 1062">Commission on Accreditation of Allied Health Education Programs—EMS Professions (CoAEMSP—CAAHEP)</p>	<p data-bbox="764 602 1414 888">The Emergency Medical Services (EMS) program was site visited on March 3, 2016, by the Ohio Department of Public Safety (ODPS) Division of EMS, and on March 3 and 4 by the Committee on Accreditation of Education Programs for the EMS Profession (CoAEMSP). The program received no citations from either the state or CoAEMSP reaccreditation visit.</p> <p data-bbox="764 932 1414 1323">Subsequent to the submission of the self-study documents and site visit, the program received full reaccreditation by the ODPS Division of EMS and has received its findings letter from CoAEMSP indicating there were no citations and the program is being forwarded to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for full reaccreditation for five years. The EMS program received official notification from CAAHEP of its recognition for the full five-year period.</p>
<p data-bbox="201 1335 711 1474">Engineering Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET)</p>	The Electrical Engineering, Civil Engineering, Chemical Engineering, and Mechanical Engineering programs are fully accredited by ABET until 2026. Industrial Engineering is fully accredited until 2023.
<p data-bbox="201 1520 732 1688">Engineering Technology Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ETAC-ABET)</p>	Final findings from ETAC of the ABET visit were received on August 29, 2018. All of the AAS and BSAS Engineering Technology programs (CCET, EET, and MET) are accredited through September 30, 2024.

Program	Status
<p>Exercise Science Committee on Accreditation for the Exercise Sciences (CoAES) / Commission on Accreditation of Allied Health Education Programs (CAAHEP)</p>	<p>The Committee on Accreditation for the Exercise Sciences (CoAES) granted initial accreditation of the YSU undergraduate Exercise Science program on May 18, 2018. The accreditation is for five years.</p>
<p>Forensic Science American Academy of Forensic Sciences (AAFS)</p>	<p>Application for initial accreditation is pending. Program self-study and site visit will follow.</p>
<p>Long-Term Care Administration National Association of Long-Term Care Administrator Boards (NAB)</p>	<p>The Long-Term Care Administration program applied for its first accreditation review from the National Association of Long-Term Care Administrator Boards (NAB) in Fall 2018 and had its site visit in March 2019. The program was granted accreditation on June 14, 2019. The program submitted its first annual report in September 2020. It was approved by NAB. The second annual report will be submitted in May 2021.</p>
<p>Medical Assisting Technology Medical Assisting Education Review Board (MAERB) / Commission on Accreditation of Allied Health Education Programs (CAAHEP)</p>	<p>The most recent accreditation was in July 2004. A reaccreditation self-study was submitted in December 2012. The site visit occurred in 2013. CAAHEP granted the program continuing accreditation for a full eight years. Voluntary withdrawal of Accreditation for the Medical Assisting Accreditation was requested and granted by CAAHEP on January 28, 2020. The next review was scheduled to occur Fall 2020 although this program is being phased out due to low enrollment. The last class will be conducted Summer 2021.</p>
<p>Medical Laboratory Technology National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</p>	<p>The Medical Laboratory Technology program self-study and response were submitted Spring 2020. A virtual site visit was conducted on July 23-24, 2020. The program as awarded ten years of accreditation.</p>
<p>Medical Laboratory Science National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</p>	<p>An initial accreditation application was submitted to NAACLS in 2014 with the full self-study submitted in 2016. The site visit occurred in 2017. The site visit team found no standards violations and awarded YSU a full seven-year accreditation.</p>

Program	Status
	The Medical Laboratory Science program's next accreditation self-study will be due in Fall 2021.
<p>Music National Association of Schools of Music (NASM)</p>	<p>In 2012, the NASM Commission on Accreditation voted to continue YSU and the Dana School of Music in good standing. A follow-up report on activities was sent to NASM. In 2013, the NASM Commission on Accreditation voted to accept the YSU progress report. In July 2016, the NASM Commission on Accreditation accepted YSU's Application for Plan Approval of Dana's Bachelor of Music in Music Recording. The next full review, scheduled for 2020-2021, has been deferred until 2021-2022 due to the COVID-19 pandemic.</p>
<p>Nursing Accreditation Commission for Education in Nursing (ACEN) Commission on Collegiate Nursing Education (CCNE) Council on Accreditation of Nurse Anesthesia Educational Programs (COA) St. Elizabeth Health Center School for Nurse Anesthetists, Inc. (YSU MSN nurse anesthesia option only)</p>	<p>BSN programs are fully accredited. The next accreditation visit is Spring 2022.</p> <p>Initial accreditation was granted for BSN, MSN, and post-graduate advanced practice registered nurse certificate programs for five years after site visit in February 2017. Next evaluation visit: Spring 2022.</p> <p>The nurse anesthetist program was found to be in full compliance and was granted continued accreditation effective May 2017 for a period of ten years. Next evaluation visit: Spring 2027.</p>
<p>Physical Therapy Commission on Accreditation in Physical Therapy Education (CAPTE) Physical Therapy (continued)</p>	<p>The MPT has been discontinued. Accreditation now applies to the DPT program approved by HLC in 2008. A CAPTE team visited YSU in 2014 for a self-study visit for the DPT program. The self-study was submitted in 2014 for this visit. The site team gave a favorable report. Ten-year accreditation was reaffirmed in 2014 with a compliance report due in 2015. This report was submitted, and CAPTE granted the program continuing accreditation with the next scheduled self-study and site visit in Spring 2024. In 2019, the program received CAPTE approval to increase class size to 45 per cohort. Class sizes were</p>

Program	Status
	<p>increased incrementally to admit 45 students by 2021. The program submitted a progress report to CAPTE regarding the impact of this increase. After the CAPTE board reviewed the progress report in April, the program’s accreditation was continued.</p> <p>The program submitted a compliance report, and a second report is due by March 1, 2021. As a result of the initial report, the program has conditional compliance on one criteria based upon one faculty member not having a doctoral degree. This faculty member has now enrolled in a doctoral program. A progress report is due March 1, 2021, regarding the expansion and the impact of the PhD on faculty workload in the DPT. YSU began recruiting a new faculty member in Spring 2020 until the pandemic resulted in a hiring freeze.</p>
<p>Public Health (Consortium of Eastern Ohio Master of Public Health) Council on Education for Public Health (CEPH)</p>	<p>The MPH is offered by a consortium of institutions, including YSU. Initial accreditation was earned in 2003. A site visit occurred April 20-21, 2009. In October 2009, the Council renewed accreditation for seven years, until December 31, 2016. Site visit occurred October 3-4, 2016, with all compliant findings. In June 2017, the program received official notification of full accreditation.</p>
<p>Respiratory Care and Respiratory Care “Polysomnography Specialty Option” Commission on Accreditation for Respiratory Care (CoARC)</p>	<p>The self-study documents (CSSR and PSSR) for the BSRC entry into practice, BSRC degree advancement, completion program, and the Master of Respiratory Care have been submitted by the required deadlines and accepted by CoARC. The site visit for the Respiratory Care programs have been rescheduled due to COVID-19. The virtual site visit for the BSRC entry into practice program was completed Feb. 8-9 without programmatic issues, although concerns were raised about lack of administrative time for key personnel within the program to achieve their administrative duties. Continuing re-accreditation status will be conveyed for the BSRC entry into practice on July 21 during the next CoARC board meeting.</p>

Program	Status
Respiratory Care (continued)	<p>Both the BSRC degree advancement completion program and the Master of Respiratory Care program had the letters of intent and the PSSRs accepted and sent to a referee for a virtual site visit. Virtual site visits for these programs are scheduled for May 10-11, 2021.</p> <p>YSU has increased capacity of its BSRC entry into practice program, placing enrollment at 25 allowable students, which is max for classroom capacity and clinical rotation sites. Originally, site visits were scheduled for July/Sept 2020. In the interest of substantial financial savings, the site visits were to occur as one CoARC visit. This visit will now be performed virtually while retaining the multiple program savings.</p> <p>The polysomnography certificate program is a free-standing certificate program that is not actively accredited by CoARC</p>
<p>Social Work Council on Social Work Education (CSWE)</p> <p>Social Work (continued)</p>	<p>The Bachelor of Social Work program earned re-affirmed accreditation status in February 2013. This accreditation status remained in effect until February 2021.</p> <p>The BSW accreditation site visit occurred on October 21, 2020. At its February 2021 meeting, the Commission on Accreditation (COA) voted to reaffirm accreditation for eight years, ending in October 2027 due to a one-meeting deferment received this cycle.</p> <p>In 2012, the Council on Social Work Education granted reaffirmation of accreditation of the Master of Social Work program until 2020. On October 15, 2020, after reassessing the program's candidacy, the COA placed the program on Conditional Accredited Status based upon non-compliance with Accreditation Standard M3.3.4(c). The COA restored the program's accredited status as of April 12, 2021. The COA review of the program's restoration report found that the program had taken corrective action and is</p>

Program	Status
	in compliance with all standards. The program is fully accredited through February 2028.
Theatre National Association of Schools of Theatre (NAST)	Due to cuts in the number of tenure-track faculty and ongoing staffing issues, the Department of Theatre and Dance officially resigned its NAST accreditation effective May 3, 2018, and will not seek reaccreditation until these issues have been resolved. Covid-19 led to the cancellation of the NAST conference and prevented completion of the internal self-study. The department will continue to gather information with the plan to present in Fall 2021.
World Languages and Cultures American Council on the Teaching of Foreign Languages (ACTFL) Recognition for Italian Education and Spanish Education	Resubmission of the Italian Education and Spanish Education programs to the American Council on the Teaching of Foreign Languages (ACTFL) in March 2016 resulted in national recognition for both programs effective August 2016. Next submission is Fall 2021.

Update on Assessment of Student Learning

YSU has made and continues to make progress in fostering meaningful and relevant assessment of student learning.

Assessment of Student Learning Activities

- **Academic Assessment:** The 2019-2020 reporting cycle began in Fall 2019. Academic programs engage in assessment reporting on a five-year cycle, and programs either completed an Assessment Plan, Assessment Update, or a Cycle Reflection. Programs also had the option to complete a COVID-19 Update. Annual reports were due on November 30, 2020, and then were reviewed by 12 trained volunteer reviewers and Assessment Council members. As of April 2021, 71% of programs have submitted, 8% are in progress with extensions, and 21% have not submitted. We anticipated a drop in submission rate because of COVID-19, and we have informed deans and chairs of missing programs in hopes of prompting an increase in submission before the end of the year. Reviews for completed programs have been shared with program assessment coordinators and will be shared with chairs and deans at the end of the spring semester.
- **Co-Curricular Assessment:** The 2020-2021 reporting cycle began in Fall 2020. Similar to academic programs, co-curricular units are engaging in rigorous assessment through the utilization of a 3–5-year assessment cycle. Annual reports will be due on June 30, 2021. Following the submission of reports, co-curricular programs will engage in a peer-review

process and provide colleagues with reflective and critical feedback to increase the ways programs are utilizing student learning data to drive change in their units.

- **Increased Student Involvement in Assessment:** Over the past several years, student involvement in the review and collection of student-learning data has increased exponentially through intentional partnerships with graduate students in the MEd Counseling program and undergraduate students in Student Government Association (SGA). Annually, graduate students are reviewing student survey data and building assessment projects to take a deeper look at student perceptions. Graduate students create recommendations grounded in student data and share their findings with stakeholders on campus. For the past two years (and continuing), an assessment staff member has served as an advisor to SGA and has worked collaboratively with the SGA Assessment and Enrichment Committee. This partnership has created a two-way sharing of student data and a cohesive and creative approach to acting on that data. In addition to these intentional partnerships, in the past year 130 students have participated in ITL-hosted discussions about student-survey data.
- **Taskstream Assessment Management System:** As of the start of Spring 2021, all co-curricular programs are reporting annually through the Taskstream Assessment Management System (AMS). Additionally, 33 academic programs have been on-boarded to Taskstream AMS. Any academic program creating or revising an Assessment Plan (year 1 of their 5-year assessment cycle) is trained in utilizing Taskstream AMS for reporting. We anticipate 20 new programs being on-boarded to Taskstream in Fall 2021. The use of this system is already proving beneficial as it: allows multiple users from programs to work on assessment reports; creates a centralized workspace that encourage continuous review of student learning data; manages historical assessment reports and data to encourage reflection; facilitates alignment between learning outcomes, divisional goals, and institutional priorities; and empowers ITL staff to take a more summative look at strengths and challenges in student learning data and offer faculty-development workshops in response to that data.

Current Student Data Collection—YSU Key Performance Indicator

- **National Survey of Student Engagement:** The National Survey of Student Engagement (NSSE) launched on March 2nd and will remain open through May 31st. The current student response rate is 27.2%, which is higher than when the survey was last administered in 2018 (18.7%) and higher compared to participating schools in our size category (24.5%). The NSSE is a key performance indicator for the *YSU Plan for Strategic Actions to Take Charge of Our Future*. The NSSE collects data on first-year and senior student experiences in the areas of academic challenge, learning with peers, experiences with faculty, campus environment, and high impact experiences such as research or internships. Two additional modules were added: 1. Inclusiveness and Engagement with Cultural Diversity and 2. Academic Advising. The NSSE was administered alongside the Faculty Survey of Student Engagement (FSSE), a national tool collecting perceptions of faculty related to student learning and development. Results from both surveys provide critical information and benchmarking data regarding student engagement and success activities on the YSU campus.

**ACADEMIC PROGRAMS UPDATE
JUNE 2021**

1. Undergraduate Program Development:

Undergraduate Program Actions Requiring Board of Trustees Action and/or Notification or Approval by the Ohio Department of Higher Education

Since the last set of YSU Board of Trustees meetings, the Ohio Department of Higher Education has approved the following undergraduate program changes:

- The **Education Primary Intervention Specialist** (Pre-kindergarten through grade five) program was approved by ODHE.

2. Graduate Program Development:

Graduate Program Actions Requiring Board of Trustees Action and/or Notification or Approval by the Chancellor's Council on Graduate Studies (CCGS)

- A request was sent to CCGS to transcript the existing specializations to the Ed.D. degree: **Public and Non-Public School Leadership, Superintendent Licensure, Health and Human Services, and Principal License.**
- A new **Graduate Certificate in Superintendent Licensure** is under review by campus committees.

DISTINGUISHED PROFESSORSHIP AWARDS 2020-21

For excellence in teaching ~

Felicia Armstrong, Department of Physics, Astronomy, Geological and Environmental Sciences

Lori Carlson, Department of Mathematics & Statistics

Dawna Cerney, Department of Humanities and Social Sciences

Katherine Garlick, Department of Visual and Dramatic Arts

Karen Larwin, Department of Teacher Education and Leadership Studies

Dorian Mermer, Department of Communication

Joan O'Connell-Spalla, Department of Health Professions

Jena Root, Dana School of Music

Christina Saenger, Department of Management and Marketing

Sherri Harper Woods, Department of Human Services

For excellence in scholarship ~

Abdurrahman Arslanyilmaz, School of Computer Science, Information, and Engineering
Technology

S. Cory Brozina, Rayen School of Engineering

Pedro Cortes, Rayen School of Engineering

Caroline Oltmanns, Dana School of Music

Daniel J. Van Dussen, Department of Health Professions

Yiyang (Ian) Zhang, Lariccia School of Accounting and Finance

For excellence in service ~

Susan Clutter, Department of Chemical and Biological Sciences

Laura Dewberry, Department of Management and Marketing

David Griswold, Department of Graduate Studies in Health and Rehabilitation Sciences

Birsen Karpak, Department of Management and Marketing

Jake Protivnak, Department of Psychological Sciences and Counseling

Steven Reale, Dana School of Music

Ying (Joy) Tang, Department of Psychological Sciences and Counseling

Amy Weaver, James and Coralie Centofanti School of Nursing

~ ~ ~

PART-TIME FACULTY TEACHING EXCELLENCE AWARDS 2020-2021

Lauren Baker, Department of Visual and Dramatic Arts

Daniel Cesene, Department of Health Professions

William Diorio, Department of Human Services

Damon Haught, Department of Mathematics & Statistics

Philip Orlando, Department of Chemical & Biological Sciences

Jennifer Pieren, Department of Health Professions

Diane Rice, James and Coralie Centofanti School of Nursing

~ ~ ~

EXCELLENCE AWARD FOR DEPARTMENT CHAIRPERSON IN TEACHING 2020-21

Carol M. Lamb, School of Computer Science, Information, and Engineering Technology ~ ~ ~

WATSON MERIT AWARD 2020-21

Thomas P. Wakefield, Department of Mathematics and Statistics

End of Academic Affairs and Student Success Committee Background Materials

D. New Business

No new business.

E. Adjournment

The meeting adjourned at 1 p.m.

End of Academic Affairs and Student Success Committee Meeting

IV. INSTITUTIONAL ENGAGEMENT COMMITTEE

Molly S. Seals, Chair
Allen L. Ryan, Jr., Vice Chair
All Trustees are Members

The meeting commenced at 1:20 p.m.

A. Disposition of the Minutes for the Previous Meeting on March 3, 2021

Draft copies of the minutes of the committee's meeting held March 3, 2021, were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provided.

B. Old Business

No Old Business

C. Committee Items

1. Institutional Engagement Agenda Action Items

- a. **Resolution to Accept WYSU Memberships (Presenters: Shannon Tirone, Associate Vice President of University Relations)**

Motion: To approve the Resolution to Accept WYSU Memberships

Motion moved by Charles T. George and motion seconded by Anita A. Hackstedde, M.D. The resolution was unanimously approved.



RESOLUTION TO ACCEPT WYSU MEMBERSHIPS

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

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

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

Board of Trustees Meeting
June 3, 2021
YR 2021-

**University Memberships
Executive Summary
Fiscal Year 2020-2021
July 1, 2020 - March 31, 2021**

Memberships Received	Number of Members	Amount
WYSU-FM	1,073	\$279,236
Total WYSU-FM	1,073	\$279,236
** \$15,782 in Annual Fund Gifts to WYSU are not included in these totals.		

**UNIVERSITY MEMBERSHIPS
EXECUTIVE SUMMARY
Fiscal Year 2019-2020
July 1, 2019-March 31, 2020**

Memberships Received	Number of Members	Amount
WYSU-FM	1,211	\$ 203,759
Total University Members	1,211	\$ 203,759

Resolution to Accept Gift of Real Estate (Presenters: Atty. Greg Morgione, Associate General Counsel)

Motion: To approve the Resolution to Accept Gift of Real Estate

Motion moved by Charles T. George and motion seconded by Anita A. Hackstedde, M.D. The resolution was unanimously approved.



RESOLUTION TO ACCEPT GIFT OF REAL ESTATE

WHEREAS, Youngstown State University Board of Trustees policy provides that the Board of Trustees may be the recipient of gifts of real estate as determined by the President and as recommended to the Institutional Engagement Committee of the Board of Trustees; and

WHEREAS, the Youngstown State University Foundation owns real estate located within the University's campus as identified on the property map ("Real Estate") attached hereto as Exhibit A; and

WHEREAS, the Youngstown State University Foundation seeks to gift the Real Estate to the Board of Trustees for use by the University; and

WHEREAS, the President recommends that the Board of Trustees accept the gift of Real Estate from the Youngstown State University Foundation.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the gift of Real Estate from the Youngstown State University Foundation.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

Gift Declaration: Properties to be Gifted from YSU Foundation to YSU

- YSU Foundation to YSU
- YSU Owned
- Other Parcels

W WOOD ST Property

WATT ST Property

Exhibit A



0 100 200 300
Feet



Prepared by:
Youngstown State University
Department of Humanities
Geography and Urban-
Regional Studies Program
Source: Mahoning County
Enterprise GIS files, Auditor
2017 orthophoto
4/27/2021 1:08 PM

Institutional Engagement Discussion Items

a. Workforce Education & Innovation and Excellence Training Center (Presenters: Jennifer Oddo, Executive Director, Strategic Workforce Education and Innovation, David Sipusic, Associate General Counsel for Research and Executive Director Excellence Training Center)

Sipusic said the formal ribbon-cutting for the new Excellence Training Center on the southwest corner of campus is set for July 26; more details to come. He also reported on several activities planned as the center gets up and running, including K-12 camps through the summer, certifications in Industrial Maintenance, Manual Machining and CNC machining (in partnership with Eastern Gateway Community College) and partnerships with Rockwell Automation and Fanuc Robotics for industry recognized credentials via the ETC. Oddo also reported on several activities, including the ongoing planning and site selection for the Excellence Training Center in Lordstown, YSU Skills Accelerator to accelerate adoption of industry 4.0 and in-demand skills through connected educational experiences, customized and hosted corporate learning offerings, and Explore the Valley Virtual Career Fairs.

b. Government Relations & Research Matrix (Presenters: President James P. Tressel-Governmental Relations Update, David Sipusic, Associate General Counsel for Research and Executive Director Excellence Training Center)

Sipusic also reported on several government/research/business engagement activities at YSU, including the GM ETC/Workforce Center, Lordstown Recovery Grant, Communities of Excellence, Defense Logistics Agency Casting Project, Hybrid Manufacturing Hub and Spoke Designation, Lordstown (ETC) Training and Research Center, Energy Storage Research Center Study, Autonomous Vehicle Conference, Lordstown SMART Logistics Hubs and RAPIDS 5 Equipment Grant.

ETC BOT Update – June 2, 2021

Project	Details	Launch Date
ETC Grand Opening	Excellence Training Center Grand Opening and Ribbon Cutting Events	July 26, 2021
	ODHE RAPIDS 5 Program - \$725,000 equipment proposal in partnership with Eastern Gateway Community College and Trumbull Career and Technical Center submitted in the areas of Additive Manufacturing, Robotics & Healthcare.	Submitted to ODHE May 14, 2021
ETC Summer Youth Camps	K-12 Youth Camps - hands-on additive manufacturing. Partners include The Red Zone, Girl Scouts of NE Ohio, Kool Boiz, OH WOW! and the Youngstown City School District.	June and July of 2021
Workforce Training Initiatives	Developing partnerships with Rockwell Automation and Fanuc Robotics for industry recognized credentials to be offered via the ETC. Ongoing collaboration with CWEI on multi-disciplinary virtual platform training offerings.	August 2021
Education Partnerships	In partnership with Eastern Gateway Community College, ETC will offer certifications in Industrial Maintenance, Manual Machining and CNC machining programs. YSU STEM reviewing course catalog for class and lab placement in the ETC.	June 2021
Certificates	Certificates available: <ul style="list-style-type: none"> - Fanuc Handling Tool Certification - Solidworks Software Certificate 	June 2021

Division of Workforce Education and Innovation

Jennifer Oddo, Executive Director

The Center for Workforce Education and Innovation is now rebranded and organized as a division under the leadership of the President. This change in organization will bring together strategic and operational alignment of the excellence training centers, workforce education offerings and strategic workforce initiatives that are focused on accelerating the adoption of industry 4.0 and in-demand skills.

Excellence Training Centers

Excellence Training Center, Main Campus

David Sipusic, Executive Director

- (Please see updates for ETC in separate cover)

Excellence Training Center, Lordstown

- Planning and site selection is currently in process.
- The \$1M Department of Energy workforce study, in collaboration with Oak Ridge National Labs and BRITE Energy Innovators, is expected to kick-off in July 2021 and concluded in Dec 2021.

Workforce Education

YSU Skills Accelerator – June 16 Soft Launch

The YSU Skills Accelerator is a community of learning designed to accelerate the adoption of industry 4.0 and in-demand skills through connected educational experiences. The Skills Accelerator provides:

- Easy and affordable online access to a robust catalog of in-demand skills training and stackable industry credentials.
- Flexible approach to skills training leveraging online learning, hands-on experiences and mentorship.
- Horizontal stacking of supplemental certificates and industry credentials to degrees for YSU students/alumni.
- Vertical start and stack model for external users/high-school students/non-traditional/adult learner.

Division of Workforce Education and Innovation
Jennifer Oddo, Executive Director

Customized and Hosted Corporate Learning Offerings – Available starting June 16

- Customized training programs for corporations focused on in-demand industry needs.
- LaaS – Learning as a service includes hosted online learning platform and hybrid offerings for corporate clients focused on advanced manufacturing, information technology, business and professional skills.
- Expansion of apprenticeship and pre-apprenticeship turnkey programs in areas of advanced manufacturing, information technology and general business..
- New Department of Labor registered apprenticeship programs for Project Manager and Business Analyst.

Strategic Workforce Initiatives

[Explore the Valley Virtual Career Fairs](#)

In partnership with JobsOhio, General Motors and Ultium Cells.

www.ysu.edu/explorethevalley

Event #1 – April 24, 2021

Employers	1 – Ultium Only
Registrants	585
Attendees	358
Gender	Female: 27% Male: 56% Non-Binary: 2% Prefer not to answer: 1%
Ethnicity	Asian / Pacific Islander: 1% Black or African American: 9% Hispanic or Latino: 3% More than One Race: 3% Native American or American Indian: 0.3% Prefer Not to Respond: 4% White: 65%
Highest Degree Earned	Associates Degree: 24 Bachelors Degree: 57 High School or GED: 138

Division of Workforce Education and Innovation
Jennifer Oddo, Executive Director

	Masters Degree: 24 PhD: 3 Under GED/High School: 234 Vocational/Special Certificate: 16 Blank: 89
DEI	YSU has forged partnerships with several community-based organizations to provide access to internet, devices and digital support to ensure digital access is not a barrier to participation. Partners include EGCC/Aspire, Public Libraries, Flying High, Oakhill Collaborative, G

Upcoming Event #2 – June 16, 2021 (Multi-employer event)

DRAFT

GOVERNMENT/RESEARCH/BUSINESS ENGAGEMENT (MARCH 2021 – MAY 2021)

PROJECT	PARTNER(S)	FUNDING SOURCE	DESCRIPTION
YSU IBM ITWA	IBM	IBM IN-KIND (\$625,000)	WORKFORCE DEVELOPMENT: PRE-APPRENTICE AND APPRENTICESHIPS
GM ETC/WORKFORCE CENTER	GM/LORDSTOWN MOTORS/ULTIUM/LG CHEM	GM (\$5M)	DEVELOPMENT OF WORKFORCE TRAINING AND RESEARCH CENTER
LORDSTOWN RECOVERY GRANT	KENT STATE UNIVERSITY CLEVELAND URBAN DESIGN COLLABORATIVE	U.S DEPT. OF COMMERCE (EDA)/EASTGATE REGIONAL COUNCIL OF GOVERNMENTS (\$435,000)	DEVELOPMENT OF LORDSTOWN ECONOMIC RECOVERY PLAN
COMMUNITIES OF EXCELLENCE	MALCOLM BALDRIGE FOUNDATION/YSU/MERCY HEALTH/WEAN/YOUNGSTOWN FOUNDATION/EASTGATE REGIONAL COUNCIL	MALCOLM BALDRIGE FOUNDATION/EASTGATE REGIONAL COUNCIL/WEAN/MERCY HEALTH/YOUNGSTOWN FOUNDATION (\$20k)	ECONOMIC RECOVERY STRATEGIC PLANNING AMONGST MAHONING VALLEY ORGANIZATIONS
DEFENSE LOGISTICS AGENCY (DLA) CASTING PROJECT	YSU/UNIVERSITY OF NORTHERN IOWA/AMERICA MAKES	3DP DEFENSE APPROPRIATION REQUEST (\$5M proposed)	INTEGRATION OF INDUSTRY 4.0 TECHNOLOGY INTO SME FOUNDRY/CASTING DEFENSE SUPPLY CHAIN
HYBRID MANUFACTURING HUB & SPOKE DESIGNATION	OAK RIDGE NATIONAL LABS	ORNL/DEPARTMENT OF ENERGY (\$2M proposed)	DESIGNATION OF YSU AS A HYBRID MANUFACTURING R&D SPOKE
LORDSTOWN (ETC) TRAINING AND RESEARCH CENTER	YSU/EGCC/DOE/BRITE ENERGY INNOVATORS/ORNL	DEPARTMENT OF ENERGY/ORNL (\$10M)	LORDSTOWN HUB ENERGY STORAGE TRAINING & RESEARCH CENTER
ENERGY STORAGE RESEARCH CENTER STUDY	YSU/BRITE ENERGY INNOVATORS	DEPARTMENT OF ENERGY (\$1M)	EV/ENERGY STORAGE RESEARCH AND INNOVATION STUDY
AUTONOMOUS VEHICLE CONFERENCE	YSU/EASTGATE REGIONAL COUNCIL OF GOVERNMENTS	DRIVE OHIO	ESTABLISH STATE AUTONOMOUS VEHICLE CONFERENCE IN YOUNGSTOWN 2021
LORDSTOWN SMART LOGISTICS HUB	YOUNGSTOWN WARREN REGIONAL CHAMBER/WESTERN RESERVE PORT AUTHORITY/EASTGATE REGIONAL COUNCIL	U.S. DEPARTMENT OF TRANSPORTATION (\$25M proposed)	LORDSTOWN INTERMODAL TRANSPORTATION HUB
RAPIDS 5 EQUIPMENT GRANT	YSU/EGCC/TRUMBULL COUNTY TECHNICAL CENTER	OHIO DEPARTMENT OF HIGHER EDUCATION (\$725,000 proposed)	WORKFORCE EDUCATION EQUIPMENT IN THE AREAS OF ROBOTICS, ADDITIVE MANUFACTURING and HEALTH CARE
YSU/OHIO STATE/OFRN GAS TURBINES	YSU/OHIO STATE UNIVERSITY	OHIO FEDERAL RESEARCH NETWORK (\$625,000 proposed)	R&D ADDITIVE - GAS TURBINE DEVELOPMENT
	STATUS: Active		
	STATUS: Contract Discussions Ongoing		
	STATUS: Proposal Submitted		
	STATUS: New Engagement		

YSUF Gift Processing Summary - Jan., 2021 - March, 2021 Vs. Jan., 2020 - March, 2020			
	<u>Total Jan., 2021 - March, 2021</u>	<u>Total Jan., 2020 - March, 2020</u>	<u>Difference 2021/2020</u>
Development (New Gifts and New Pledges):			
YSU	\$229,500.86	\$382,396.68	-\$152,895.82
YSUF	\$1,270,312.06	\$851,766.82	\$418,545.24
Total Development (New Gifts and New Pledges)	\$1,499,812.92	\$1,234,163.50	\$265,649.42
Planned Giving/Charitable Gift Annuities	\$50,000.00	\$0.00	\$50,000.00
Pledge Payments (For Pledges Currently or Previously Included as Development):			
YSU	\$166,283.63	\$88,079.07	\$78,204.56
YSUF	\$539,852.25	\$398,480.81	\$141,371.44
Total Pledge Payments	\$706,135.88	\$486,559.88	\$219,576.00
Non-Gift Clearing - YSU	\$0.00	\$0.00	\$0.00
Non-Gift Clearing - YSUF	\$0.00	\$0.00	\$0.00
Number of New Gifts	604	895	-291
Number of Pledges	7	25	-18
Number of Payments	159	186	-27
Number of Planned Gifts/Charitable Gift Annuities	3	0	3
Non-Gift Clearing	0	0	0

Institutional Engagement Committee Background Materials

- **Collective Impact with the Region via Centers and Institutes Compilation.** Inaugural compilation of YSU Centers and Institutes that will be included in the future with an Office of Academic Affairs Annual Collective Impact with the Region report.
- **Alumni Activities and Events**

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Support Areas with a Clearly Identified Physical Location (a Destination)

Athletics Division

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 Performance Center (Dining Hall)
 Willard Webster Sports Medicine Center
 Champion's Club Hydrotherapy Center
 Don Constantini Multimedia Center
 Athletic Performance Counseling Center
 Beeghly Center
 Tennis Center

Student Affairs Division

Kilcawley Student Center
 Women and Gender Center
 Carl A. Nunziato Veterans Resource Center
 Andrews Student and Recreation Wellness Center

Effectiveness Division

Registrar
 Penguin Service Center
 International Programs
 Multicultural Center

Academic Areas with a Clearly Identified/Designated Physical Location (a Destination)

Academic Affairs Division

Student Success Division

Marion G. Resch Center for Student Progress
 Testing Center

Williamson College of Business Administration

Center for Career Management

- Established 2005
- Director: Christina O'Connell
- Location: Williamson College of Business Administration building
- Annual Report: 2019-20
- Funding: College fees (director, coordinator, administrative assistant) (\$190,00 (S&F) and \$50,000 supplies and materials annually)
- *The Plan*
 - Student Futures & Lifelong Learning
 - Career inclination; student success; post-graduate career advancement

YSU Report on Centers & Institutes, June 2021

- Professional development programming; internships; full-time job placement
- Academic Distinction and Discovery of Knowledge
 - Develop internships, service, experiential, and applied learning projects with local businesses and organizations that provide opportunities for students to apply their knowledge in scholarly activities

Undergraduate Student Services Center

- Established 1980
- Director: Mary Coller
- Location: Williamson College of Business Administration building
- Annual Report: 2018-19
- Funding: General funds budget: three academic advisors, one director (\$280,000 (S&F) and \$30,000 supplies and materials annually)
- *The Plan*
 - Student Futures & Lifelong Learning
 - Enrollment cultivation to engage students before enrollment
 - Student guidance for retention, progress, persistence and completion

Center for Non-Profit Leadership

- Established 2017 via ORG name change
- Director: Laura Dewberry
- Location: Williamson College of Business Administration building
- Annual Report: 2018-19
- Funding: Faculty member reassigned time (0.25 fte); general funds for operating; Wean Foundation every-other-year for Summer Internship Program (\$85,000 2021)
- *The Plan*
 - Student Futures & Lifelong Learning
 - Student educational experience
 - Academic Distinction & Discovery of Knowledge
 - Develop internships, service, experiential, and applied learning projects with local businesses and organizations that provide opportunities for students to apply their knowledge in scholarly activities
 - Collective Impact with the Region
 - Establish community engagement and experiential learning as key components of the YSU educational experience through an enhanced new student experience, and enhanced coordination of community and business engagement initiatives

YSU Report on Centers & Institutes, June 2021

Ohio Small Business Development Center (SBDC) at the YSU Export Assistance Network
Procurement Technical Assistance Center (PTAC)

- Established ~1988
- Director: Patricia Velsz
- Location: Williamson College of Business Administration building
- Annual Report: 2018-2019
- Funding: Having both designations requires a 40% match of funding. Ohio Small Business Development Center: State & Federal funding exceeding \$400,000 to occasionally more than \$800,00; YSU \$41,000 match; John D. Beeghly Fellow Program (\$30,000 annually from endowment funding for student career-related experiences; indirect costs are waived for SBDC and PTAC
- Funding: Procurement Technical Assistance Center \$10,000 and Graduate College provides a Graduate Student tuition waiver for one student plus 5% fringes
- *The Plan*
 - Student Futures & Lifelong Learning
 - Student educational experience
 - Academic Distinction & Discovery of Knowledge
 - Develop internships, service, experiential, and applied learning projects with local businesses and organizations that provide opportunities for students to apply their knowledge in scholarly activities
 - Collective Impact with the Region
 - Impacts economic development of a 3-15 county services area
 - Establish community engagement and experiential learning as key components of the YSU educational experience through an enhanced new student experience, and enhanced coordination of community and business engagement initiatives

Beeghly College of Liberal Arts, Social Sciences and Education

Curriculum Resource Center

- Established April 20, 2017
- Director: Alyssa Annico
- Location: Beeghly Hall: level 1
- Annual Report: Included as a component of the Writing Assistance Center Report
- Funding: Library General funds: External funds for books
- *The Plan*
 - Student Futures & Lifelong Learning
 - Provides materials for individual studying to become teachers to develop and enhance their teaching skills

Writing Assistance Center

- Established 1974
- Director: Angela Messenger
- Location: Maag Library, lower level

YSU Report on Centers & Institutes, June 2021

- Annual Report: Annually (need copy)
- Funding: General funds; operating-general funds(~\$76,000 annually)
- *The Plan*
 - Student Futures & Lifelong Learning
 - Supports the improvement of student writing

Rich Center for Autism

- Established January 28, 1997
- Director: Gregory Boerio
- Location: Fedor Hall
- Annual Report: Self-assessment for strategic planning 2021-2022; annual budget presentation to the YSU Board of Trustees
- Funding: fees for services; Ohio's Autism Scholarship Program; grants; development activities
- *The Plan*
 - Collective Impact with the Region
 - Serves the needs of families through on-site programming
 - Academic Distinction and Discovery of Knowledge
 - Impacting best practices in education through research
 - Student Futures and Lifelong Learning
 - Experiential activities for students (internships, etc.)

Historical Center of Industry and Labor

- Attained management responsibilities 2010
- Located at 151 West Wood Street
- Annual Report: none
- Ohio History Connection Grant (~\$112,000 annually); Ticket Sales & Rental (~\$7,000 to \$10,000 annually)
- *The Plan*
 - Collective Impact with the Region
 - Speaker series; community engagement through viewing the Center's holdings; hosts a state archive for Ohio

Center for Historic Preservation

- Established 1993
- Location: 151 West Wood
- Director: Tom Leary
- Annual Report: None
- Ohio History Connection Grant above requires this to be at the Historical Center of Industry and Labor (~\$1,000 Wuslich funds for student intern; \$32,000 via Pollock Family and YSU Foundation and \$50,000 via the General Duty Nurses Association annually; self-sufficient since the 1990s)
- *The Plan*
 - Collective Impact with the Region
 - Community Engagement with the Center
 - Student Futures and Lifelong Learning
 - Experiential learning activities

Center for Working Class Studies

- Established 1995

YSU Report on Centers & Institutes, June 2021

- Location Steel Museum
- Director Tim Francisco
- Annual Report: Yes
- Funding: \$3,200
- *The Plan*
 - Student Futures and Lifelong Learning
 - Certificate: four courses related to the meanings of working-class life
 - Collective Impact with the Community
 - Partnerships including the City Club of the Mahoning Valley and “Views & Brews”
 - Academic Distinction and Discovery of Knowledge
 - Speaker series, national conference, and collaboration with Columbia University School of Business

GIS Data and Mapping Center

- Established 2001
- Senior Manager: John Bralich
- Location 008/116 Phelps
- Annual Report: No
- Funding Self-funded
- The Plan
 - Collective Impact with the Community
 - Community services related to GIS and special focus on Crime Prevention Through Environmental Design

Bitonte College of Health and Human Services

Center for Human Services Development

- Established 1985
- Director: Angie Cameron, MS Ed
- Location: Beeghly Hall
- Annual Report: None
- Funding: \$1.5million annually; fees for services; Graduate School provides tuition remission + 5% fringes
- *The Plan*
 - Collective Impact with the Region
 - Serves the needs of students, families, organizations, and school districts by providing services around grant writing, program management, evaluation, and training.
 - Operate grant funded programs to serve students and families within the community.
 - Provide evaluation services to organizations to analyze and report on program/project efficacy and grant compliance.
 - Represent YSU in local, county, and state meetings
 - Academic Distinction and Discovery of Knowledge
 - Impacting faculty through assistance in obtaining grants and grant management to conduct research

YSU Report on Centers & Institutes, June 2021

- Collective pool of subjects for faculty to conduct research through federally grant funded programs operated by the Center
- Student Futures and Lifelong Learning
 - Experiential activities for students (internships, student employment, etc.)

College of Science, Technology, Engineering and Mathematics

Mathematics Assistance Center

- Established 1979
- Director: Jessie Jones
- Location: Lincoln Building, 4th floor
- Annual Report: 2018-2019 full: 2019-2020 partial
- Funding: STEM College general funds-director, student wages + fringes and supplies (\$92,771)
- *The Plan*
 - Student Futures and Lifelong Learning
 - Direct assistance to students to improve mathematics success course work

Advanced Manufacturing Research Center

- Established 2017
- Director: was Brett Conner
- Location: New Excellence Training Center building (see Office of the President below)

Chemical Management Center (<https://ysu.edu/eohs/chemical-management-center>)

- Director: Tim Styranec
- Location: Ward Beecher
- Affiliation: Environmental Health and Safety

Office of the President

Workforce Education & Innovation Division

- Established 2021
- Director: Jennifer Oddo
- Location: Melnick Hall; Excellence Training Center
- Annual Report: Institutional Engagement Committee Board of Trustees four times per year
- Funding: External funding--\$4.8 million GM Clawback; \$0.5 million State Economy Workforce Partnership
- *The Plan*
 - Collective Impact with the Region
 - Contributes to developing the workforce for the Valley's new economy
 - Student Futures and Lifelong Learning
 - Apprenticeship, credentialing, badges for skills and capabilities credentialing

YSU Report on Centers & Institutes, June 2021

Excellence Training Center

- Established 2019
- Director: David Sipusic
- Location: Commerce & Fifth
- Annual Report: Institutional Engagement Committee Board of Trustees four times per year
- Funding: External funding--Construction \$12.1 million (\$7 million State of Ohio; \$5.1 million ARC/EDA)
- *The Plan*
 - Collective Impact with the Region
 - Collaboration with Eastern Gateway Community College; local manufacturers; advanced manufacturing; research; training and development
 - Student Futures and Lifelong Learning
 - Experiential learning for degree programs; certificate and skills and capabilities credentialing
 - Academic Distinction and Discovery of Knowledge
 - Research innovations in 3-D printing; additive manufacturing; composite materials; testing systems and systems design

Support Areas with No Clearly Identified/Designated Physical Location

Effectiveness Division

Office of International Programs

English Language Institute

Academic Areas with No Clearly Identified Physical Location

Academic Affairs Division

Institute for Teaching and Learning

- Created:
- Location: Jones
- Funding: 3 FTE; graduate assistant
- Annual Report: yes
- The Plan
 - Student Futures & Lifelong Learning
 - Implementing high-impact practices into the curriculum contributes directly to engagement in work and community
 - Academic Distinction & Discovery of Knowledge
 - The scholarship of teaching and learning is a strategy directly identified in The Plan
 - Collective Impact with the Region

YSU Report on Centers & Institutes, June 2021

- Experiential, service, and project/community-based learning are exemplars of a high-quality educational environment

Honors College

Summer Honor's Institute

- 1980s via ODHE grant
- Location: Fok Hall
- Funding::Cost-sharing with participants (60 students cost-share ~\$24,000)
- Annual Report: yes
- The Plan
 - Student Futures & Lifelong Learning
 - ~68% of students (n=40) enroll at YSU following the Institute
 - Objective to increase Institute enrolment and completion rates and YSU matriculation rates of under-represented and under-served student in the region

Williamson College of Business Administration

Center of Excellence in International Business

- YSU-designated Center of Excellence
- No physical location
- Established Fall, 2009
- Funding ended 2020

Williamson Center for International Business

- Established 1991
- No physical location
- Annual Report: Integrated with other annual reports
- Williamson Fund (\$34,000 towards some salary and fringes for EAN director, International Trade consultant, graduate student stipend plus 5% fringes + Graduate School provides tuition waiver for one GA; faculty class project time)
- *The Plan*
 - Academic Distinction & Discovery of Knowledge
 - Student educational experience
 - International exposure/experiences
 - Collective Impact with the Region
 - Interactions with regional businesses-economic development

Entrepreneurship Center

- Established 1998
- Director: None at this time
- Location: None
- Annual report: 2019-2020
- Funding: Faculty member reassigned time (0.25 fte annually); Endowment funds Monus Entrepreneurship Fellows (\$30,000 annually); Donor funds (\$2,400 for John Burgan Entrepreneurship Prize and \$5,000 to support entrepreneurship activities annually)
- *The Plan*
 - Academic Distinction & Discovery of Knowledge

YSU Report on Centers & Institutes, June 2021

- Student educational experience
- Collective Impact with the Region
 - Establish community engagement and experiential learning as key components of the YSU educational experience through an enhanced new student experience, and enhanced coordination of community and business engagement initiatives

Beeghly College of Liberal Arts, Social Sciences, and Education

Rigelhaupt Pre-Law Center

- Established 2004
- Director: Dr. Paul Sracic
- Location: None
- Annual Report: None
- Funding: Endowment (~\$50,000 annually)
- *The Plan*
 - Collective Impact with the Region
 - Speaker series
 - Student Futures & Lifelong Learning
 - Student engagement with activities of the Center

Poetry Center

- Established 1994
- Director: Phil Brady
- Location: None
- Annual Report: None
- Funding: BCLASSE: The Muses Fund; Drs Brothers; Murphy Fund; Ohio Arts Council; Wean Foundation; Rayen Foundation; Andrews Foundation
- *The Plan*
 - Collective Impact with the Region
 - Outreach to Youngstown City Schools and community gathers around poetry, films, and letter
 - Student Futures and Lifelong Learning
 - Experiential learning activities

Center for Islamic Studies

- Established 1995
- Director: Dr. Mir (Debartolo, Room 421)
- Location: None
- Annual Report: None
- Funding: Endowment (~\$12,000 to \$15,000 annually)
- *The Plan*
 - Collective Impact with the Region
 - Speaker series
 - Student Futures & Lifelong Learning
 - Student engagement with activities of the Center

Center for Judaic and Holocaust Studies

- Established 2008
- Director: Dr Jacob Labendz (Debartolo, 524)
- Location: None
- Annual Report: None

YSU Report on Centers & Institutes, June 2021

- Funding: Endowment (~\$41,000 annually)
- *The Plan*
 - Collective Impact with the Region
 - Speaker series
 - Student Futures & Lifelong Learning
 - Student engagement with activities of the Center

James Dale Ethics Center

- Established 1993
- Director: Dr. Mark Vopat/Robin Gaier (Debartolo,426)
- Location: None
- Annual Report: None
- Funding: Endowment (~\$25,000 annually)
- *The Plan*
 - Collective Impact with the Region
 - Speaker series
 - Student Futures & Lifelong Learning
 - Student engagement with activities of the Center

Reading and Study Skills Center

- Location: None—Set of courses located in Teacher Education and Leadership Studies

Bitonte College of Health and Human Services

Centofanti Center for Health Welfare for Vulnerable Populations (YSU-designated Center of Excellence)

- Established 2017
- Funding ended 2020

Center for Sports Medicine and Applied Biomechanics (YSU-designated Center of Excellence)

- Established 2017
- Funding ended 2020

College of Science, Technology, Engineering and Mathematics

Center of Excellence in Materials Science & Engineering (YSU-designated Center of Excellence)

- Established 2017
- Funding ended 2020---(\$79,393 fund balance carry-forward)

Center of Excellence for Applied Chemical Biology

- Established 2017
- Funding ended 2020

Institute for Applied Topography

- Established 2009
- Director: Steve Rudabaugh & Jamal Tartir
- Location: Lincoln 519
- Annual Report: 2017 application
- Funding: Faculty time/effort

YSU Report on Centers & Institutes, June 2021

- *The Plan*
 - Academic Distinction & Discovery of Knowledge
 - Creates a framework to optimize student and postgraduate success via involvement in faculty-led research
 - Student Futures & Lifelong Learning
 - Provide experiential learning outcomes for students

Natural Gas and Water Resources Institute

- Established 2012
- Director: Jeff Dick (Moser, 1020)
- Location: None
- Annual Report: None
- Funding: Faculty time/effort
- *The Plan*
 - Academic Distinction & Discovery of Knowledge
 - Has established cooperative research opportunities with the natural gas industry
 - Collective Impact with the Region
 - Promotes economic development alignment across the region related to the natural gas industry

Center for Undergraduate Research in Mathematics

- Established 2006
- Director: Tom Wakefield (Lincoln, 639)
- Location: None
- Annual Report: Summer, 2019
- Funding: CUR Math Endowment (~\$4,000 annually)
- *The Plan*
 - Student Futures & Lifelong Learning
 - Students participate in international competitions such as COMAP and participate in Math-Fest and regional Joint Mathematics meetings

Mathematics and Statistics Consulting Center

- Established 2015
- Director: Lucy Kerns (Lincoln, 639)
- Location: None
- Annual Report: None
- Funding: Faculty release-time (3 h of NTD)
- *The Plan*
 - Student Futures & Lifelong Learning
 - Provides guidance to students and faculty who are pursuing research
 - Provides graduate students the opportunities to expand their capacities and capabilities related the application of statistics to problems being solved through various research designs

Center for Transportation and Materials Engineering

- Ended 2006

YSU Report on Centers & Institutes, June 2021

Office of the President

Energy Workforce Center (\$1million Department of Energy)

(<https://businessjournaldaily.com/dept-of-energy-commits-1m-to-ysu-for-energy-workforce-center/www>)

- *The Plan*
 - Collective Impact with the Region
 - Develop an Energy Storage Workforce Innovation Center

Alignment of Centers and Institutes with the Goals of the [Plan for Strategic Actions to Take Charge of Our Future](#)

Affiliation	Student Futures & Lifelong Learning	Academic Distinction & Discovery of Knowledge	Collective Impact with the Community
Center or Institute (I) as a Destination (a Place)			
WCBA			
Career Management	X		
Undergraduate Student Services	X		
Center for Non-Profit Leadership	X	X	X
Ohio Small Business Development, Export Assistance, Procurement Technical Assistance		X	X
BCLASSE			
Curriculum Resource	X		
Writing Assistance	X		
Rich Center for Autism	X	X	X
Historical Center of Industry & Labor			X
Center for Historical Preservation	X		X
Center for Working Class Studies	X	X	X
GIS Data and Mapping Center			X
Bitonte College of Health and Human Services			
Center for Human Services Development	X	X	X
STEM			
Mathematics Assistance	X		
PRESIDENT			
Workforce Development & Innovation	X		X
Excellence Training	X	X	X
Center or Institute (I) as an Initiative (not a Destination Place)			
Academic Affairs			
Teaching & Learning	X	X	x
Honors College			
Summer Honors (I)	X		

YSU Report on Centers & Institutes, June 2021

WCBA			
International Business		X	X
Entrepreneurship		X	X
BCLASSE			
Rigelhaupt Pre-Law	X		X
Poetry	X		X
Islamic Studies	X		X
Judaic & Holocaust Studies	X		X
James Dale Ethics	X		X
STEM			
Applied Topography (I)	X	X	
Natural Gases & Water Resources (I)		X	X
Undergraduate Research in Mathematics	X		
Mathematics & Statistics Consulting	X		
PRESIDENT			
Energy Workforce			X

**The Office of Alumni and Events
Scheduled Events Summer 2021**

Thursday, May 20

Purpose: Chapter leader planning for restart of in-person events
Place: Virtual on Zoom
Time: 7:00 pm
Contact: Heather Belgin – 330-941-1591 or habelgin@ysu.edu

Alumni Chapter Leaders Meeting

Tuesday, May 25

Purpose: Alumni connection, partnership with Public Library of Youngstown and Mahoning County and Maag Library
The May book voted on by book club participants is “The Midnight Library” by Matt Haig
Place: Virtual on Zoom
Time: 7:00 pm
Contact: Heather Belgin – 330-941-1591 or habelgin@ysu.edu

YSU Alumni and Friends Virtual Book Club Meeting

Thursday, May 27

Purpose: Alumni connection and lifelong learning
Jeff Grubbs is an accomplished violinist, bass guitarist and jazz bassist who has performed with the Pittsburgh Symphony Orchestra, Atlanta Symphony Orchestra and Florida Philharmonic Orchestra. These spotlights are produced by the Jazz Alumni Association leadership of Bill Bodine, Eric Dregne and Jim Wilpula.
Place: Virtual on @ysualumni Facebook
Time: 7:00 pm
Contact: Heather Belgin – 330-941-1591 or habelgin@ysu.edu

Jazz Alumni Spotlight On. . .Volume 5 with Jeff Grubbs ‘86

Saturday, June 5

Purpose: Alumni connection and community service
Pete’s Pride, alumni, friends and family have assisted with this annual beautification event since 2005.
Place: Breakfast at Mocha House, followed by planting downtown
Time: 8:00 a.m. breakfast; 8:45 a.m. planting
Contact: Brittany Defibaugh – 330-941-7170 or bldefibaugh@ysu.edu

Alumni Volunteer Group at Streetscape

Wednesday, June 9

Purpose: Alumni connection and chapter planning
Place: Virtual on Zoom
Time: 6:30 p.m.
Contact: Heather Belgin – 330-941-1591 or habelgin@ysu.edu

Washington D.C. Alumni Chapter Virtual Happy Hour

Thursday, June 24

Purpose: Alumni connection and lifelong learning
Place: Virtual on @ysualumni Facebook
Time: 7:00 pm
Contact: Heather Belgin – 330-941-1591 or habelgin@ysu.edu

Tuesday, June 29

Purpose: Alumni connection, partnership with Public Library of Youngstown and Mahoning County and Maag Library
Place: Virtual on Zoom
Time: 7:00 pm
Contact: Heather Belgin – 330-941-1591 or habelgin@ysu.edu

Tuesday, July 27

Purpose: Alumni connection, partnership with Public Library of Youngstown and Mahoning County and Maag Library
Place: Virtual on Zoom
Time: 7:00 pm
Contact: Heather Belgin – 330-941-1591 or habelgin@ysu.edu

Saturday, July 31

Purpose: Community outreach and alumni chapter growth
The LGBTQ+ Alumni Chapter was formalized in September 2020 and continues to grow through regular virtual events.
Place: Downtown Warren
Time: 12:00-8:00 pm
Contact: Heather Belgin – 330-941-1591 or habelgin@ysu.edu

Friday, August 13

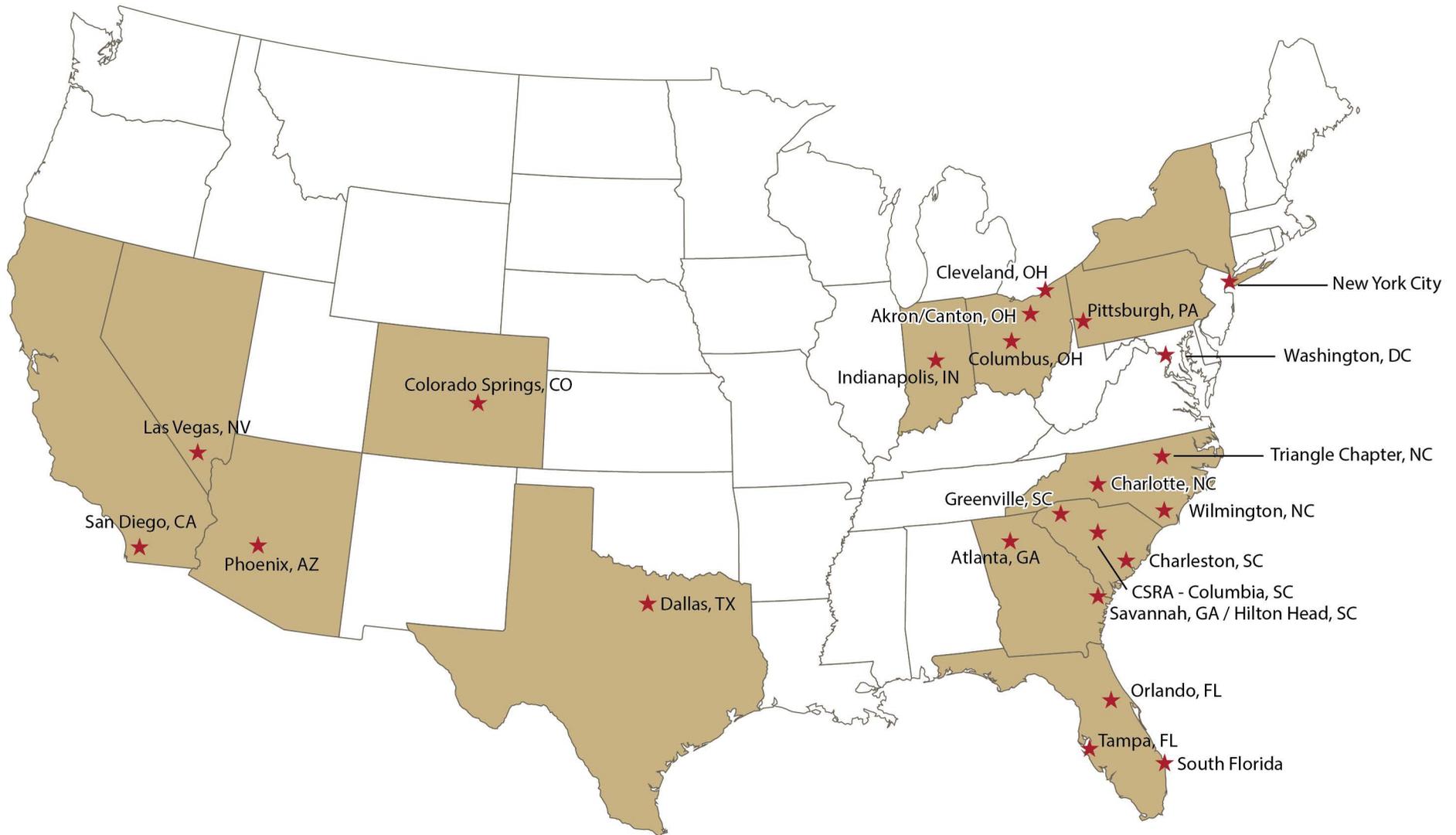
Purpose: Alumni connection and community outreach
Place: Eastwood Field
Time: 5:30 pm picnic; 7:00 pm game
Contact: Brittany Defibaugh – 330-941-7170 or bldefibaugh@ysu.edu

Saturday, September 18

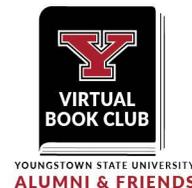
Purpose: Alumni connection and community service
Pete's Pride, alumni, friends and family have assisted with the United Way of Youngstown and Mahoning Valley's annual Day of Caring since 2011.
Place: Southwoods in Boardman
Time: 8:15 a.m.
Contact: Brittany Defibaugh – 330-941-7170 or bldefibaugh@ysu.edu

Additional events will be planned throughout the summer for the 27 location-based and affinity-based alumni chapters shown in the attached map.

Youngstown State University Alumni Chapters



NATIONWIDE CHAPTERS



End of Institutional Engagement Background Materials

Continuation of Institutional Engagement Committee agenda

D. New Business

No New Business

E. Adjournment

The meeting adjourned at 1:52 p.m.

End of Institutional Engagement Committee Meeting

V. INVESTMENT SUBCOMMITTEE

Capri S. Cafaro, Chair
Charles T. George, Vice Chair
Allen L. Ryan, Jr.
Joseph J. Kerola
Victoria M. Woods

The meeting commenced at 1:53 p.m.

A. Disposition of the Minutes for the Previous Meeting on March 3, 2021

Draft copies of the minutes of the committee's meeting held March 3, 2021, were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provided.

B. Old Business

No Old Business

C. Committee Item

1. Investment Subcommittee Discussion Item

- a. June 2, 2021 Quarterly Portfolio Asset Allocation and Investment Performance Review (Presenters: John Colla, Clearstead).**

2. Investment Subcommittee Action Item

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

Motion: To approve the Resolution to Approve Clearstead's Recommendation to Rebalance the Non-Endowment Long-Term Investment Pool

Motion moved by Anita A. Hackstedde, M.D., and motion seconded by Charles T. George. The resolution was unanimously approved.

3. Background Material

- a. No background material this quarter.**

D. New Business

No New Business

E. Adjournment

The meeting ended at 2:11 p.m.

End of Investment Subcommittee Meeting



June 2, 2021

YOUNGSTOWN STATE UNIVERSITY



*1100 Superior Avenue East Suite 700
Cleveland, Ohio 44114
216.621.1090 | [clearstead.com](https://www.clearstead.com)*

CONTENTS

1. 2021 Initiatives
2. Capital Markets Update
3. Non-Endowment Assets: Performance & Asset Allocation Review
4. Alternative Investments Review

APPENDIX

Endowment Assets: Performance & Asset Allocation Review
Supporting Information

2021 OVERSIGHT DASHBOARD

		1Q	2Q	3Q	4Q	COMMENTS:
STRATEGIC / ADMINISTRATIVE	Investment Policy Review			<input type="checkbox"/>		
	Strategic Asset Allocation Review			<input type="checkbox"/>		
	Peer Review				<input type="checkbox"/>	
	2022 Oversight Dashboard				<input type="checkbox"/>	
	STAR Ohio/Plus Annual Review			<input type="checkbox"/>		
PORTFOLIO	Fixed Income Review				<input type="checkbox"/>	
	Alternative Investments Review		✓			
	Domestic Equity Review					TBD
	International Equity Review					TBD
PERFORMANCE	Capital Markets Review	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	
	Quarterly Performance Review	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER	Fee Review			<input type="checkbox"/>		
	ORC Compliance Review			<input type="checkbox"/>		
	Clearstead Firm Update	✓				
	Responsible Investing	✓				

LAST REVIEWED

Investment Policy:	09/02/2020
Strategic Asset Allocation:	09/02/2020
Fee Review:	12/02/2020

MEETING SCHEDULE

1Q:	March 3, 2021
2Q:	June 2, 2021
3Q:	September 1, 2021
4Q:	December 1, 2021



CAPITAL MARKETS UPDATE

QUARTERLY THEMES

WHAT HAPPENED LAST QUARTER?

- Equity markets remained strong as the risk-on environment persisted
 - U.S. small cap stocks (Russell 2000) led equity markets, returning 12.7% in the first quarter
 - Style rotation continued as value significantly outpaced growth: outperformance for the quarter of 11% and 16% in large cap and small cap, respectively
- Economic stabilization in the U.S.
 - American Rescue Plan Act passed providing an additional \$1.9 trillion in fiscal stimulus
- Corporate earnings exceeded expectations
- Interest rates moved higher on the intermediate and long end of the yield curve, challenging fixed income returns

WHAT WE'RE FOCUSING ON

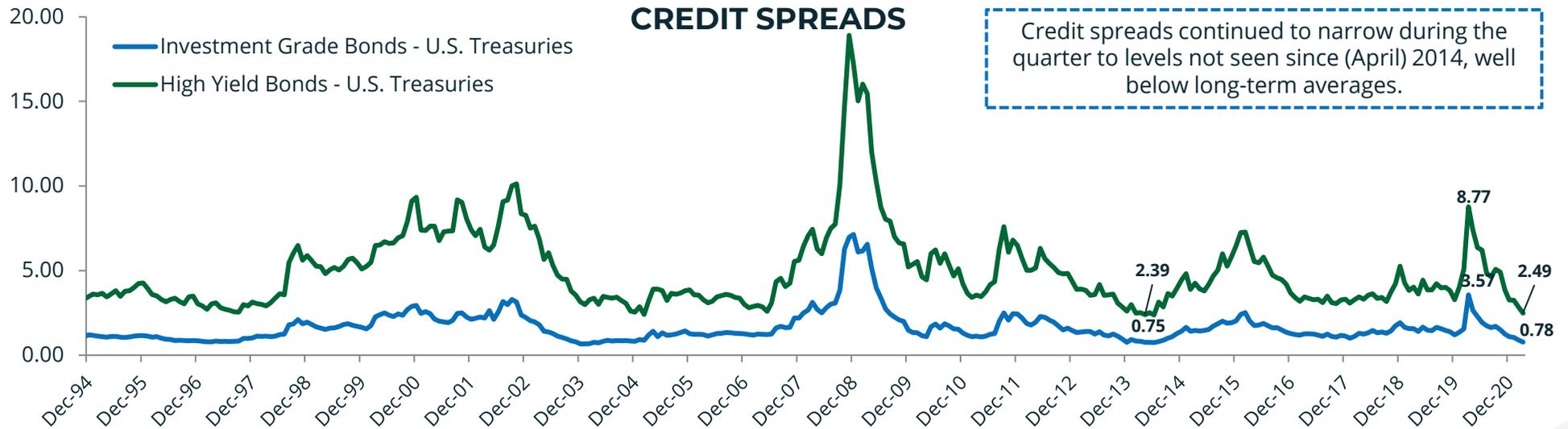
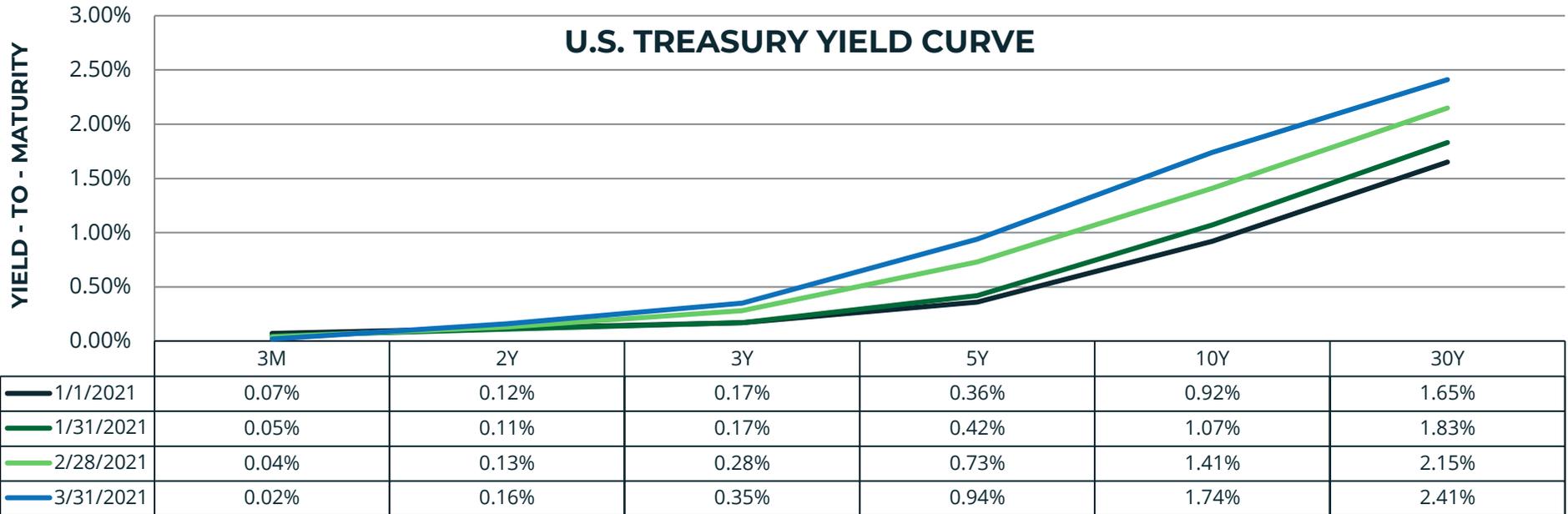
- Herd immunity, and timeframe for full reopening of economy
- Fiscal and monetary policy support – the short-term and potential long-term effects
- Global GDP growth – how much and at what pace?
- \$2+ trillion infrastructure deal and potential tax plan and impacts on economy
- Inflation expectations
- The revised higher outlook for earnings and the probability of meeting expectations
- Rising, but low interest rate environment continues to pressure total portfolio return expectations

HISTORICAL ASSET CLASS RETURNS

2012	2013	2014	2015	2016	2017	2018	2019	2020	Q1 2021
REITs 20.1%	Sm/Mid 36.8%	REITs 27.2%	REITs 2.3%	Sm/Mid 17.6%	Em Mkt 37.3%	Cash 1.9%	Large Cap 31.5%	Sm/Mid 20.0%	Sm/Mid 10.9%
Em Mkt 18.2%	Large Cap 32.4%	Large Cap 13.7%	Large Cap 1.4%	Hi Yld 17.5%	Dev Intl 25.0%	US Bonds 0.0%	REITs 28.1%	Large Cap 18.4%	REITs 8.5%
Dev Intl 17.3%	Dev Intl 22.8%	Sm/Mid 7.1%	US Bonds 0.6%	Large Cap 12.0%	Large Cap 21.8%	Glb Bond -0.9%	Sm/Mid 27.8%	Em Mkt 18.3%	Large Cap 6.2%
Sm/Mid 17.9%	Hdg Fnds 9.0%	US Bonds 6.0%	Cash 0.1%	Em Mkt 11.2%	Sm/Mid 16.8%	Hi Yld -2.3%	Dev Intl 22.0%	Hdg Fnds 10.9%	Dev Intl 3.5%
Large Cap 16.0%	Hi Yld 7.4%	Hdg Fnds 3.4%	Hdg Fnds -0.3%	REITs 9.3%	Glb Bond 9.3%	Hdg Fnds -4.0%	Em Mkt 18.4%	Glb Bond 9.5%	Hdg Fnds 2.5%
Hi Yld 15.6%	REITs 3.2%	Hi Yld 2.5%	Dev Intl -0.8%	US Bonds 2.7%	REITs 9.3%	Large Cap -4.4%	Hi Yld 14.4%	Dev Intl 7.8%	Em Mkt 2.3%
Hdg Fnds 4.8%	Cash 0.1%	Cash 0.0%	Sm/Mid -2.9%	Glb Bond 1.9%	Hdg Fnds 7.8%	REITs -4.4%	US Bonds 8.8%	US Bonds 7.5%	Hi Yld 0.9%
US Bonds 4.2%	US Bonds -2.0%	Em Mkt -2.2%	Hi Yld -4.6%	Dev Intl 1.0%	Hi Yld 7.5%	Sm/Mid -10.0%	Hdg Fnds 8.4%	Hi Yld 6.2%	Cash 0.0%
Glb Bond 1.8%	Em Mkt -2.6%	Glb Bond -2.8%	Glb Bond -4.8%	Hdg Fnds 0.5%	US Bonds 3.5%	Dev Intl -13.8%	Glb Bond 5.0%	Cash 0.5%	US Bonds -3.4%
Cash 0.1%	Glb Bond -4.9%	Dev Intl -4.5%	Em Mkt -14.9%	Cash 0.3%	Cash 0.9%	Em Mkt -14.6%	Cash 2.3%	REITs -5.9%	Glb Bond -5.9%

Past performance is not a guarantee of future results. Asset classes represented by: Large Cap – S&P 500 Index; Sm/Mid – Russell 2500 Index; Dev Intl – MSCI EAFE Index; Em Mkt – MSCI Emerging Markets Index; Hi Yld – Bank of America Merrill Lynch U.S. High Yield Master II; U.S. Bonds – Barclays Capital U.S. Aggregate; Glb Bond – Barclays Capital Global Treasury ex U.S.; REITs – NAREIT ALL REITs; Hdg Fnds – HFRI FOF: Diversified Index; Cash – Merrill Lynch 91-day Tbill. Data as of 3/31/2021. Source: Morningstar Direct.

FIXED INCOME UPDATE: LOW YIELD ENVIRONMENT



Source: Bloomberg. Data as of 3/31/2021. US Treasuries - BarCap US Gov't 10-Yr Treasury; Investment Grade Bonds - BarCap BAA Corp; High Yield Bonds - BarCap US High Yield. Past performance is not a guarantee of future results.



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

NON-ENDOWMENT PERFORMANCE REVIEW (AS OF 3/31/2021)

NON-ENDOWMENT ASSETS	MARKET VALUE (\$MM)	QTD	YTD	1 YR	2 YR	3 YR	5 YR	7 YR	10 YR	2020	2019	2018	SINCE INCEPTION ⁴
Total Non-Endowment Assets	\$73.087	2.1%	2.1%	22.2%	9.1%	7.2%	6.5%	4.9%	4.5%	9.5%	11.5%	-1.5%	4.4%
<i>Benchmark¹</i>		1.0%	1.0%	12.1%	5.8%	5.1%	4.5%	3.6%	3.2%	5.9%	8.7%	-0.4%	3.4%
Operating & Short-Term Pool	\$10.155	0.0%	0.0%	0.4%	1.4%	1.6%	1.2%	0.9%	0.7%	1.1%	2.4%	1.7%	0.6%
<i>Benchmark²</i>		0.0%	0.0%	0.1%	1.3%	1.6%	1.2%	0.9%	0.7%	0.8%	2.3%	1.9%	0.6%
Long-Term Pool	\$62.932	2.7%	2.7%	26.0%	9.8%	7.8%	7.4%	5.8%	5.7%	8.8%	15.3%	-3.4%	5.9%
<i>Benchmark³</i>		1.9%	1.9%	23.0%	9.6%	7.9%	7.2%	5.7%	5.4%	10.0%	14.2%	-2.4%	5.4%

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

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

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

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

ATTRIBUTION OF MARKET VALUE

TOTAL UNIVERSITY ASSETS

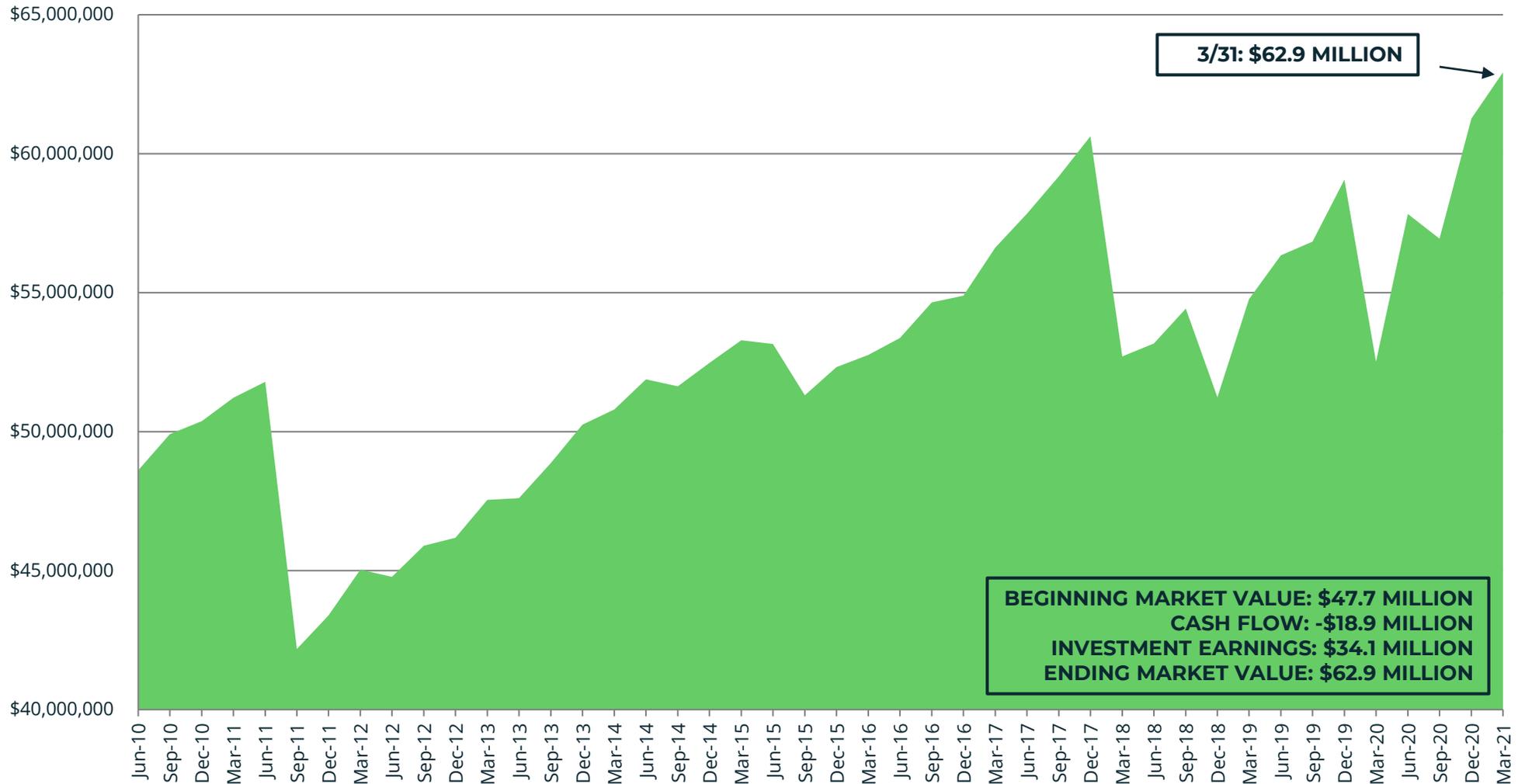
	2020 Q2	2020 Q3	2020 Q4	First Quarter	One Year
Beginning Market Value	\$70,059,620	\$58,037,868	\$81,155,893	\$66,471,553	\$70,059,620
Contributions	\$8,233	\$24,009,125	\$4,260	\$18,009,372	\$42,030,989
Withdrawals	-\$17,358,042	-\$2,909,826	-\$19,004,737	-\$13,063,584	-\$52,336,188
Net Cash Flow	-\$17,349,809	\$21,099,299	-\$19,000,477	\$4,945,788	-\$10,305,199
Net Investment Change	\$5,328,057	\$2,018,725	\$4,316,137	\$1,669,702	\$13,332,622
Ending Market Value	\$58,037,868	\$81,155,893	\$66,471,553	\$73,087,043	\$73,087,043
Net Change	-\$12,021,752	\$23,118,024	-\$14,684,340	\$6,615,490	\$3,027,422

LONG-TERM POOL

	2020 Q2	2020 Q3	2020 Q4	First Quarter	One Year
Beginning Market Value	\$52,519,226	\$57,832,762	\$56,950,176	\$61,263,903	\$52,519,226
Contributions	\$7,641	\$9,060	\$4,257	\$9,163	\$30,120
Withdrawals	-\$7,641	-\$2,909,761	-\$4,257	-\$9,163	-\$2,930,821
Net Cash Flow	\$0	-\$2,900,701	\$0	\$0	-\$2,900,701
Net Investment Change	\$5,313,536	\$2,018,114	\$4,313,727	\$1,668,072	\$13,313,449
Ending Market Value	\$57,832,762	\$56,950,176	\$61,263,903	\$62,931,975	\$62,931,975
Net Change	\$5,313,536	-\$882,587	\$4,313,727	\$1,668,072	\$10,412,748

ATTRIBUTION OF MARKET VALUE CHANGE: LONG-TERM POOL

**LONG-TERM POOL MARKET VALUE CHANGE
(07/01/2010 - 3/31/2021)**



UPDATED PORTFOLIO SNAPSHOT (NO RECOMMENDED CHANGES)

YOUNGSTOWN STATE UNIVERSITY

AS OF APRIL 29, 2021

	TICKER	INVESTMENT STRATEGY	MARKET VALUE (CURRENT)	% OF PORTFOLIO	POLICY TARGET	POLICY RANGE	TACTICAL +/-
Total Operating & Short Term				\$10,155,074	100.0%	100.0%	
Operating Assets				\$10,129,892	99.8%		60-100%
JPMorgan 100% U.S. Treas. MM Instl Star Plus*	JTSXX	Money Market	\$10,092,970	99.4%			
Star Ohio*	-	Cash Equivalent	\$3	0.0%			
Star Ohio*	-	Cash Equivalent	\$36,919	0.4%			
Short-Term Assets				\$25,182	0.2%		0-40%
Vanguard Short-Term Federal Adm	VSGDX	Short-Term Fixed	\$25,182	0.2%			
Total Long Term Reserves Pool				\$64,581,544	100.0%	100.0%	
Domestic Equity				\$20,862,515	32.3%	27.0%	20-35%
Large Cap				\$13,574,610	21.0%		
Vanguard Instl Index	VINIX	Large Cap Core	\$13,574,610	21.0%			
Small/Mid Cap				\$7,287,905	11.3%		
Vanguard Mid Cap Index Adm	VIMAX	Mid-Cap Core	\$3,391,363	5.3%			
Loomis Sayles Small Growth N2	LSSNX	Small Cap Growth	\$1,741,018	2.7%			
Victory Integrity Small Cap Value Y	VSVIX	Small Cap Value	\$2,155,523	3.3%			
International Equity				\$5,854,500	9.1%	8.0%	0-15%
William Blair International Growth I	BIGIX	Foreign Growth	\$2,918,586	4.5%			2.1%
Dodge & Cox International Stock	DODFX	Foreign Value	\$2,935,914	4.5%			
Total Equity				\$26,717,015	41.4%	35.0%	25-45%
Alternatives				\$7,325,762	11.3%	15.0%	0-20%
JPMorgan Strategic Income Opps Fd	JSOSX	Non-Traditional Bond	\$2,200,764	3.4%			
Wells Fargo Adv Absolute Return I	WABIX	Tactical Allocation	\$2,307,527	3.6%			
Diamond Hill Long-Short Y	DIAYX	Equity Long-Short	\$2,817,472	4.4%			
Fixed Income				\$30,497,633	47.2%	50.0%	35-75%
Short Term Fixed Income				\$17,376,999	26.9%	30.0%	25-45%
YSU Short Term Bond	-	Short-Term Fixed	\$11,691,944	18.1%			-1.8%
Lord Abbett Short Duration	LLDYX	Short-Term Fixed	\$3,717,311	5.8%			-2.1%
DFA Five-Year Global	DFGBX	Global Fixed	\$1,967,745	3.0%			
Intermediate Fixed Income				\$13,120,634	20.3%	20.0%	10-30%
JPMorgan Core Bond Fund R6*	JCBUX	Core Plus Fixed	\$5,577,986	8.6%			
YSU Intermediate Term Fixed	-	Intermediate-Term Fixed	\$4,556,296	7.1%			
Prudential High Yield Bond R6	PHYQX	High Yield	\$2,986,352	4.6%			
Cash & Cash Equivalents				\$41,134	0.1%	0.0%	0-5%
Equity Account Cash	-	Money Market	\$41,134	0.1%			0.1%
Total University Assets				\$74,736,618			

*As of 3/31/2021



ALTERNATIVE INVESTMENTS REVIEW

CURRENT ALTERNATIVE INVESTMENTS AT YSU

	% of Portfolio	Ending March 31, 2021								Calendar Years			Inception (%)	Inception Date
		2021 Q1 (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	2020 (%)	2019 (%)	2018 (%)		
JPMorgan Strategic Income Opps Sel	3.0	0.3	0.3	5.8	1.8	2.1	3.5	2.3	2.6	1.6	4.0	0.8	1.8	Sep-18
<i>BBgBarc US Universal TR</i>		-3.1	-3.1	3.0	5.0	4.9	3.6	3.6	3.8	7.6	9.3	-0.3	5.9	
Wells Fargo Adv Absolute Return Instl	3.1	4.8	4.8	21.1	3.7	2.0	4.4	2.4	--	-2.9	11.2	-5.6	2.1	Mar-15
<i>HFRF Fund of Funds Composite Index</i>		1.9	1.9	23.8	8.2	5.4	5.6	3.9	3.4	10.9	8.4	-4.0	3.7	
Diamond Hill Long-Short Y	3.7	8.8	8.8	41.8	10.9	8.3	7.8	6.2	7.5	-0.2	23.2	-6.9	6.3	Mar-15
<i>HFRX Equity Hedge Index</i>		2.7	2.7	23.9	5.9	2.1	4.1	2.1	1.3	4.6	10.7	-9.4	2.1	

INVESTMENT	PURPOSE / ROLE	INVESTMENT TYPE	STRATEGY NOTES
JPMorgan Strategic Income Opps	Absolute Return = Volatility Mitigation, Diversification	Long-Short Credit	Absolute Return Focus
GMO (Wells Fargo Absolute Return)	Absolute Return = Volatility Mitigation, Diversification and Growth	Tactical Asset Allocation	Absolute Return, Growth, Event Driven
Diamond Hill Long-Short	Growth = Volatility Mitigation	Long-Short Equity	Fundamental, Net Long Bias

WHY INVEST IN ALTERNATIVE INVESTMENTS

DIVERSIFICATION & VOLATILITY REDUCTION

PORTFOLIO	HISTORICAL RETURN ¹	HISTORICAL VOLATILITY ¹
50% US Equity / 25% Int'l Equity / 25% Fixed Income	8.0%	12.0%
40% US Equity / 20% Int'l Equity / 20% Alternatives / 20% Fixed Income	8.6%	10.6%
Hedge Funds	9.5%	8.1%
Private Equity	15.0%	9.7%
Private Real Estate	7.7%	4.4%
S&P 500 Index	9.8%	15.4%
Barclays US Aggregate Bond Index	5.9%	3.9%

PROSPECTS FOR TRADITIONAL ASSET CLASSES

FIXED INCOME	EQUITIES	ALTERNATIVES
<ul style="list-style-type: none"> Accommodative global central banks Low yields 	<ul style="list-style-type: none"> Uncertainty with global economy Valuations high Potential for increased volatility around virus and economic recovery 	<ul style="list-style-type: none"> Expanded opportunity set Diversification benefits to help protect on downside Focus on alpha vs. beta Illiquidity premium

¹Source: Zephyr. Data from 01/01/1990 to 09/30/2019. Assumes Quarterly rebalancing.

US Equity – Russell 3000, Int'l Equity – MCSI All World xUS, Alternatives (50% HFRI Fund Weighted Composite Index, 25% Cambridge Associates US Private Equity Index, 25% NCREIF Property Index), Fixed Income – Bloomberg Barclays U.S. Aggregate, Hedge Funds – HFRI Fund Weighted Composite Index, Private Equity – Cambridge Associates US Private Equity Index, Private Real Estate – NCREIF Property Index.

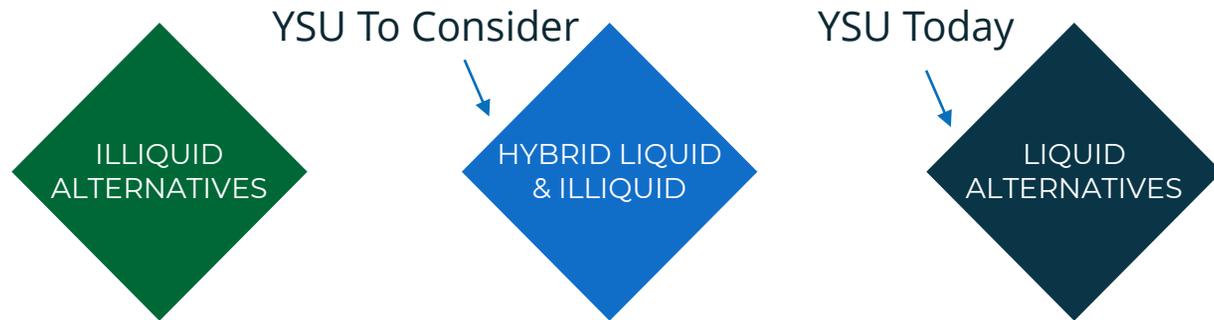
The performance data shown represents past performance. Past performance is not indicative of future results. Current performance data may be lower or higher than the performance data presented. The investment information used in these materials are intended to represent the historic performance of sample allocations for informational purposes only and should not be considered as investment advice or a recommendation. Information contained herein has been obtained from sources believed to be reliable, but not guaranteed.

CHALLENGES FACING TRADITIONAL ASSETS TODAY

- The Fed has stated it is not raising rates and yields are low across the intermediate and longer parts of the curve, while investors' need for yield has not changed
- It is prudent to find opportunities through actively managed alpha sources rather than through general beta exposure
- The use of alternatives expands the breadth of investments outside the traditional asset classes to find alpha opportunities and additional diversification benefits
- Equity return prospects remain uncertain in today's capital market environment; market (beta) exposure can expect an elevated level of volatility

1980 – 2008	2008 – 2016	2016 – 2018	2018 - 2021
High interest rates, respectable yields in fixed income	Persistently and historically low yields for bonds	The Fed raised interest rates eight times bringing yields off lows	An accommodative Fed with historic low rates
Interest rates fell consistently throughout, helping to appreciate bond prices	Interest rates continued to fall, compressing already low yields	A rising rate environment	More recently, rising interest rates, though still low
With good U.S. GDP growth, the expectation of economic growth and equity market expansion remained robust	There are growth challenges on the Main Street. Highly accommodative central bank policies around the world ease liquidity and help to appreciate asset prices in capital markets	U.S. GDP growth increased, with 2018 benefitting from corporate tax reform; Global central banks remained accommodative and the Fed initiated a balance sheet reduction program	Full equity market valuations, a lot of risks associated with the virus, pace of economic recovery still unknown

ALTERNATIVES STRATEGY SPECTRUM



	ILLIQUID ALTERNATIVES	HYBRID LIQUID & ILLIQUID	LIQUID ALTERNATIVES
Exposures	<ul style="list-style-type: none"> • Traditional Hedge Funds • Private Equity & Debt • Real Assets 	<ul style="list-style-type: none"> • Traditional Hedge Funds • Liquid Alternatives • Open ended Real Estate & Public REITs 	<ul style="list-style-type: none"> • Liquid Alternatives • Public REITs
Liquidity	<ul style="list-style-type: none"> • Monthly, Quarterly, Limited 	<ul style="list-style-type: none"> • Daily, Monthly, Quarterly 	<ul style="list-style-type: none"> • Daily
Access	<ul style="list-style-type: none"> • Direct Investments • Comingled Pools 	<ul style="list-style-type: none"> • Direct Investments • Mutual Funds 	<ul style="list-style-type: none"> • Mutual Funds
Sourcing	<ul style="list-style-type: none"> • Proprietary Sourcing 	<ul style="list-style-type: none"> • Proprietary Sourcing 	<ul style="list-style-type: none"> • Sourced through quantitative and qualitative screens
Client Risk & Liquidity Profile	<ul style="list-style-type: none"> • Clients with ability to give up liquidity 	<ul style="list-style-type: none"> • Gives clients access to some illiquidity premium with ability to redeem if needed 	<ul style="list-style-type: none"> • Clients who are comfortable with alternatives but want to maintain liquidity
Sample Managers	<ul style="list-style-type: none"> • H.I.G. • Silver Point • Carlyle • Riverside • Blackstone 	<ul style="list-style-type: none"> • Evanston • Maverick • Elliott • Anchorage • Third Point • Carlson Black Diamond Merger • Harrison Street Core Property 	<ul style="list-style-type: none"> • GMO Benchmark Free • JPMorgan Strategic Income • Diamond Hill Long/Short

For informational purposes and not a recommendation

EVOLVING THE ALTERNATIVES PORTFOLIO

The alternatives portfolio has done well over time and has provided broader diversification and risk mitigation to the portfolio.

Clearstead remains an advocate for the use of alternative investments within the portfolio, though only has high conviction in a select number of managers that offer strategies through mutual fund vehicles.

Clearstead's best ideas for investment managers in alternatives today are only accessible through other types of investment vehicles other than mutual funds.

Clearstead is supportive of evolving the alternatives portfolio to invest in a non-daily liquid strategy.

The Weatherlow Fund, managed by Evanston Capital, is a strategy that Clearstead thinks is a good fit for the University's portfolio.

- Deep team and resources – consistent and disciplined process
- Quarterly liquidity
- Access to top managers in diversifying strategies universe
- Track record of results

EVANSTON CAPITAL MANAGEMENT: WEATHERLOW FUND

EXECUTIVE SUMMARY

PARENT

Evanston Capital Management (ECM) was founded in 2002 by David Wagner (CEO), Adam Blitz (CIO), Kenneth Meister (COO) and Ryan Cahill (CFO). Prior to the funding of Evanston Capital Management (ECM), David Wagner was the former Chief Investment Officer for Northwestern University from 1992 to 2002. A majority interest of ECM is owned by the firm's four founders and Don Fehrs (head of Research & Risk Management). The team recently purchased back the minority interest from TA Associates; 100% of the firm is owned by employees.

PROCESS

ECM's investment philosophy is based on the successful hedge fund-of-funds portfolio that David Wagner established and managed on behalf of Northwestern University from 1992 to 2002, which has been enhanced over time by ECM's current Investment Committee. ECM's basic investment philosophy is rooted in the belief that there is a limited number of truly top-tier portfolio managers in which to invest. Moreover, ECM is generally skeptical about the ability of most portfolio managers to generate alpha, to which ECM attempts to identify hidden risks within a portfolio manager's strategy, which may arise from excessive leverage and risk, illiquidity, and/or short volatility positioning. The firm follows a multi-step process when reviewing managers, with 150+ managers reviewed in a year and ~5-10 running through a complete due diligence process. The portfolio is typically made up of 20-30 managers, with any additions to the portfolio requiring unanimous approval from the investment committee.

PORTFOLIO

The portfolio is 56% long/short equity strategies, 19% event driven strategies, 10% relative value strategies, and 15% global macro. The fund typically has a beta to equities of ~0.3 with around 1/3 of the volatility of global equity.

HIGHLIGHTS

- Long performance track record (18 years); never lost capital over a 3-year period; outperformed HFRI FoF Index in 15 or 17 calendar years
- \$60+ million of employee assets in the strategy
- 65% of managers are closed or have limited capacity
- Get into managers early who have experience from other successful firms; seek strong culture
- Terms
 - 1 or 2-year lockup period, **quarterly liquidity with 65-day notice**
 - 1% management fee, 10% incentive fee over 6% hurdle (high water mark provision), underlying manager fees (~1.3% / 18.5% incentive)

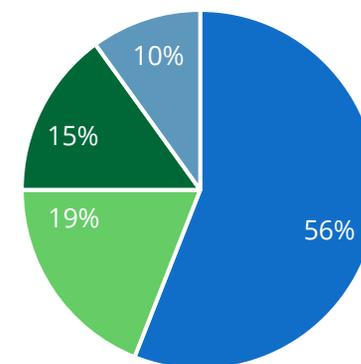
WEATHERLOW FUND STRATEGY CHARACTERISTICS

	% Allocation in Weatherlow†*	1st Quarter 2021 Return**	Long Exposure	Short Exposure	Gross Exposure	Net Exposure
Core Investments						
Rokos Global Macro Fund	9.1%	4.0%	***	***	***	***
Diameter Fund	8.2%	5.4%	113%	-73%	186%	40%
Silver Point Capital Fund	7.6%	9.0%	101%	-25%	126%	76%
12 West	5.0%	-11.8%	110%	-29%	139%	82%
Zebedee Core Fund	5.0%	9.9%	75%	-34%	108%	41%
Matrix Capital Management Fund	4.8%	-6.0%	105%	-13%	118%	92%
Oxbow Fund	4.6%	-3.9%	103%	-44%	147%	59%
Whale Rock Flagship Fund	4.3%	-14.4%	118%	-68%	186%	50%
Pleiad Asia Fund	4.3%	1.2%	123%	-64%	187%	59%
Crake Global	4.1%	7.5%	219%	-151%	370%	68%
Sachem Head	4.1%	10.1%	138%	-53%	191%	84%
Anchorage Capital Partners	3.9%	6.3%	100%	-46%	145%	54%
Teton Capital Partners	3.8%	13.1%	92%	-38%	130%	54%
Long Pond Capital Fund	3.8%	12.0%	127%	-52%	178%	75%
Pelham Global Financials Fund	3.4%	1.3%	113%	-52%	166%	61%
Castle Hook Fund	3.3%	20.3%	***	***	***	***
Hein Park Fund	3.2%	15.0%	86%	-18%	105%	68%
Eversept Global Healthcare Fund	2.8%	2.5%	89%	-52%	141%	37%
Two Creeks Capital Partners	2.8%	-4.9%	104%	-56%	160%	49%
Redwood Opportunity Fund	2.7%	5.9%	126%	0%	126%	126%
Dark Forest Global Equity Fund	2.7%	<i>Added April 1</i>	***	***	***	***
EcoR1 Capital Fund	1.4%	<i>Added April 1</i>	107%	-36%	143%	71%
Steelhead Pathfinder Fund	1.2%	2.6%	201%	-101%	303%	100%
<i>Cash / Cash Equivalents</i>	2.1%	0.0%				
Total		3.0% Net	171%	-116%	286%	55%

Source: Evanston.

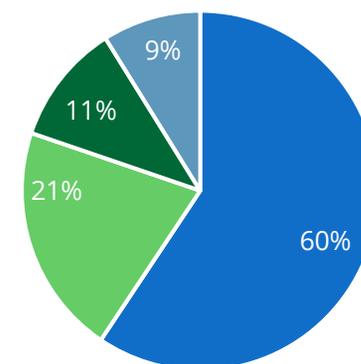


STRATEGY ASSET ALLOCATION



- Long/Short Equity
- Event Driven
- GAA / Macro
- Relative Value

GEOGRAPHIC ALLOCATION

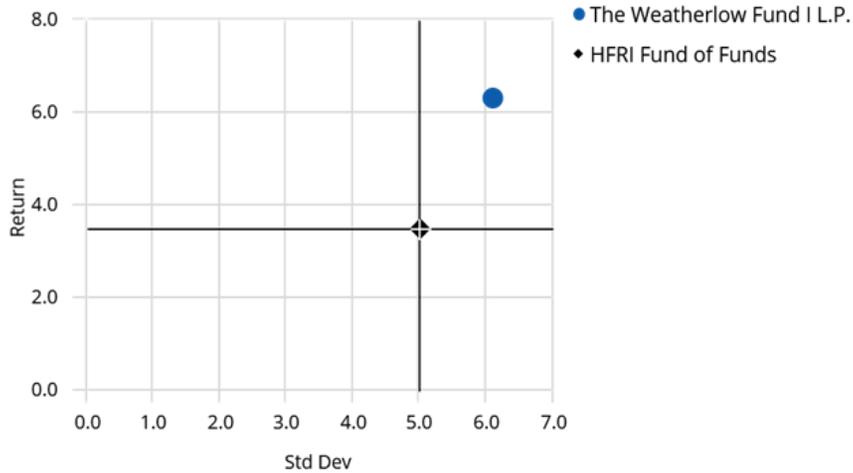


- U.S.
- Europe
- Emerging Markets
- Japan / Developed Asia

10-YEAR HISTORICAL ANALYSIS

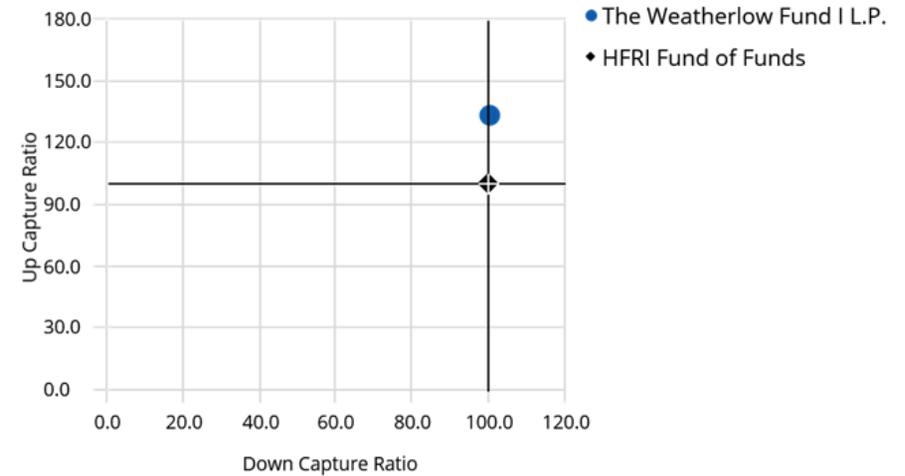
Risk / Return

Time Period: 4/1/2011 to 3/31/2021



Upside / Downside

Time Period: 4/1/2011 to 3/31/2021



Performance

Time Period: 4/1/2011 to 3/31/2021

	Return	Std Dev	Sharpe Ratio	Up Capture Ratio	Down Capture Ratio	Alpha	Beta	R2
The Weatherlow Fund I L.P.	6.29%	6.12%	0.93	133.33%	100.55%	2.36%	1.13	85.67%
HFRI Fund of Funds	3.48%	5.01%	0.57	100.00%	100.00%	0.00%	1.00	100.00%

10-YEAR RETURNS

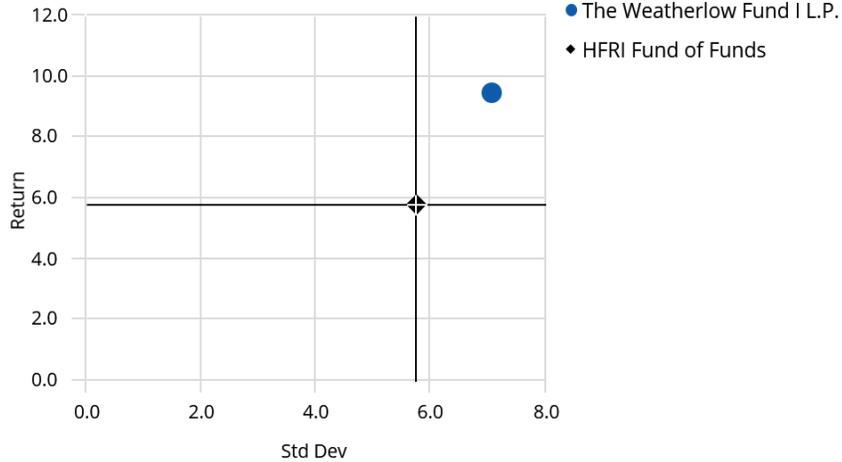
S&P 500: +13.9%
 MSCI EAFE: +5.5%
 Barclays US Aggregate: +3.4%

Source: Morningstar Direct.

5-YEAR HISTORICAL ANALYSIS

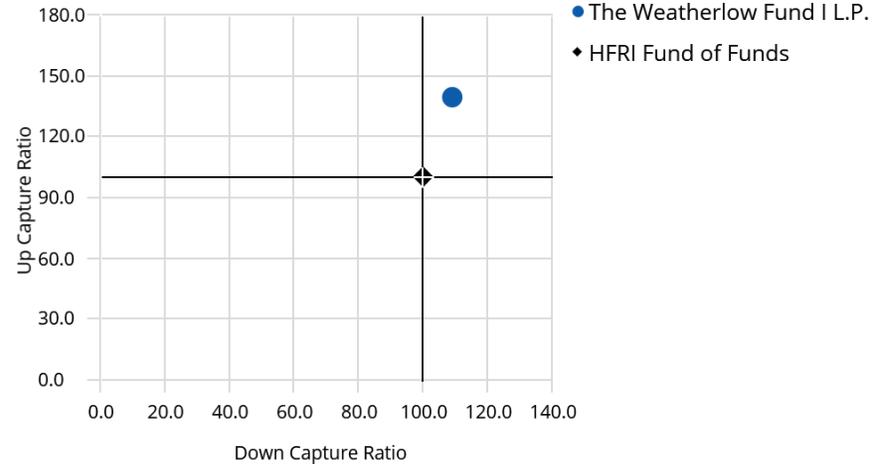
Risk / Return

Time Period: 4/1/2016 to 3/31/2021



Upside / Downside

Time Period: 4/1/2016 to 3/31/2021



Performance

Time Period: 4/1/2016 to 3/31/2021

	Return	Std Dev	Sharpe Ratio	Up Capture Ratio	Down Capture Ratio	Alpha	Beta	R2
The Weatherlow Fund I L.P.	9.42%	7.08%	1.17	139.29%	109.47%	2.89%	1.14	85.93%
HFRI Fund of Funds	5.74%	5.77%	0.79	100.00%	100.00%	0.00%	1.00	100.00%

5-YEAR RETURNS

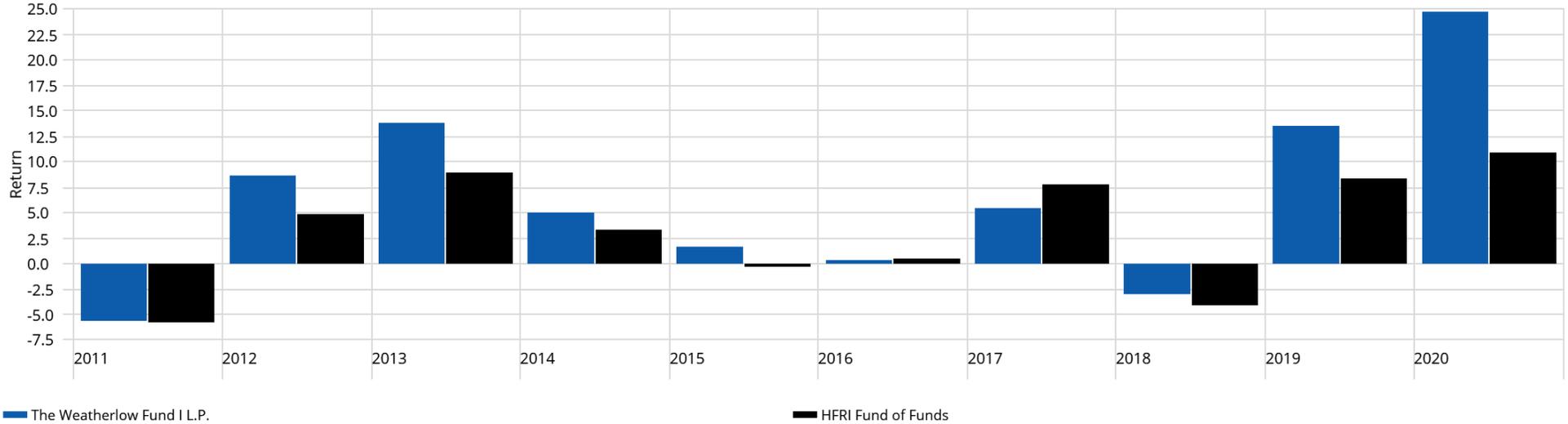
YSU Alternative Portfolio: +3.8%

Source: Morningstar Direct.



CALENDAR YEAR RETURNS

Calendar Year Return



Calendar Year Return

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
The Weatherlow Fund I L.P.	-5.57	8.72	13.75	5.05	1.65	0.25	5.51	-3.10	13.56	24.71
HFRI Fund of Funds	-5.72	4.79	8.96	3.37	-0.27	0.51	7.77	-4.02	8.39	10.88

Source: Morningstar Direct.



APPENDIX



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

ENDOWMENT ASSETS: PERFORMANCE & ASSET ALLOCATION (AS OF 3/31/2021)

ENDOWMENT ASSETS	MARKET VALUE (\$MM)	ASSET ALLOCATION	COMPOSITION	QTD	YTD	1 YR	2 YR	3 YR	5 YR	7 YR	2020	2019	2018	SINCE INCEPTION ³
YSU Endowment Fund	\$13.991	81% Equity / 4% Alts / 15% Fixed Income & Cash	Stocks, Bonds, Mutual Funds	2.7%	2.7%	37.4%	16.0%	12.6%	10.8%	9.5%	16.3%	23.8%	-4.8%	9.9%
			Benchmark ¹	2.3%	2.3%	31.7%	14.5%	12.2%	11.1%	9.6%	14.7%	22.2%	-2.3%	10.2%

COMPLIANCE

- Asset Allocation Guidelines: 70% Equities (60-80%) / 30% Cash & Fixed Income (20-40%)
 - YSU Endowment (Out of Compliance)

1) Benchmark: 60% S&P 500 / 40% BBgBarc US Aggregate.
2) Inception date: 06/2013,

ENDOWMENT HOLDINGS

YSU ENDOWMENT (HUNTINGTON)

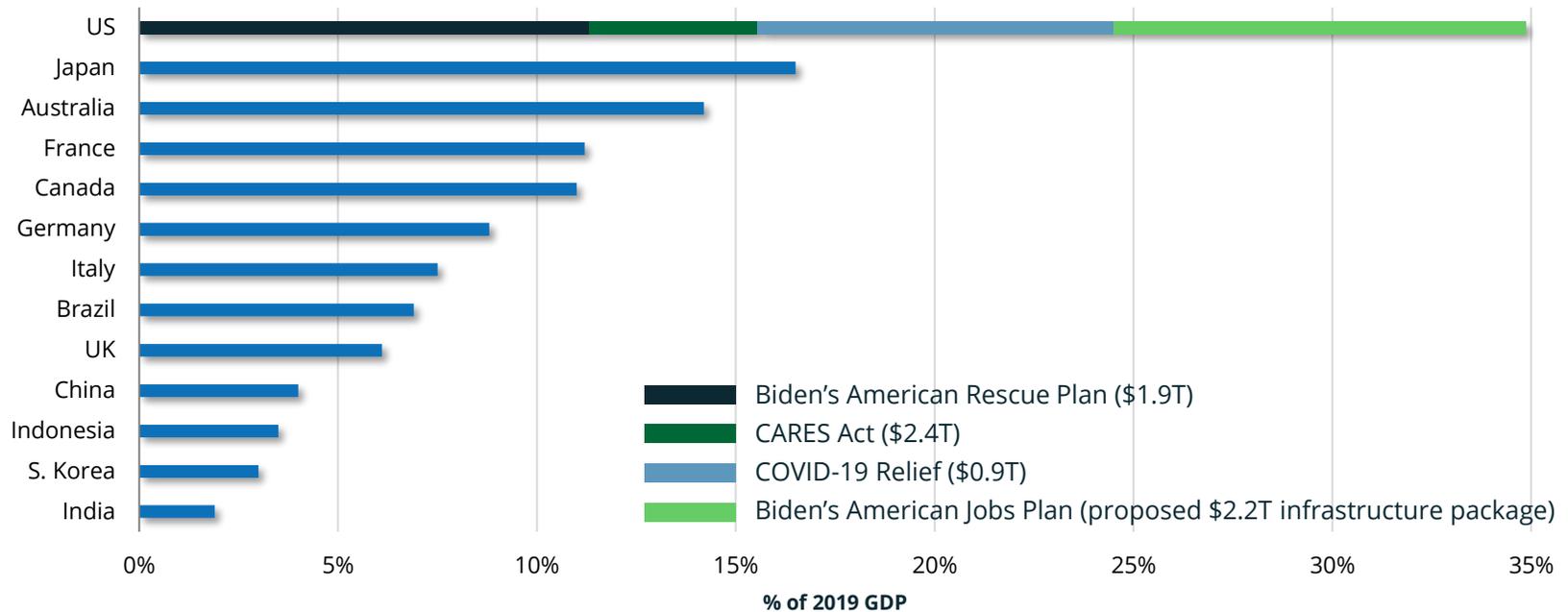
- Equity Mutual Funds – 15% (5-10 Mutual Funds & ETFs)
- Stocks – 66% (40-60 U.S. Large/Mid-Cap Stocks)
- Alternatives – 4% (Commodity and Real Estate Mutual Funds & ETFs)
- Fixed Income Mutual Funds – 2% (Federated Total High Yield, Invesco Preferred Portfolio)
- Bonds – 11% (8-10 Bonds, U.S. Corporate / Gov't / Asset Backed Debt)
- Cash – 2%



SUPPORTING INFORMATION

U.S. FISCAL BACKDROP: AGGRESSIVE STIMULUS

FISCAL STIMULUS 2020-2021



- U.S. Fiscal Stimulus has been and continues to be robust
- \$2.2 trillion infrastructure package details emerge in April, passage is likely path dependent based on Republican acceptance (e.g., budget reconciliation)

Source: Clearstead, Moody Analytics, Whitehouse.gov.

U.S. ECONOMIC PROJECTIONS

FEDERAL RESERVE BOARD MEMBERS & BANK PRESIDENTS

		2021	2022	2023	LONGER RUN*
GDP	March 2021	6.5%	3.3%	2.2%	1.8%
	December 2020	4.2%	3.2%	2.4%	1.8%
	September 2020	4.0%	3.0%	2.5%	1.9%
Unemployment Rate	March 2021	4.5%	3.9%	3.5%	4.0%
	December 2020	5.0%	4.2%	3.7%	4.1%
	September 2020	5.5%	4.6%	4.0%	4.1%
Core PCE Inflation	March 2021	2.2%	2.0%	2.1%	
	December 2020	1.8%	1.9%	2.0%	
	September 2020	1.7%	1.8%		
Federal Funds Rate	March 2021	0.1%	0.1%	0.1%	2.5%
	December 2020	0.1%	0.1%	0.1%	2.5%
	September 2020	0.1%	0.1%		2.5%
# of implied 25 bps rate changes year	March 2021	0	0	0	
	December 2020	0	0	0	
	September 2020	0	0		

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

Source: Federal Reserve.
Data as of 3/17/2021. Past performance is not a guarantee of future results.

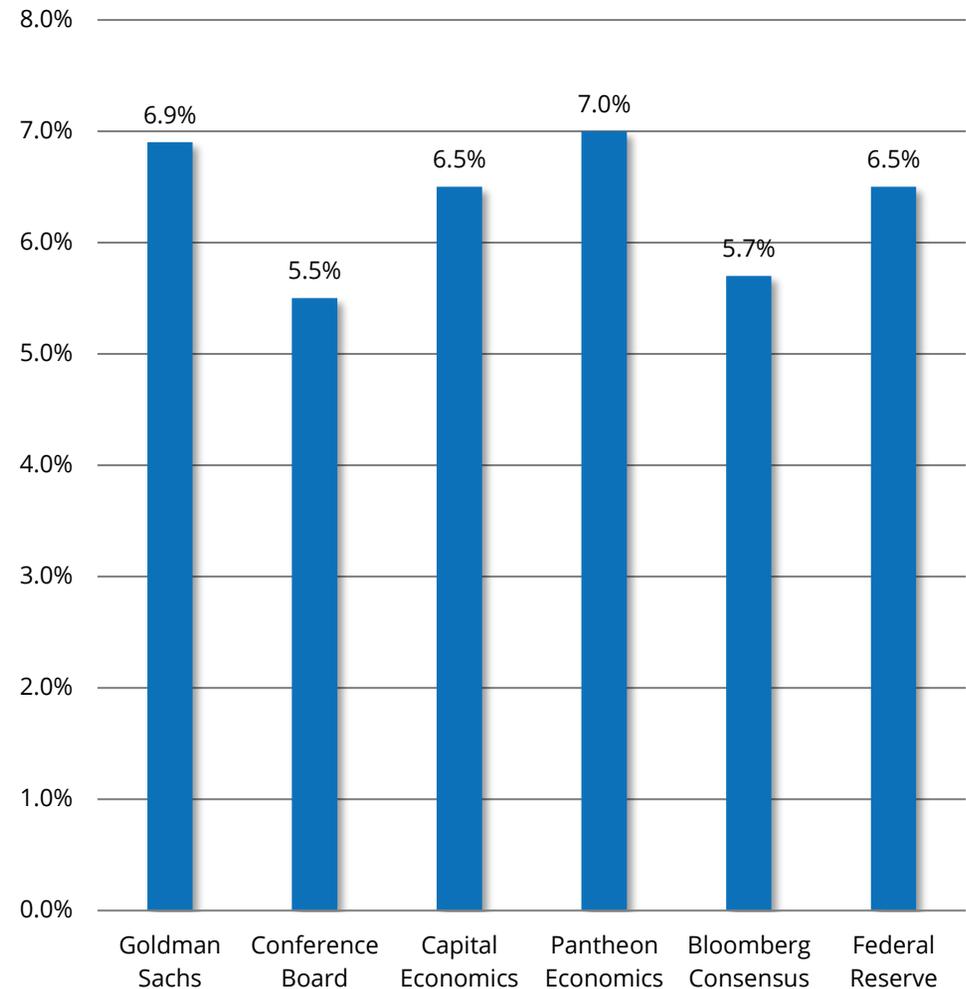
A REBOUND IN GROWTH: HOW MUCH AND AT WHAT PACE?

Expectations of a strong rebound in growth in 2021 is predicated upon the continued re-opening of the U.S. economy as well as robust fiscal support and easy monetary policy.

The outlook has brightened since early January.

- Goldman revised their estimates upward for real GDP growth by +100 bps (1%) since early January
- The U.S. Fed upped their median estimate +230 bps (2.3%) since mid-December (2020)

2021 U.S. REAL GDP GROWTH FORECASTS



Source: Goldman Sachs, Conference Board, Capital Economics, Pantheon, Bloomberg, US Federal Reserve.
Data as of 3/25/2021.

GLOBAL ECONOMY: FURTHER RECOVERY DURING THE QUARTER

		Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	12M Trend
Global	Mfg	39.6	42.4	47.9	50.6	51.8	52.4	53.0	53.8	53.8	53.6	53.9	55.0	
	Serv	23.7	35.2	48.1	50.7	52.0	52.0	52.9	52.2	52.2	51.6	52.8	52.8	
US	Mfg	36.1	39.8	49.8	50.9	53.1	53.2	53.4	56.7	57.1	59.2	58.6	59.1	
	Serv	26.7	37.5	47.9	50.0	55.0	54.6	56.9	58.4	55.3	58.3	59.8	60.4	
Eurozone	Mfg	33.4	39.4	47.4	51.8	51.7	53.7	54.8	53.8	55.2	54.8	57.9	62.5	
	Serv	12.0	30.5	48.3	54.7	50.5	48.0	46.9	41.7	47.3	45.4	45.7	49.6	
UK	Mfg	32.6	40.7	50.1	53.3	55.2	54.1	53.7	55.6	57.5	54.1	55.1	58.9	
	Serv	13.4	29.0	47.1	56.5	58.8	56.1	51.4	47.6	49.9	39.5	49.5	56.3	
Japan	Mfg	41.9	38.4	40.1	45.2	47.2	47.7	48.7	49.0	50.0	49.8	51.4	52.7	
	Serv	21.5	26.5	45.0	45.4	45.0	46.9	47.7	47.8	47.7	46.1	46.3	48.3	
China	Mfg	49.4	50.7	51.2	52.8	53.1	53.0	53.6	54.9	53.0	51.5	50.9	50.6	
	Serv	44.4	55.0	58.4	54.1	54.0	54.8	56.8	57.8	56.3	52.0	51.5	54.3	
India	Mfg	27.4	30.8	47.2	46.0	52.0	56.8	58.9	56.3	56.4	57.7	57.5	55.4	
	Serv	5.4	12.6	33.7	34.2	41.8	49.8	54.1	53.7	52.3	52.8	55.3	54.6	
S. Korea	Mfg	41.6	41.3	43.4	46.9	48.5	49.8	51.2	52.9	52.9	53.2	55.3	55.3	

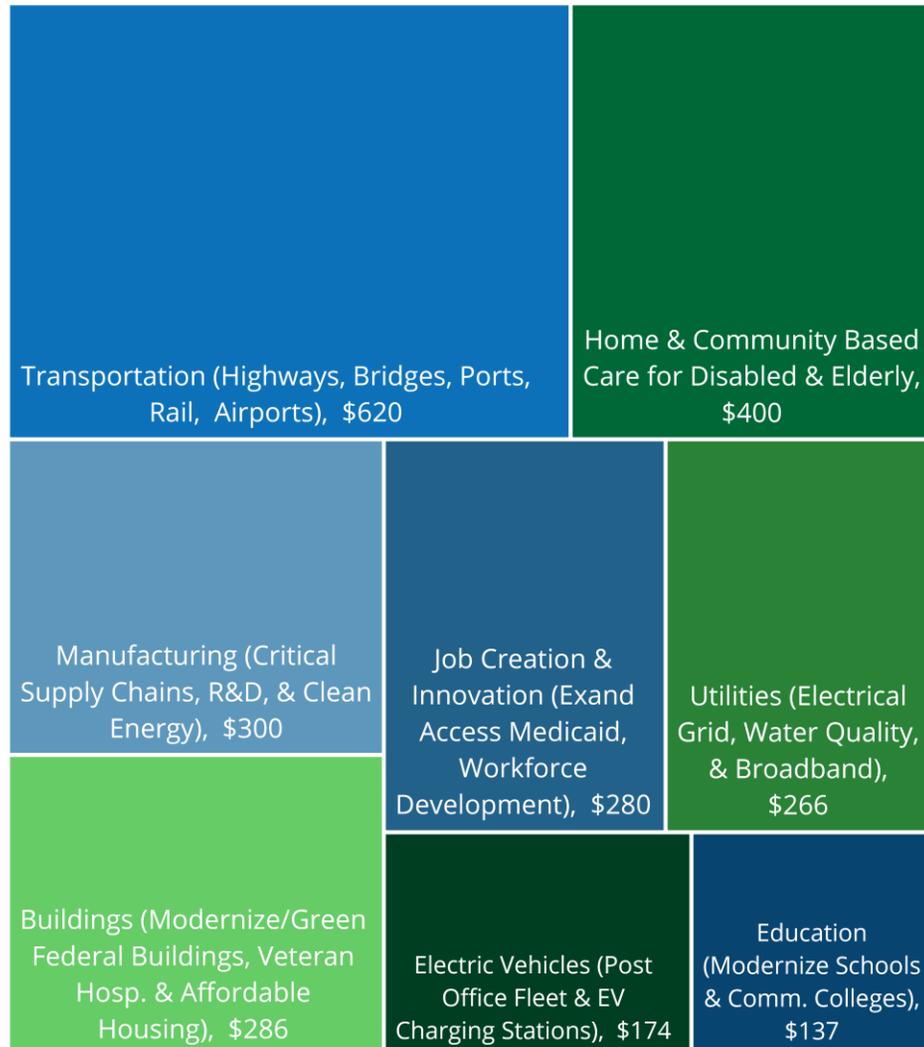
Global manufacturing PMIs continued to move higher in Q1 globally and in most markets, while the service sector provided mixed readings and weakest in countries lagging with its mass vaccination campaign to combat COVID-19 cases (Europe, UK).

- The service sector in most countries remains tied to dynamics related to the COVID-19 virus and varying restrictions designed to curb potential outbreaks
- PMI data generally confirms a continued economic recovery in most countries led by the tradable sector

Source: Bloomberg, Markit/HIS.
Data as of 3/31/2021.

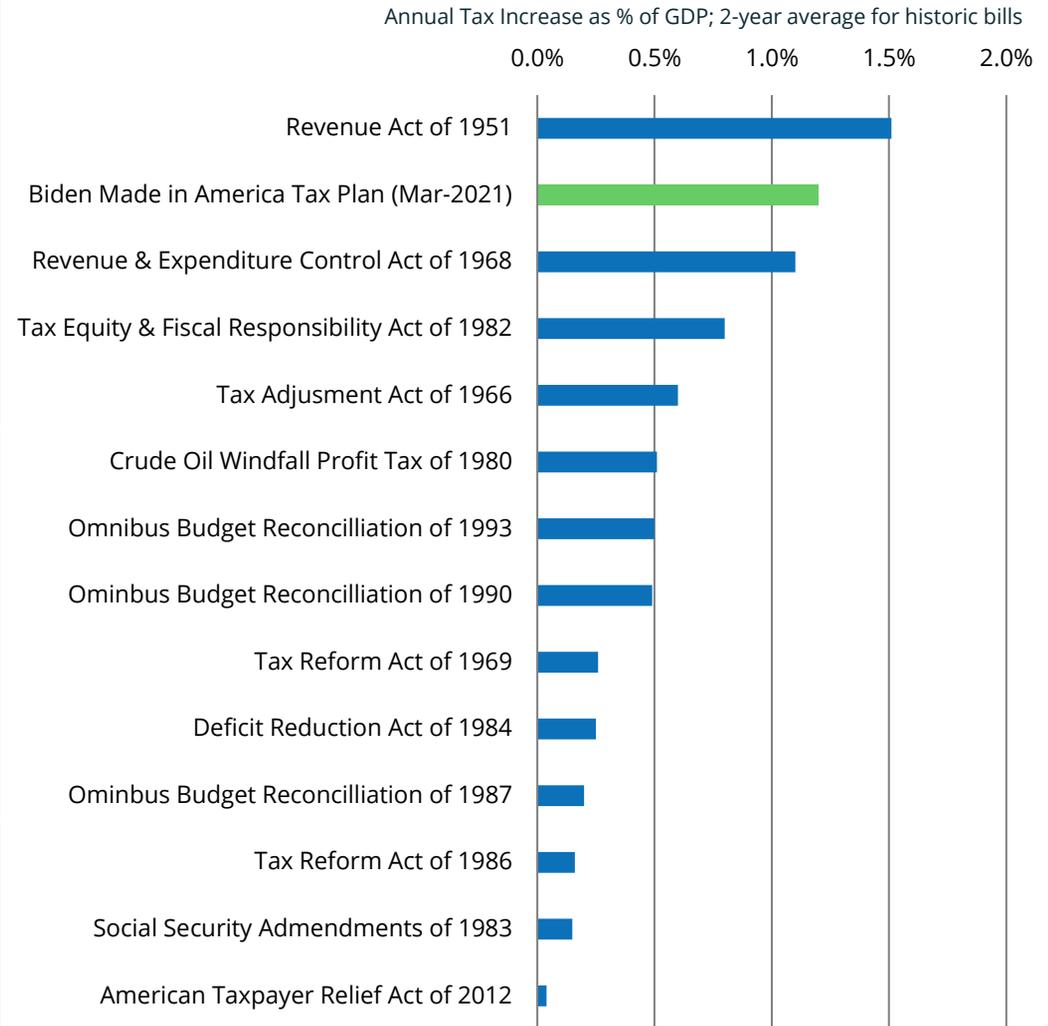
BIDEN ADMINISTRATION: INFRASTRUCTURE & TAX PROPOSALS

BIDEN \$2.3 TRILLION INFRASTRUCTURE PLAN

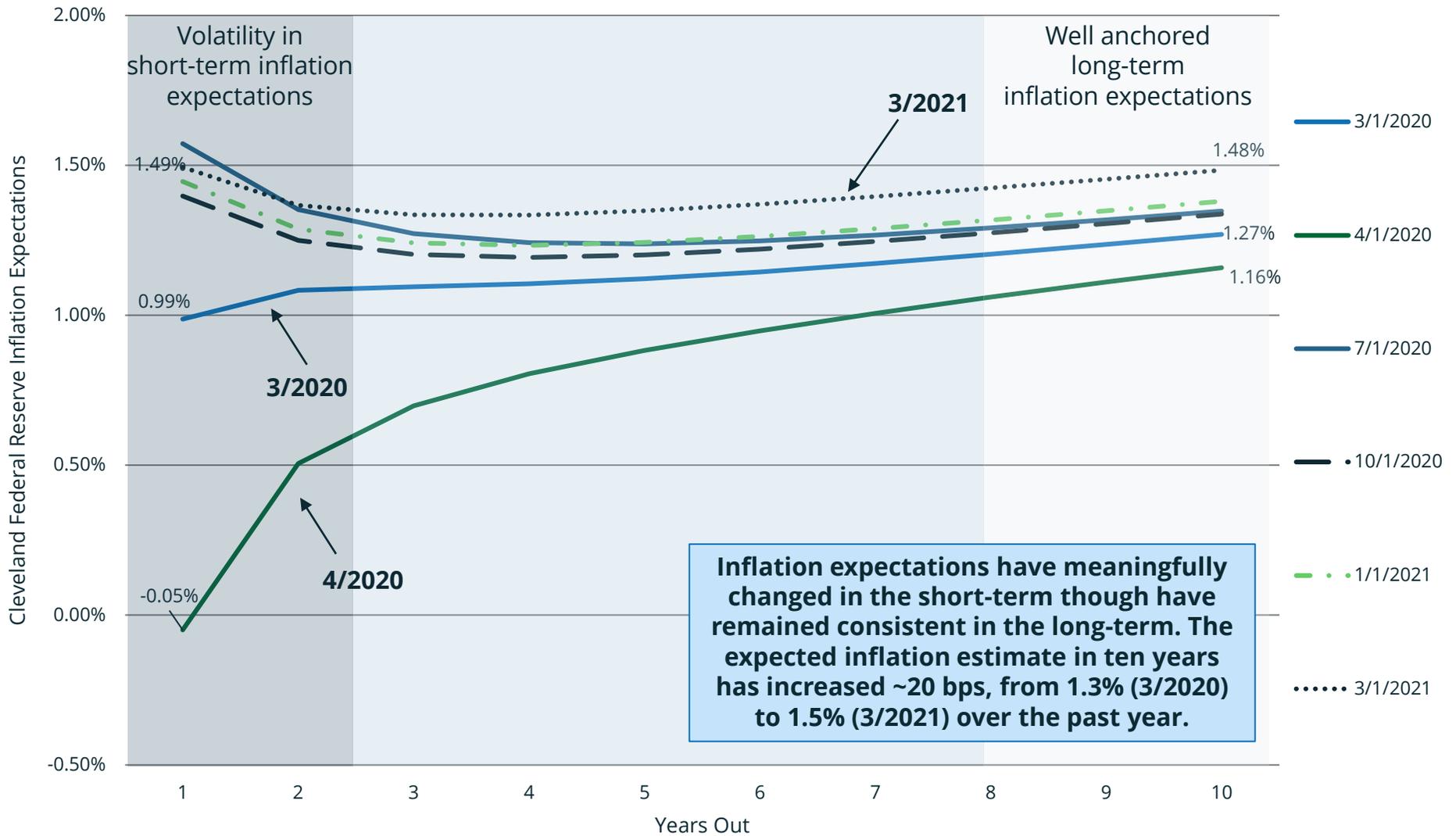


Source: Clearstead, WSJ, JPMorgan, US Treasury, CBO, Cornerstone. Data as of 3/31/2021.

REVENUE IMPACT OF MAJOR TAX BILLS



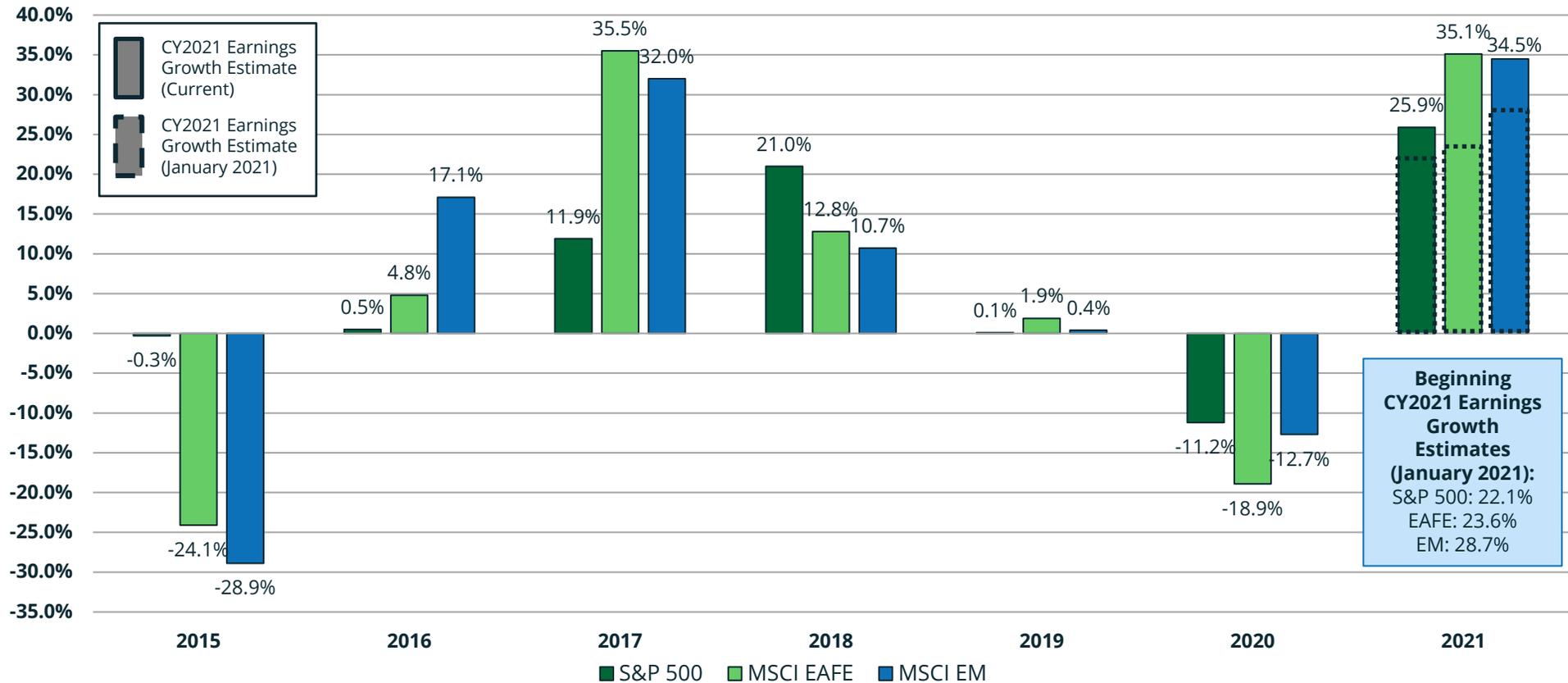
THE EVOLUTION OF INFLATION EXPECTATIONS



Source: Clearstead, Cleveland Federal Reserve - <https://www.clevelandfed.org/our-research/indicators-and-data/inflation-expectations.aspx>.
Data as of 3/31/2021.

GLOBAL EARNINGS OUTLOOK

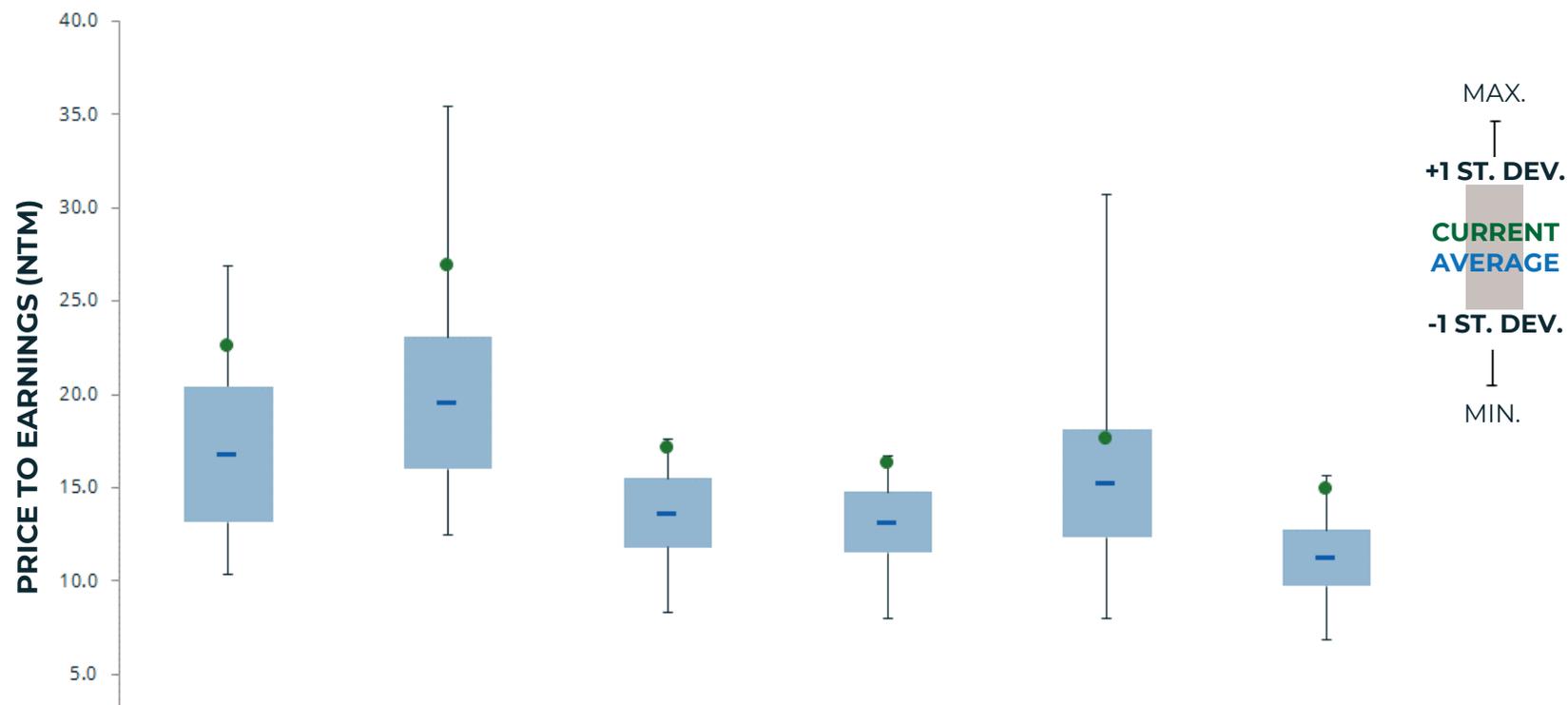
EARNINGS OUTLOOK BY YEAR



- Earnings expectations for 2021 were revised upward since January
 - U.S. and EM earnings expectations were revised upward by approximately 4% and 6%, respectively, while EAFE earnings outlook improved by over 11%
- Earnings are expected to show incredible growth year-over-year in Q2 2021 compared to last year (Q1 2020), but are likely to be only up approximately 7% from 2019 earnings levels (U.S.)

Source: Bloomberg, FactSet, Goldman Sachs.
Data as of 3/31/2021.

GLOBAL EQUITY VALUATIONS: AS OF 3/31/2021



	MSCI USA	MSCI USA SMALL	MSCI EAFE	MSCI ACWI EX USA	MSCI ACWI EX USA SMALL	MSCI EM
Current P/E (NTM)	22.6	26.9	17.1	16.3	17.6	14.9
Average P/E (NTM)	16.8	19.5	13.6	13.1	15.2	11.2

Source: Bloomberg as of 3/31/2021.

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

EXECUTIVE SUMMARY

Ending March 31, 2021

	Market Value 12/31/20 (\$)	Market Value 3/31/21 (\$)	% of Portfolio	2021 Q1 (%)	YTD (%)
Total University Assets	66,471,553	73,087,043	100.0	2.1	2.1
<i>Total Policy Benchmark</i>				1.0	1.0
Total Operating & Short Term	5,207,650	10,155,068	13.9	0.0	0.0
<i>Total Operating & Short Term Benchmark</i>				0.0	0.0
Total Long Term/ Reserves Pool	61,263,903	62,931,975	86.1	2.7	2.7
<i>Total Long Term/ Reserves Fund Benchmark</i>				1.9	1.9
Total Domestic Equity	18,299,229	19,681,481	26.9	7.6	7.6
<i>Russell 3000</i>				6.3	6.3
Total International Equity	5,393,589	5,548,911	7.6	2.9	2.9
<i>MSCI EAFE</i>				3.5	3.5
Total Alternatives	6,852,829	7,182,924	9.8	4.8	4.8
<i>Total Alternatives Benchmark</i>				1.9	1.9
Total Fixed Income	30,677,124	30,477,525	41.7	-0.7	-0.7
<i>Total Fixed Income Benchmark</i>				-0.7	-0.7
Total Cash & Cash Equivalents	41,132	41,134	0.1	0.0	0.0
<i>ICE BofA 91 Days T-Bills TR</i>				0.0	0.0

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

- Total Operating & Short Term Benchmark = 95% ICE BofA 91 Days T-Bills TR / 5% BBgBarc US Govt 1-3 Yr TR

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

- Total Alternatives Benchmark = 100% HFRI Fund of Funds Composite Index

- Total Fixed Income Benchmark = 64% ICE BofA 1-3 Yrs US Corp & Govt TR / 36% BBgBarc US Govt/Credit Int TR

ASSET ALLOCATION GUIDELINES COMPLIANCE

As of March 31, 2021

Total Plan Asset Allocation Policy	Range	Current
Operating & Short-Term Pool	25% - 50%	14%
Long Term/ Reserves Pool	50% - 75%	86%

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

Long Term/ Reserves Pool	Target	Range	Current
Domestic Equity	27%	20% - 35%	31%
International Equity	8%	0% - 15%	9%
Total Equity	35%	25% - 45%	40%
Alternatives	15%	0%-20%	11%
Short-Term Fixed Income	30%	25% - 45%	28%
Intermediate Fixed Income	20%	10% - 30%	21%
Cash & Cash Equivalents	0%	0% - 5%	0%

In Line
 Within Tolerance
 Review

SCHEDULE OF ASSETS

	Asset Class	Market Value 12/31/20 (\$)	Market Value 3/31/21 (\$)	% of Total Plan	% of Pool
Total University Assets		66,471,553	73,087,043	100.0	100.0
Total Operating & Short Term		5,207,650	10,155,068	13.9	100.0
JPMorgan 100% U.S. Tr Sec MM Inst	Cash	92,464	10,092,970	13.8	99.4
Star Plus	Cash	54,205	3	0.0	0.0
Vanguard Short-Term Federal Adm	US Fixed Income Short Term	25,181	25,177	0.0	0.2
STAR Ohio	Cash	5,035,800	36,919	0.1	0.4
Total Long Term/ Reserves Pool		61,263,903	62,931,975	86.1	100.0
Total Domestic Equity		18,299,229	19,681,481	26.9	31.3
Vanguard Institutional Index	US Stock Large Cap Core	12,051,163	12,795,452	17.5	20.3
Vanguard Mid Cap Index Adm	US Stock Mid Cap Core	2,990,931	3,205,820	4.4	5.1
Loomis Sayles Sm Growth N	US Stock Small Cap Growth	1,593,345	1,640,168	2.2	2.6
Victory Integrity Small Value Y	US Stock Small Cap Value	1,663,790	2,040,040	2.8	3.2
Total International Equity		5,393,589	5,548,911	7.6	8.8
William Blair International Growth I	International	2,742,226	2,707,646	3.7	4.3
Dodge & Cox Internat'l Stock	International	2,651,363	2,841,266	3.9	4.5
Total Alternatives		6,852,829	7,182,924	9.8	11.4
JPMorgan Strategic Income Opps Sel	Absolute Return	2,194,509	2,200,764	3.0	3.5
Wells Fargo Adv Absolute Return Instl	All Assets	2,189,563	2,295,109	3.1	3.6
Diamond Hill Long-Short Y	Long/Short Equity	2,468,756	2,687,050	3.7	4.3
Total Fixed Income		30,677,124	30,477,525	41.7	48.4
JPMorgan Core Bond	US Fixed Income Core	5,700,561	5,540,486	7.6	8.8
YSU Intermediate Term Bond	US Fixed Income Core	4,650,334	4,563,260	6.2	7.3
PGIM High Yield R6	US Fixed Income High Yield	2,916,731	2,959,497	4.0	4.7
YSU Short Term Bond	US Fixed Income Short Term	11,741,964	11,731,031	16.1	18.6
Lord Abbett Short Duration Income I	US Fixed Income Short Term	3,701,594	3,717,311	5.1	5.9
DFA Five-Yr Global Fxd-Inc I	Global Fixed Income	1,965,939	1,965,939	2.7	3.1
Total Cash & Cash Equivalents		41,132	41,134	0.1	0.1
PNC Govt MMkt	Cash	41,132	41,134	0.1	0.1

PERFORMANCE SUMMARY

	Ending March 31, 2021								Calendar Years			Inception (%)	Inception Date
	2021 Q1 (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	2020 (%)	2019 (%)	2018 (%)		
Total University Assets	2.1	2.1	22.2	9.1	7.2	6.5	4.9	4.5	9.5	11.5	-1.5	4.4	Mar-04
<i>Total Policy Benchmark</i>	1.0	1.0	12.1	5.8	5.1	4.5	3.6	3.2	5.9	8.7	-0.4	3.4	
Total Operating & Short Term	0.0	0.0	0.4	1.4	1.6	1.2	0.9	0.7	1.1	2.4	1.7	0.6	Jun-10
<i>Total Operating & Short Term Benchmark</i>	0.0	0.0	0.1	1.3	1.6	1.2	0.9	0.7	0.8	2.3	1.9	0.6	
Total Long Term/ Reserves Pool	2.7	2.7	26.0	9.8	7.8	7.4	5.8	5.7	8.8	15.3	-3.4	5.9	Jun-10
<i>Total Long Term/ Reserves Fund Benchmark</i>	1.9	1.9	23.0	9.6	7.9	7.2	5.7	5.4	10.0	14.2	-2.4	5.4	
Total Domestic Equity	7.6	7.6	64.7	20.7	16.3	16.3	13.0	13.4	18.5	30.4	-5.7	15.5	Jun-10
<i>Russell 3000</i>	6.3	6.3	62.5	21.5	17.1	16.6	13.4	13.8	20.9	31.0	-5.2	15.8	
Total International Equity	2.9	2.9	60.5	16.7	8.0	11.0	5.9	5.9	16.7	26.7	-17.8	6.5	Sep-10
<i>MSCI EAFE</i>	3.5	3.5	44.6	11.3	6.0	8.8	4.8	5.5	7.8	22.0	-13.8	6.2	
<i>MSCI ACWI ex USA</i>	3.5	3.5	49.4	12.3	6.5	9.8	5.3	4.9	10.7	21.5	-14.2	5.7	
Total Alternatives	4.8	4.8	22.5	3.6	3.3	3.8	--	--	-3.7	14.3	-6.0	2.3	Mar-15
<i>Total Alternatives Benchmark</i>	1.9	1.9	24.6	5.8	5.0	5.0	--	--	5.4	11.7	-4.3	3.4	
Total Fixed Income	-0.7	-0.7	5.1	4.3	4.2	2.8	2.6	2.5	5.2	6.6	0.9	2.5	Jun-10
<i>Total Fixed Income Benchmark</i>	-0.7	-0.7	1.8	3.6	3.5	2.3	2.1	2.1	4.4	5.1	1.4	2.1	
Total Cash & Cash Equivalents	0.0	0.0	0.1	0.8	0.9	--	--	--	0.4	1.5	--	0.9	Mar-18
<i>ICE BofA 91 Days T-Bills TR</i>	0.0	0.0	0.1	1.2	1.5	1.2	0.9	0.6	0.7	2.3	1.9	1.5	

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

- Total Operating & Short Term Benchmark = 95% ICE BofA 91 Days T-Bills TR / 5% BBgBarc US Govt 1-3 Yr TR

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

- Total Alternatives Benchmark = 100% HFRI Fund of Funds Composite Index

- Total Fixed Income Benchmark = 64% ICE BofA 1-3 Yrs US Corp & Govt TR / 36% BBgBarc US Govt/Credit Int TR

PERFORMANCE REPORT CARD

	% of Portfolio	Ending March 31, 2021								Calendar Years			Inception (%)	Inception Date
		2021 Q1 (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	2020 (%)	2019 (%)	2018 (%)		
Total University Assets	100.0	2.1	2.1	22.2	9.1	7.2	6.5	4.9	4.5	9.5	11.5	-1.5	4.4	Mar-04
<i>Total Policy Benchmark</i>		1.0	1.0	12.1	5.8	5.1	4.5	3.6	3.2	5.9	8.7	-0.4	3.4	
Total Operating & Short Term	13.9	0.0	0.0	0.4	1.4	1.6	1.2	0.9	0.7	1.1	2.4	1.7	0.6	Jun-10
<i>Total Operating & Short Term Benchmark</i>		0.0	0.0	0.1	1.3	1.6	1.2	0.9	0.7	0.8	2.3	1.9	0.6	
JPMorgan 100% U.S. Tr Sec MM Inst	13.8	0.0	0.0	0.0	0.9	1.2	1.0	0.7	0.5	0.3	2.0	1.7	0.5	Sep-11
<i>ICE BofA 91 Days T-Bills TR</i>		0.0	0.0	0.1	1.2	1.5	1.2	0.9	0.6	0.7	2.3	1.9	0.7	
Vanguard Short-Term Federal Adm	0.0	-0.2	-0.2	1.7	3.5	3.4	2.1	1.9	1.8	4.5	4.2	1.4	1.7	Sep-10
<i>BBgBarc US Govt 1-5 Yr TR</i>		-0.6	-0.6	0.0	3.4	3.3	1.9	1.9	1.7	4.3	4.2	1.5	1.6	
STAR Plus	0.0	0.0	0.0	0.2	1.1	1.4	1.1	0.9	--	0.6	2.2	1.8	0.8	Jan-14
<i>ICE BofA 91 Days T-Bills TR</i>		0.0	0.0	0.1	1.2	1.5	1.2	0.9	0.6	0.7	2.3	1.9	0.8	
STAR Ohio	0.1	0.0	0.0	0.3	1.2	--	--	--	--	0.7	2.3	--	1.5	Jun-18
<i>ICE BofA 91 Days T-Bills TR</i>		0.0	0.0	0.1	1.2	1.5	1.2	0.9	0.6	0.7	2.3	1.9	1.5	
Total Long Term/ Reserves Pool	86.1	2.7	2.7	26.0	9.8	7.8	7.4	5.8	5.7	8.8	15.3	-3.4	5.9	Jun-10
<i>Total Long Term/ Reserves Fund Benchmark</i>		1.9	1.9	23.0	9.6	7.9	7.2	5.7	5.4	10.0	14.2	-2.4	5.4	
Total Domestic Equity	26.9	7.6	7.6	64.7	20.7	16.3	16.3	13.0	13.4	18.5	30.4	-5.7	15.5	Jun-10
<i>Russell 3000</i>		6.3	6.3	62.5	21.5	17.1	16.6	13.4	13.8	20.9	31.0	-5.2	15.8	
Vanguard Institutional Index	17.5	6.2	6.2	56.3	20.6	16.8	16.3	13.6	13.9	18.4	31.5	-4.4	15.7	Jun-10
<i>S&P 500</i>		6.2	6.2	56.4	20.6	16.8	16.3	13.6	13.9	18.4	31.5	-4.4	15.7	
Vanguard Mid Cap Index Adm	4.4	7.2	7.2	70.6	19.3	14.7	14.6	11.7	12.3	18.2	31.0	-9.2	13.9	Sep-10
<i>Vanguard Mid Cap Index Benchmark</i>		7.2	7.2	70.7	19.3	14.7	14.6	11.8	12.3	18.2	31.1	-9.2	13.9	
Loomis Sayles Sm Growth N	2.2	2.9	2.9	82.1	23.3	18.9	20.0	13.2	13.8	34.3	26.7	0.6	27.0	Aug-19
<i>Russell 2000 Growth</i>		4.9	4.9	90.2	24.4	17.2	18.6	12.8	13.0	34.6	28.5	-9.3	32.4	
Victory Integrity Small Value Y	2.8	22.6	22.6	108.4	16.6	8.9	11.5	8.0	9.8	1.2	23.1	-18.6	11.7	Sep-10
<i>Russell 2000 Value</i>		21.2	21.2	97.1	17.7	11.6	13.6	8.9	10.1	4.6	22.4	-12.9	11.7	
Total International Equity	7.6	2.9	2.9	60.5	16.7	8.0	11.0	5.9	5.9	16.7	26.7	-17.8	6.5	Sep-10
<i>MSCI EAFE</i>		3.5	3.5	44.6	11.3	6.0	8.8	4.8	5.5	7.8	22.0	-13.8	6.2	
<i>MSCI ACWI ex USA</i>		3.5	3.5	49.4	12.3	6.5	9.8	5.3	4.9	10.7	21.5	-14.2	5.7	

PERFORMANCE REPORT CARD

	% of Portfolio	Ending March 31, 2021								Calendar Years			Inception (%)	Inception Date
		2021 Q1 (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	2020 (%)	2019 (%)	2018 (%)		
William Blair International Growth I	3.7	-1.3	-1.3	62.6	22.4	11.8	12.8	8.1	8.1	32.0	30.7	-17.7	10.2	Jun-12
<i>MSCI ACWI ex USA</i>		3.5	3.5	49.4	12.3	6.5	9.8	5.3	4.9	10.7	21.5	-14.2	7.5	
Dodge & Cox Internat'l Stock	3.9	7.2	7.2	57.4	10.6	4.0	9.0	3.5	5.1	2.1	22.8	-18.0	5.9	Sep-10
<i>MSCI EAFE</i>		3.5	3.5	44.6	11.3	6.0	8.8	4.8	5.5	7.8	22.0	-13.8	6.2	
Total Alternatives	9.8	4.8	4.8	22.5	3.6	3.3	3.8	--	--	-3.7	14.3	-6.0	2.3	Mar-15
<i>Total Alternatives Benchmark</i>		1.9	1.9	24.6	5.8	5.0	5.0	--	--	5.4	11.7	-4.3	3.4	
JPMorgan Strategic Income Opps Sel	3.0	0.3	0.3	5.8	1.8	2.1	3.5	2.3	2.6	1.6	4.0	0.8	1.8	Sep-18
<i>BBgBarc US Universal TR</i>		-3.1	-3.1	3.0	5.0	4.9	3.6	3.6	3.8	7.6	9.3	-0.3	5.9	
Wells Fargo Adv Absolute Return Instl	3.1	4.8	4.8	21.1	3.7	2.0	4.4	2.4	--	-2.9	11.2	-5.6	2.1	Mar-15
<i>HFRF Fund of Funds Composite Index</i>		1.9	1.9	23.8	8.2	5.4	5.6	3.9	3.4	10.9	8.4	-4.0	3.7	
Diamond Hill Long-Short Y	3.7	8.8	8.8	41.8	10.9	8.3	7.8	6.2	7.5	-0.2	23.2	-6.9	6.3	Mar-15
<i>HFRX Equity Hedge Index</i>		2.7	2.7	23.9	5.9	2.1	4.1	2.1	1.3	4.6	10.7	-9.4	2.1	
Total Fixed Income	41.7	-0.7	-0.7	5.1	4.3	4.2	2.8	2.6	2.5	5.2	6.6	0.9	2.5	Jun-10
<i>Total Fixed Income Benchmark</i>		-0.7	-0.7	1.8	3.6	3.5	2.3	2.1	2.1	4.4	5.1	1.4	2.1	
JPMorgan Core Bond	7.6	-2.9	-2.9	2.6	5.2	4.9	3.3	3.4	3.5	8.1	8.3	0.2	3.7	Aug-17
<i>BBgBarc US Aggregate TR</i>		-3.4	-3.4	0.7	4.7	4.7	3.1	3.3	3.4	7.5	8.7	0.0	3.4	
YSU Intermediate Term Bond	6.2	-1.9	-1.9	3.3	5.0	4.8	3.1	2.8	3.0	7.5	7.2	0.8	3.8	Mar-04
<i>BBgBarc US Govt/Credit Int TR</i>		-1.9	-1.9	2.0	4.4	4.4	2.8	2.8	2.9	6.4	6.8	0.9	3.5	
PGIM High Yield R6	4.0	1.5	1.5	25.0	7.9	7.4	8.2	5.9	--	5.7	16.3	-1.2	6.9	Dec-16
<i>BBgBarc US High Yield TR</i>		0.8	0.8	23.7	7.3	6.8	8.1	5.4	6.5	7.1	14.3	-2.1	6.4	
YSU Short Term Bond	16.1	-0.1	-0.1	2.3	3.3	3.3	2.2	1.8	1.7	3.7	4.3	1.6	2.6	Mar-04
<i>ICE BofA 1-3 Yrs US Corp & Govt TR</i>		0.0	0.0	1.7	3.1	3.1	2.0	1.8	1.6	3.3	4.1	1.6	2.4	
Lord Abbett Short Duration Income I	5.1	0.4	0.4	9.5	3.6	3.6	3.2	2.7	3.1	3.2	5.6	1.4	3.6	Mar-18
<i>ICE BofA 1-3 Yrs US Corp & Govt TR</i>		0.0	0.0	1.7	3.1	3.1	2.0	1.8	1.6	3.3	4.1	1.6	3.1	
DFA Five-Yr Global Fxd-Inc I	2.7	0.0	0.0	1.3	1.9	2.5	1.7	2.1	2.4	1.5	4.0	1.7	2.1	Jun-13
<i>FTSE WGBI 1-5 Yr Hdg USD</i>		-0.4	-0.4	0.6	2.8	2.9	2.1	2.0	2.0	3.2	3.9	2.1	1.9	
Total Cash & Cash Equivalents	0.1	0.0	0.0	0.1	0.8	0.9	--	--	--	0.4	1.5	--	0.9	Mar-18
<i>ICE BofA 91 Days T-Bills TR</i>		0.0	0.0	0.1	1.2	1.5	1.2	0.9	0.6	0.7	2.3	1.9	1.5	

PERFORMANCE REPORT CARD

	% of Portfolio	2021 Q1 (%)	Ending March 31, 2021							Calendar Years			Inception (%)	Inception Date
			YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	2020 (%)	2019 (%)	2018 (%)		
PNC Govt MMkt	0.1	0.0	0.0	0.1	0.8	0.9	--	--	--	0.4	1.5	--	0.9	Mar-18
ICE BofA 91 Days T-Bills TR		0.0	0.0	0.1	1.2	1.5	1.2	0.9	0.6	0.7	2.3	1.9	1.5	

- Total Policy Benchmark = 45% ICE BofA 91 Days T-Bills TR / 17% ICE BofA 1-3 Yrs US Corp & Govt TR / 11% BBgBarc US Govt/Credit Int TR / 8% Total Alternatives Benchmark / 15% Russell 3000 / 4% MSCI EAFE
- Total Operating & Short Term Benchmark = 95% ICE BofA 91 Days T-Bills TR / 5% BBgBarc US Govt 1-3 Yr TR
- Total Long Term/ Reserves Fund Benchmark = 27% Russell 3000 / 8% MSCI EAFE / 15% Total Alternatives Benchmark / 30% ICE BofA 1-3 Yrs US Corp & Govt TR / 20% BBgBarc US Govt/Credit Int TR
- Vanguard Mid Cap Index Benchmark = 100% CRSP US Mid Cap TR USD
- Total Alternatives Benchmark = 100% HFRI Fund of Funds Composite Index
- Total Fixed Income Benchmark = 64% ICE BofA 1-3 Yrs US Corp & Govt TR / 36% BBgBarc US Govt/Credit Int TR

ALTERNATIVE TO WHAT?

Alternatives often refer to strategies that are not a traditional buy-and-hold equity or fixed income and may often have one of more of the below characteristics.



TRADING MECHANISM

- Ability to engage in proprietary and complex trading strategies as a driver of returns
- Exposure to public and private markets
- Use of short positions, derivatives, etc.



LIQUIDITY CONSTRAINTS

- Monthly, quarterly, annual liquidity; sometimes multiple-year lockups
- Potential for illiquidity premium



FEE STRUCTURE

- Performance incentive fee
- Hurdle / preferred return rates
- High watermark
- Clawback provisions



ALPHA-FOCUSED

- Inefficient markets
- Active management (indexing is often not possible)
- Beta is not easily identifiable or often reduced in order to enhance alpha

ALTERNATIVE INVESTMENT CATEGORIES

Categorizing alternative investments is a formidable task because the degree of variability beyond “traditional investments” is expansive.

Below is a broad categorization of widely used alternatives.



ALTERNATIVE INVESTMENTS: MYTHS & TRUTHS

ALTERNATIVES ARE A SINGLE ASSET CLASS (MYTH)

- Alternatives encompass many different strategies, vehicles, and characteristics
- Strategies exhibit different risk/return profiles. It is prudent to diversify among alternative investments

ALTERNATIVES INCREASE THE RISK OF AN OVERALL PORTFOLIO (MYTH)

- Among the wide variety of strategies within alternatives, some carry higher risks than traditional asset classes, while some actually help reduce volatility
- Strategies are carefully selected for construction of an alternatives allocation to help diversify systematic(market) risk in an overall portfolio

ALTERNATIVES ARE A BLACK-BOX WITH NO TRANSPARENCY (MYTH)

- Alternative managers offer different levels of transparency across the spectrum. Most alternative investments offer full transparency of investment process and holdings. Some less liquid alternatives restrict full transparency to protect proprietary systems that may give the manager an edge over their competitors

ALTERNATIVES ARE NOT REGULATED (MYTH)

- Although many alternative investments are not regulated under Investment Company Act of 1940 for their product offerings, most entities themselves are registered with the Securities and Exchange Commission (SEC) in the United States, and internationally, with regulatory bodies in their respective countries. It is important to note, however, that regulation by itself is no guarantee of “safety,” and all investments require thorough due diligence

HEDGE FUNDS AT A HIGH LEVEL

WHY HEDGE FUNDS?

- **Access to a differentiated investment opportunity set.** Hedge funds encompass a wide variety of strategies with various approaches, competitive edge, use of financial instruments, and trading techniques that result in differentiated return streams. Some categories include event driven, merger arbitrage, relative value, long/short equity and credit, and global macro strategies.
- **Potential benefits.** The diversity within the hedge fund world lends itself to varied risk/return profiles that can provide diversification benefits from a total portfolio perspective. Over time, they have exhibited low correlation to equity markets. Many hedge funds help to dampen portfolio volatility, while others will function as diversified growth drivers.

CHARACTERISTICS

- **Traditional hedge funds have less liquidity than 1940 Act funds.** The underlying securities in hedge funds are often highly liquid instruments, but the hedge fund vehicles have limited liquidity, usually on a monthly or quarterly basis. Some hedge funds may have soft lock-ups for the first two or three years of investment.
- **Hedge funds are actively managed.** Because of the complex nature of these strategies, hedge funds require much higher degree of active management than their liquid counterparts, and certain more than long-only strategies.
- **Hedge funds require thorough due diligence:** Due to the private nature of these strategies, as well as the underlying complexities including leverage, thorough due diligence on investment process, operations, and risk management is paramount.



DEFINITIONS & DISCLOSURES

DEFINITIONS & DISCLOSURES

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

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

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

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

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

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

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

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

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

Index Definitions:

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

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

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

The **MSCI EAFE (Europe, Australasia, Far East) Index** is designed to measure developed market equity performance, excluding the U.S. and Canada. The **MSCI Emerging Markets (EM) Index** is designed to measure global emerging market equity performance. The **MSCI World Index** is designed to measure global developed market equity performance. The **MSCI World Index Ex-US** is designed to measure the equity market performance of developed markets and excludes the U.S. The **MSCI Europe Index** is an unmanaged index considered representative of developed European countries. The **MSCI Japan Index** is an unmanaged index considered representative of stocks of Japan. The **MSCI Pacific ex Japan Index** is an unmanaged index considered representative of stocks of Asia Pacific countries excluding Japan.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HFR ED: Distressed Restructuring strategies which employ an investment process focused on corporate fixed income instruments, primarily on corporate credit instruments of companies trading at significant discounts to their value at issuance or obliged (par value) at maturity as a result of either formal bankruptcy proceeding or financial market perception of near term proceedings.

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

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

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

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

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

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

DEFINITIONS & DISCLOSURES

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

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

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

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

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

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

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

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

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

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

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

The **Consumer Price Index (CPI)** is an inflationary indicator that measures the change in the cost of a fixed basket of products and services, including housing, electricity, food, and transportation. The CPI is published monthly. Please Note: the performance of this index lags by 1 month. The **Credit Suisse Leveraged Loan Index** is a market value-weighted index designed to represent the investable universe of the U.S. dollar-denominated leveraged loan market. The **Dow Jones (DJ) UBS Commodity Index** measures the performance of the commodities market. It consists of exchange-traded futures contracts on physical commodities that are selected to account for the economic significance and market liquidity of each commodity. The **DJ U.S. Total Stock Market Index** is an all-inclusive measure composed of all U.S. equity securities with readily available prices. The **DJ U.S. Completion Total Stock Market Index** is a subset of the DJ U.S. Total Stock Market Index that excludes components of the S&P 500. The **Dow Jones U.S. Weighted Real Estate Securities Index** is a float-adjusted market capitalization-weighted index of publicly traded real estate securities such as real estate investment trusts (REITs) and real estate operating companies (REOCs).

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

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

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

This evaluation report has been prepared for the exclusive use of a specific client and no part of it may be used by any investment manager without permission of that client and Clearstead. Evaluation of investment managers covers both quantitative and qualitative aspects. In addition to the investment performance evaluation, we monitor ownership structure, track key-employee information, and hold regular meetings with each investment management organization employed by our clients. The data presented in this report have been calculated on a time-weighted rate of return basis. All returns are net of investment advisory fees, but gross of Clearstead advisory fees and custodian fees, unless otherwise labeled. The deduction of Clearstead advisory fees and custodian fees would have the effect of decreasing the indicated investment performance. The performance data shown represent past performance. Past performance is not indicative of future results. Current performance data may be lower or higher than the performance data presented. Returns for periods longer than one year are annualized. Each number is independently rounded.

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



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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Investment Subcommittee of the Board of Trustees of Youngstown State University does hereby approve the rebalance, as detailed in Exhibit ___.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

PORTFOLIO RECOMMENDATIONS (ACTION)

YOUNGSTOWN STATE UNIVERSITY

AS OF APRIL 29, 2021

	TICKER	INVESTMENT STRATEGY	MARKET VALUE (CURRENT)	% OF PORTFOLIO	CHANGES	MARKET VALUE (POST CHANGES)	% OF PORTFOLIO	POLICY TARGET	POLICY RANGE	TACTICAL +/-
Total Operating & Short Term			\$10,155,074	100.0%	\$0	\$10,155,074	100.0%	100.0%		
Operating Assets			\$10,129,892	99.8%		\$10,129,892	99.8%		60-100%	
JPMorgan 100% U.S. Treas. MM Instl	JTSXX	Money Market	\$10,092,970	99.4%		\$10,092,970	99.4%			
Star Plus*	-	Cash Equivalent	\$3	0.0%		\$3	0.0%			
Star Ohio*	-	Cash Equivalent	\$36,919	0.4%		\$36,919	0.4%			
Short-Term Assets			\$25,182	0.2%		\$25,182	0.2%		0-40%	
Vanguard Short-Term Federal Adm	VSGDX	Short-Term Fixed	\$25,182	0.2%		\$25,182	0.2%			
Total Long Term Reserves Pool			\$64,581,544	100.0%	\$0	\$64,581,544	100.0%	100.0%		
Domestic Equity			\$20,862,515	32.3%		\$20,862,515	32.3%	27.0%	20-35%	5.3%
Large Cap			\$13,574,610	21.0%		\$13,574,610	21.0%			
Vanguard Instl Index	VINIX	Large Cap Core	\$13,574,610	21.0%		\$13,574,610	21.0%			
Small/Mid Cap			\$7,287,905	11.3%		\$7,287,905	11.3%			
Vanguard Mid Cap Index Adm	VIMAX	Mid-Cap Core	\$3,391,363	5.3%		\$3,391,363	5.3%			
Loomis Sayles Small Growth N2	LSSNX	Small Cap Growth	\$1,741,018	2.7%		\$1,741,018	2.7%			
Victory Integrity Small Cap Value Y	VSVIX	Small Cap Value	\$2,155,523	3.3%		\$2,155,523	3.3%			
International Equity			\$5,854,500	9.1%		\$5,854,500	9.1%	8.0%	0-15%	1.1%
William Blair International Growth I	BIGIX	Foreign Growth	\$2,918,586	4.5%		\$2,918,586	4.5%			
Dodge & Cox International Stock	DODFX	Foreign Value	\$2,935,914	4.5%		\$2,935,914	4.5%			
Total Equity			\$26,717,015	41.4%		\$26,717,015	41.4%	35.0%	25-45%	6.4%
Alternatives			\$7,325,762	11.3%		\$7,365,762	11.4%	15.0%	0-20%	-3.6%
JPMorgan Strategic Income Opps Fd	JSOSX	Non-Traditional Bond	\$2,200,764	3.4%	-\$615,000	\$1,585,764	2.5%			
Wells Fargo Adv Absolute Return I	WABIX	Tactical Allocation	\$2,307,527	3.6%	-\$725,000	\$1,582,527	2.5%			
Diamond Hill Long-Short Y	DIAYX	Equity Long-Short	\$2,817,472	4.4%	-\$1,220,000	\$1,597,472	2.5%			
Weatherlow Fund	-	Hedge FoF	\$0	0.0%	\$2,600,000	\$2,600,000	4.0%			
Fixed Income			\$30,497,633	47.2%		\$30,497,633	47.2%	50.0%	35-75%	-2.8%
Short Term Fixed Income			\$17,376,999	26.9%		\$17,376,999	26.9%	30.0%	25-45%	-3.1%
YSU Short Term Bond	-	Short-Term Fixed	\$11,691,944	18.1%		\$11,691,944	18.1%			
Lord Abbett Short Duration	LLDYX	Short-Term Fixed	\$3,717,311	5.8%		\$3,717,311	5.8%			
DFA Five-Year Global	DFGBX	Global Fixed	\$1,967,745	3.0%		\$1,967,745	3.0%			
Intermediate Fixed Income			\$13,120,634	20.3%		\$13,120,634	20.3%	20.0%	10-30%	0.3%
JPMorgan Core Bond Fund R6*	JCBUX	Core Plus Fixed	\$5,577,986	8.6%		\$5,577,986	8.6%			
YSU Intermediate Term Fixed	-	Intermediate-Term Fixed	\$4,556,296	7.1%		\$4,556,296	7.1%			
Prudential High Yield Bond R6	PHYQX	High Yield	\$2,986,352	4.6%		\$2,986,352	4.6%			
Cash & Cash Equivalents			\$41,134	0.1%		\$1,134	0.0%	0.0%	0-5%	0.0%
Equity Account Cash	-	Money Market	\$41,134	0.1%	-\$40,000	\$1,134	0.0%			
Total University Assets			\$74,736,618			\$74,736,618				

*As of 3/31/2021

VI. AUDIT SUBCOMMITTEE

Michael A. Peterson, Chair
Molly S. Seals, Vice Chair
John R. Jakubek
James E. "Ted" Roberts
Galatiani G. Lopuchovsky

The meeting commenced at 2:12 p.m.

A. Disposition of the Minutes for the Previous Meeting on March 3, 2021

Draft copies of the minutes of the committee's meeting held March 3, 2021, were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provided.

B. Old Business

No Old Business

C. Committee Items

1. Audit Subcommittee Discussion Items (Materials follow)

a. Audit Matrix Open Audit Recommendation Update (Presenters: Kelli L. Miller, Director of Internal Audit.) The matrix tracks the progress of the implementation of recommendations for improvement or correction made by internal and external auditors.

b. Internal Audit Plan Update (Presenters: Kelli L. Miller, Director of Internal Audit.) F

c. Anonymous Reporting Hotline Update (Presenters: Kelli L. Miller, Director of Internal Audit.)

d. Enterprise Risk Management Update (Presenters: Kelli L. Miller, Director of Internal Audit.)

e. Ohio Auditor of State's Star Rating System, Monitoring Transparency in Government (Presenters Katrena Davidson, Associate Vice President for Finance and Controller). Davidson reported that YSU earned a 4-star rating in the State of Ohio's Star Rating System: Monitoring Transparency in Government. It's the highest rating in the system that evaluates compliance with the state's Sunshine Laws. Davidson credited the work of Holly Jacobs and the Office of General Counsel, which handles Sunshine Law requests for YSU.

AUDIT RECOMMENDATIONS STATUS - FY2021 Q3

Audit Recommendation Number / Name Audit Date Issued Risk Category Risk Level Division Original Deadline <i>Revised Deadline</i> Current Status	Summary of Recommendation	Summary of Response	Current Status Comment	Prior Status Comment
2015-03-02 Tracking Faculty Workload PT Academic Processes Feb. 2015 Academic Affairs Low Academic Affairs 12/31/2016 <i>6/30/2021</i> CLOSED	We recommend that further research be done to determine if the Banner System has the capability to calculate and track teaching hours, non-teaching time, and total faculty workload, and if the system does, then the use of the system should be implemented.	Banner has the ability to monitor faculty workload, and there is faculty workload non-teaching capability. A more detailed analysis of Banner system capabilities should be completed. The academic division is currently working with the Registrar's office to implement a scheduling and registration system; this system will make much of the data available at an earlier time and improve tracking and reporting processes.	Internal Audit obtained and reviewed documentation supporting the implementation of Banner Faculty Load and Compensation Technology and related processes and procedures. Internal Audit has determined that recommendation has been adequately addressed and is considered closed.	Pending Faculty Workload Audit Scheduled FY 2021.
2018-02-04 Risk assessment and monitoring federal grant subrecipients Research Compliance Audit 2/11/19 research Moderate Academic Affairs 3/31/2020 <i>12/31/2021</i> ON SCHEDULE	Develop and implement procedures for subrecipient risk assessment and monitoring.	ORS and Grants Accounting are currently finalizing a formal sub-recipient risk assessment process based partially on the federal demonstration partnership best practices documentation. Of greater concern is the likelihood of sub-recipients failing to meet the terms and conditions of the sub award in a consistent and timely manner. Therefore, much of the focus of this issue will be on development of clear assessment protocols.	Final resolution has been delayed due to staffing shortages and COVID-19. Completion timeline contingent on staffing and remote work considerations. Temporary measures are in place to strengthen oversight until implementation completed.	Final resolution has been delayed due to staffing shortages and COVID-19. Completion timeline contingent on staffing and remote work considerations. Temporary measures are in place to strengthen oversight until implementation completed.
2018-02-05 Principal investigator communication and training Research Compliance Audit 2/11/19 research Moderate Academic Affairs 1/31/2020 <i>7/31/2021</i> ON SCHEDULE	Develop formal, ongoing periodic training for PI's and potential PI's that is aligned with funding agency guidelines. Ensure required trainings are monitored for completion.	Management believes that the audit items can be substantially addressed as a result of the hiring a new Director of Research, Compliance and Initiatives (Dr. Van slambrouck) and the implementation of an ERA system. Pertinent tasks planned include: 1) Develop training materials on the use of the ERA software and establish procedures for proposal development and submission, consistent with relevant requirements. 2) Develop training videos which meet the scheduling needs of faculty, staff and students. 3) Develop a recordkeeping process within the ERA software for monitoring training.	ERA system training has been the focus. This has been conducted in conjunction with roll-out of new system in module format. This is an ongoing task that will extend well into FY 21 and future years.	ERA system training has been the focus. This has been conducted in conjunction with roll-out of new system in module format. This is an ongoing task that will extend well into FY 21 and future years.

Audit Recommendation Number / Name Audit Date Issued Risk Category Risk Level Division Original Deadline <i>Revised Deadline</i> Current Status	Summary of Recommendation	Summary of Response	Current Status Comment	Prior Status Comment
2018-02-10 Pre-approval of travel expenses charged to grants Research Compliance Audit 2/11/19 Financial Low Finance and Business Operations 1/1/2020 <i>12/31/2021</i> ON SCHEDULE	Include Grants Accounting in the Concur automated approval workflow routing for expenses charged to grant funds.	Grants Accounting understands the desire to automate workflow approvals in Concur rather than relying on manual routing. We are exploring the use of automated workflows for travel reimbursements in Concur.	Procurement position vacancies and COVID implications continue to delay progress. Target dates contingent on staffing and remote work.	Procurement position vacancies and COVID implications continue to delay progress. Target dates contingent on staffing and remote work.
2018-02-11 Electronic research administration system Research Compliance Audit 2/11/19 research Low 7/31/2020 <i>12/31/2021</i> ON SCHEDULE	Develop a formal implementation plan for the ERA system software to enable appropriate oversight and management of the project.	A viable ERA system was identified and purchased. However, the vendor went out of business, rendering the selected platform impractical. The Office of Research has begun the process of evaluating alternative systems and a potential ERA system has been identified, The procurement of the system is expected in 1st quarter 2020 and implementation will follow.	System has been purchased and is being utilized by a limited number of users. There are still some issues that are being addressed. Wide distribution delayed while known issues are addressed.	System has been purchased and is being utilized by a limited number of users. There are still some issues that are being addressed. Wide distribution delayed while known issues are addressed.
2020-01-01 Policies and Procedures Student Organizations Audit 02/17/20 Financial Low Student Experience 8/31/2020 <i>8/31/2021</i> DEADLINE REVISED	Update policies to address financial management requirements including tax status, accounting concepts, record keeping, contract requirements, funding mechanisms and procedures, disbursement controls, agency account and off-campus cash accounts.	Policies will be developed in this area.	Progress delayed due to COVID related priorities and recent restructuring in this department.	COVID implications have delayed progress. Revised target dates contingent on COVID related priorities, staffing and remote work.
2020-01-02 Training Oversight Student Organizations Audit 02/17/20 Academic Affairs Low Student Experience 8/31/2020 <i>8/31/2021</i> DEADLINE REVISED	Improve student organization training and oversight of training compliance.	Will review and update training delivery methods and subject matter as well as monitoring compliance with training requirements.	Progress delayed due to COVID related priorities and recent restructuring in this department.	COVID implications have delayed progress. Revised target dates contingent on COVID related priorities, staffing and remote work.

Audit Recommendation Number / Name Audit Date Issued Risk Category Risk Level Division Original Deadline <i>Revised Deadline</i> Current Status	Summary of Recommendation	Summary of Response	Current Status Comment	Prior Status Comment
2020-01-03 Activity Management Student Organizations Audit 02/17/20 Academic Affairs Low Student Experience 8/31/2020 <i>8/31/2021</i> DEADLINE REVISED	Review and update policies, clarify roles and responsibilities and reinforce training related to use of campus space.	Will review and update policies regarding use of space and provide updates to students, advisors and reservationists.	Progress delayed due to COVID related priorities and recent restructuring in this department.	COVID implications have delayed progress. Revised target dates contingent on COVID related priorities, staffing and remote work.
2020-01-04 Travel Management Student Organizations Audit 02/17/20 Academic Affairs Low Student Experience 8/31/2020 <i>8/31/2021</i> DEADLINE REVISED	Clarify roles and responsibilities, reinforce training and modify record retention with regard to student organization travel.	Will clarify roles, enhance training and retain student travel records for three years.	Progress delayed due to COVID related priorities and recent restructuring in this department.	COVID implications have delayed progress. Revised target dates contingent on COVID related priorities, staffing and remote work.
2020-01-05 Cash Account Signers and Cash Handling Student Organizations Audit 02/17/20 Financial Low Student Experience 8/31/2020 <i>8/31/2021</i> DEADLINE REVISED	Clarify roles and responsibilities and monitor compliance with policies related to cash account signers.	Working to bring all organizations into compliance. Will communicate with advisors regarding this policy. Also additional training and policy development in this area. Will develop component of annual registration to document compliance with account signatory policies.	Progress delayed due to COVID related priorities and recent restructuring in this department.	COVID implications have delayed progress. Revised target dates contingent on COVID related priorities, staffing and remote work.
2021-01-01 Monitoring and oversight of Rich Center Agreement Rich Center 9/30/20 Financial Moderate Academic Affairs 7/31/2021 ON SCHEDULE	Review and update agreement between YSU and Rich Center and enhance ongoing monitoring and oversight.	Committee will be established to review and update existing agreement. Revisions to be presented to YSU leadership. A process will be established to monitor on a consistent basis.		

Audit Recommendation Number / Name Audit Date Issued Risk Category Risk Level Division Original Deadline <i>Revised Deadline</i> Current Status	Summary of Recommendation	Summary of Response	Current Status Comment	Prior Status Comment
2021-01-02 Monitoring Compliance with Agreement Rich Center 9/30/20 Financial Moderate Academic Affairs 7/31/2021 ON SCHEDULE	Develop procedures to ensure compliance with terms of agreement including assignment of responsibility, evaluation and compliance communication.	Working to establish procedures, assign monitoring responsibility, institute annual compliance review and create process for communication of compliance matters.		
2021-01-03 Monitoring Compliance with YSU Policies Rich Center 9/30/20 human resources Moderate Academic Affairs 7/31/2021 ON SCHEDULE	Enhance compliance with YSU policies via training processes and review and approval of Rich Center specific policies and procedures.	Rich Center Autism (RCA) administration will review current policies and procedures, identify deficiencies and seek YSU BOT approval for Rich Center specific policies and procedures.		
2021-01-04 Affiliated Organization Policy - Friends of Rich Center Rich Center 9/30/20 N/A University Relations 6/30/2022 ON SCHEDULE	Educate and inform as to relationship between University, Rich Center and Friends. Execute a Memorandum of Agreement (MOA) to guide relationship between these parties. Ensure alignment with Affiliated Organization Policies.	RCA Administration will advocate for MOA between Friends and YSU which aligns with Affiliated Organization Policy.		
2021-01-05 Fiscal Practices and External Reporting of Friends of Rich Center Rich Center 9/30/20 N/A University Relations 6/30/2022 ON SCHEDULE	Develop policies and procedures and train staff in order to enhance fiscal practices and external reporting of Rich Center.	Procedures will be developed to address fiscal and reporting matters.		

Audit Recommendation Number / Name Audit Date Issued Risk Category Risk Level Division Original Deadline <i>Revised Deadline</i> Current Status	Summary of Recommendation	Summary of Response	Current Status Comment	Prior Status Comment
2021-Adv-01 Noncompliance in Purchasing Contracts E-Cube Resolution Advisory-Purchasing Contracts 4/19/2021 Financial High Finance and Business Operations 4/30/2021 CLOSED	Specific CVS purchase should be promptly and properly finalized in the ecube system. Management responses addressing non-compliance should be formalized as part of eCUBE documentation.	The purchase order will be finalized in the system. The instances of non-compliance will be noted in eCUBE with a reference to details surrounding the circumstances of the non-compliance.	Corrective Actions Completed	
2021-Adv-02 Noncompliance in Purchasing Contracts Individual Staff Training Advisory-Purchasing Contracts 4/19/2021 Financial Moderate Finance and Business Operations 9/1/2021 NEW	Director of EOHS, must be certain that she understands and fully complies with procurement requirements, including but not limited to, properly processing a purchase requisition, executing a bid waiver, and related budget requirements. Specifically the following should be undertaken: <ul style="list-style-type: none"> •Thoroughly read all policies, procedures and department guidance related to procurement and contract requirements. •Consider the need to refresh e-cube training. •Consider one-on-one consultation with procurement team. 	Staff member will utilize the procurement services website to review all applicable procurement documents. Additionally, she will enroll in eCube refresher training. Finally, she will schedule a face-to-face meeting with Director of Procurement to discuss document review and training.		
2021-Adv-03 Noncompliance in Purchasing Contracts Enhanced Training Advisory-Purchasing Contracts 4/19/2021 Financial Moderate Finance and Business Operations 12/31/2021 NEW	The stated mission of Procurement Services is to provide assistance for the purchase and payment of quality goods and services at competitive costs in accordance with University guidelines and applicable laws. In this case, there were numerous indications that a key user managing a significant contract needed assistance with the process. Procurement Services should evaluate user knowledge and conduct consultations and training when circumstances warrant. Procurement services should also consider the need for new employee training in this area (particularly at the supervisory level) and refresher training for key employees involved in non-routine transactions.	Training opportunities, including eCUBE training are communicated to new employees when they are given access as a new user to Banner Finance. It is up to the employee to schedule training, the training is not mandated. Additionally, Procurement Services is in process of evaluating all aspects of training including content, frequency of availability, and delivery methods.		

Youngstown State University
Office of Internal Audit
Audit Plan Quarterly Update
Fiscal Year 2021
January 1, 2021 - March 31, 2021

	July 2020 - March 2021						April - Jun	Comment
	July - Sep	Oct - Dec	Jan - Mar	FY21 to date as of March 31			Quarter 4	
	Quarter 1	Quarter 2	Quarter 3	Total	Budget	Difference	Budget	
Audit and Assurance:								
Audit Engagements:								
Rich Center for Autism	175	34	0	209	160	49	0	Completed
Donor Restricted Funds	0	30	100	130	170	-40	40	In Progress
Banner User Access	0	0	30	30	280	-250	0	Preliminary
Faculty Workload	0	30	10	40	32	8	136	Planning & Assessment
Continuous Auditing/Analytics	133	249	220	602	480	122	155	FY21 - Q2
Open Audit Recommendation Follow up	10	70	30	110	105	5	35	
Hotline Monitoring	25	30	30	85	45	40	15	
	343	443	420	1206	1272	-66	381	
Advisory	40	57	110	207	270	-63	90	Cares, Intl, Detect
Administrative & Planning:								
Administrative	40	27	48	115	180	-65	60	
Audit Risk Assessment, Annual Planning, Audit Subcommittee Prep and Meetings	20	15	20	55	60	-5	15	
ERM Assistance	15	15	25	55	60	-5	20	
Professional Development & Training	4	25	10	39	30	9	10	
Holiday, Vacation/Sick	87	73	43	203	96	107	20	
	166	155	146	467	426	41	125	
Total Hours	549	655	676	1880	1968	-88	596	

YSU Anonymous Reporting Hotline
Aggregated Statistics
 Fiscal Year 2021
 As of 04/29/2021

Hotline Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
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Reports received	2	7	2	5	16
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Closed					
Unsubstantiated/insufficient information			1		1
Process enhancements noted					-
Investigation	2	2			4
Referred		4	2	5	11
Total Closed	2	6	3	5	16

Under review at quarter end	0	1	0	0	
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Reporting Method	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
Ethicspoint Phone	-	-			0
Ethicspoint Website	2	7	2	5	16
Total:	2	7	2	5	16

Reporter Anonymity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
Anonymous	2	7	2	5	16
Not anonymous	-				-
Total:	2	7	2	5	16



StarRS

Star Rating System: Monitoring transparency in government

Reach for a star... by meeting every Sunshine Law requirement. Then add best practices from the list below to achieve a multiple-star rating



Compliant: Meets all Sunshine Law requirements

Compliant, plus 1-2 best practices

Compliant, plus 3-4 best practices

Compliant, plus 5 or more best practices

Visit the [StarRS](#) page

Click on the ratings in **Best Practices** or **Non-Compliant** columns for details

Search:

Go

3359 Results

Name of Entity	County	Audit Period	Compliant	Best Practices	Non-Compliant
Youngstown State University	Mahoning	07/01/2019 to 06/30/2020	★	★ ★ ★	

2. Audit Subcommittee Action Item

a. **Resolution to Approve the FY22 Annual Audit Plan and Risk Assessment** (Presenters: Kelli L. Miller, Director in Internal Audit.)

Motion: To approve the Resolution to Approve the FY22 Annual Audit Plan and Risk Assessment

Motion moved by James E. "Ted" Roberts, J.D. and motion seconded by John R Jakubek. The resolution was unanimously approved.
(Resolution follows.)

3. Background Material

a. No background material this quarter.

D. New Business

No New Business

E. Adjournment

The meeting adjourned at 2:29 p.m

End of Audit Subcommittee Meeting



RESOLUTION TO APPROVE THE FY22 ANNUAL INTERNAL AUDIT PLAN

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

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

WHEREAS, the risk-based Annual Internal Audit Plan for fiscal year 2022 has been developed; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the FY22 Annual Internal Audit Plan, as shown in Exhibit __ and made part hereof.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

Youngstown State University
Office of Internal Audit
FY 2022 Audit Plan and Risk Assessment
Proposed June 2, 2021

Audit Engagements						
Area / Quarter Planned	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY22 Budgeted Hours
Banner User Access 3rd quarter (completion of 2021 project)	Procedures and controls for granting, modifying, and terminating Banner access within Banner modules	Inappropriate Banner user access is inherently high risk in complex ERP system with a large number of users	IT	high	ensure Banner user access is appropriately assigned and restricted based on least privilege (users have access only to what is required to perform their duties) including read-only access to sensitive and confidential information, and maintains segregation of duties	100
Student Billing, Collections and Accounts Receivable	Procedures and controls related to tuition maintenance and billing, application of student payments, collection processes, account write-offs, allowance for bad debt, and segregation of duties	Tuition, adjustments, and payments are incorrect; past due accounts are not properly managed; write offs are not compliant with policies; allowance for bad debt is not adequate; and billing and collection responsibilities are not properly segregated	Financial	high	Ensure billing, collections and accounts receivable internal controls are adequate and ensure that students were billed, collections applied and accounts receivable were managed in accordance with University policies and procedures.	200
Conflict of Interest	Procedures and controls related to conflict of interest policy and annual disclosure statements; review standard and documented vendor selection and hiring processes	Instances of corruption, loss of instructional resources, improper vendor selection, inappropriate purchases and hiring decisions, and reputational risk	Various	high	Provide assurance that frameworks exists to support effective management of conflicts of interest and controls are applied to ensure compliance with conflicts of interest in hiring and vendor relationships	220
Facilities and Building Access	Procedures and controls related to key issuance, replacement and return; and procedures for vendor or visitor access	Unauthorized individuals gain access to buildings; Ineffective key controls; lack of exit procedures for inter-department transfers or separated employees	Facilities	low	Analyze processes for issuing and managing University keys; removal of building access when it is no longer necessary; managing vendor or visitor access and the accuracy of related records	140
Total Audit Engagements						660

Continuous Auditing/Analytics						
Area	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY22 Budgeted Hours
Continuous Auditing - Payroll	quarterly continuous auditing	fraud and errors related to payroll	Financial	high	analysis of quarterly payroll data to ensure operating effectiveness of internal controls	380
Continuous Auditing - Accounts Payable	quarterly continuous auditing	fraud and errors related to payables	Financial	high	analysis of quarterly payables data to ensure operating effectiveness of internal controls	400

Total Continuous Auditing 780

Open Audit Recommendation Follow-up						
Area	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY22 Budgeted Hours
Open Audit Recommendation Follow-up	Follow-up on open audit recommendations from previous audits	various	various	various	assess implementation of appropriate corrective action to address audit recommendations	140

Total Open Audit Recommendation Follow-up 140

Hotline Monitoring						
Area	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY22 Budgeted Hours
Hotline Monitoring	Ongoing monitoring of hotline reports	fraud/unethical conduct	various	TBD	assess risk level and quality of hotline reports; ensure timely follow-up of reports as deemed necessary	60

Total Hotline Monitoring 60

Audit Plan Total 1640

YSU FY 2022 Internal Audit Risk Assessment

Facilities 100

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
FAC 101	Special Events, Facility Use	6	3	4	2	2	3	5	2	1	6	34	350
FAC102	Maintenance-Buildings/Grounds	4	4	4	2	3	4	4	3	1	4.5	33.5	335
FAC 103	Building Access/ Key Control	5	2	3	2	2	2	3	1	1	4.5	25.5	
FAC 104	Capital Project Management	3	4	4	4	4	3	5	4	1	3	35	330
Fac 105	Government Compliance	5	3	4	4	4	3	4	3	1	6	37	365

Financial 200

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
FIN 201	Grants: Accounting/Management	1	6	5	4	5	5	7	6	5	3	47	445
FIN 202	YSU Foundation	1	5	5	4	4	2	3	3	2	6	35	355
FIN 203	Budget Management	1	6	5	6	6	5	6	5	5	4	49	465
FIN 204	Procurement, Contracts	1	6	5	5	3	6	7	4	4	3	44	410
FIN 205	Financial Aid	1	5	5	5	5	5	5	4	6	1	42	410
FIN 206	Collections - Receivables	1	5	5	5	3	5	5	4	6	4.5	43.5	425
FIN 207	Payroll	1	5	5	5	5	5	5	4	6	3	44	430
FIN 208	Disbursements, A/P	1	5	4	3	3	5	4	3	4	4.5	36.5	360

Research 300

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
RES 301	Grant Management	1	6	5	5	5	6	7	6	4	4.5	49.5	455
RES 302	Human/Animal Subjects	5	5	5	5	4	3	4	3	4	1	39	410
RES 303	Intellectual Property	1	4	4	5	5	3	5	4	4	4.5	39.5	375
RES 304	External Partnerships	1	3	4	5	5	3	5	4	4	8	42	395
RES 305	Research Funding	1	5	5	5	5	4	5	4	5	4.5	43.5	425
Res 306	3D Printing	5	4	4	4	4	3	5	4	4	10	47	475

YSU FY 2022 Internal Audit Risk Assessment

Human Resources 400

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
HR 401	Discrimination, Harassment	4	4	5	4	4	4	4	4	3	10	46	460
HR 402	Employee Travel	5	3	3	3	1	3	4	2	2	5	31	315
HR 403	Volunteers	5	1	4	2	1	1	2	1	2	3	22	
HR 404	Employee Productivity	6	4	4	4	5	5	6	5	4	6	49	480
HR 405	Succession Planning	4	5	5	4	5	4	5	3	2	10	47	470
HR 406	Employment Practices, Termination	4	5	4	4	4	3	3	4	4	7.5	42.5	440
HR 407	Employment Practices, Hiring	6	4	4	4	4	4	3	3	4	3	39	410

Athletics 500

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
ATH 501	Team Travel	5	3	3	3	2	2	2	1	1	4.5	26.5	
ATH 502	Camps -Athletic	6	5	4	4	3	2	2	1	2	6	35	390
ATH 503	NCAA Compliance	3	5	4	5	4	2	3	2	2	3	33	340
ATH 504	Athletic Injury	5	5	4	4	3	2	3	2	2	6	36	385

Safety 600

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
SAF 601	Campus Safety -Crisis Management	6	5	5	5	5	4	4	4	2	10	50	505
SAF 602	Environmental Compliance	6	4	5	3	4	3	5	3	2	2	37	385
SAF 603	Youth Programs	6	3	5	4	3	2	4	2	2	7.5	38.5	405
SAF 604	Occupational Safety	6	4	5	4	4	4	4	4	2	3	40	405
SAF 605	Police/Law Enforcement	6	2	3	2	3	2	3	2	1	3	27	
SAF 606	Chemical Safety	7	3	4	3	3	2	3	2	2	3	32	350
SAF 607	Crime Reporting	6	3	4	4	3	2	3	2	2	4.5	33.5	355
SAF 608	Laboratory Safety	6	3	4	3	3	2	3	2	2	10	38	405

YSU FY 2022 Internal Audit Risk Assessment

Information Technology 700

Category #	Activity	Health and Safety 15	Financial Impact 15	Public Image and Reputation 15	Outside Influence 5	Strategic Risks 10	Volume & Size 5	Change 5	Complexity 5	IT & System Risk 15	ERM Results 10	Total Risk 100	Weighted Risk Score	
IT 701	Data management: PII	4	5	5	3	5	5	5	5	4	5	6	47	480
IT 702	Records Retention	4	4	4	3	3	5	5	4	5	6	43	430	
IT 703	Cyber Security	4	5	5	3	5	5	5	4	5	8	49	500	

Academic & Student Affairs - 800

Category #	Activity	Health and Safety 15	Financial Impact 15	Public Image and Reputation 15	Outside Influence 5	Strategic Risks 10	Volume & Size 5	Change 5	Complexity 5	IT & System Risk 15	ERM Results 10	Total Risk 100	Weighted Risk Score
ACA 801	Student Travel: Domestic and International	6	3	3	4	2	1	3	2	1	6	31	325
ACA 802	Student Organizations/Clubs (RSO)	6	2	2	2	2	1	2	2	1	6	26	
ACA 803	Title IX, VAWA	4	5	5	5	5	5	6	4	4	10	53	520
ACA 804	Residence Life	6	3	3	4	4	3	5	4	1	6	39	375
ACA 805	Diversity	5	3	3	5	5	3	4	5	1	4.5	38.5	360
ACA 806	Substance Abuse	6	3	3	3	4	1	3	4	1	10	38	390
ACA 807	Student Counseling	6	2	2	4	4	1	2	5	1	10	37	365
ACA 808	Distance Learning	4	5	5	4	5	5	7	4	4	3	46	450
ACA 809	Student Admission	3	5	5	4	5	5	5	5	4	3	44	430
ACA 810	Student Internships	3	2	2	2	3	1	2	2	1	6	24	
ACA 811	Enrollment Special Needs	2	5	5	5	5	5	5	4	4	4	44	420
ACA 812	Student Data Management	3	5	5	4	4	5	4	4	5	4.5	43.5	440
ACA 813	Study Abroad Programs	6	2	2	4	2	1	4	3	1	4.5	29.5	
ACA 814	International Students	6	3	3	3	2	2	4	3	1	4.5	31.5	320

Other Areas Not Discretely Presented in ERM

Category #	Activity	Health and Safety 15	Financial Impact 15	Public Image and Reputation 15	Outside Influence 5	Strategic Risks 10	Volume & Size 5	Change 5	Complexity 5	IT & System Risk 15	ERM Results 10	Total Risk 100	Weighted Risk Score
	Endowment And Development	2	3	4	3	2	2	2	2	2	1	23	
	Parking Services	3	2	3	3	1	1	2	1	1	1	18	
	Outsourced - Revenue Sharing/Commissions	2	3	3	2	1	2	3	1	1	1	19	
	UBIT	1	4	4	3	4	2	4	4	1	1	28	
	Strategic/Governance	4	4	5	4	5	5	6	5	3	1	42	400
	Motor Pool	4	3	3	3	2	3	3	2	1	1	25	
	Radio	3	2	4	3	2	2	2	2	1	1	22	
	Rich Center	4	4	5	5	3	3	5	4	3	1	37	350
	Career Services	2	3	4	3	4	3	3	3	3	1	29	

Prior Audits:

2021	Rich Center; Donor Restricted Gifts; and Continuous Monitoring
2020	Student Organizations; Student Billing and A/R; Continuous Monitoring
2019	Payroll Process; Penguin Tuition Promise; and Continuous Monitoring
2018	Research Compliance; Procurement; and Continuous Monitoring
2017	YSU Foundation Agreement
2016	Compliance; Student Housing; James Dale Ethics Center; IT Security Access for Banner; Cash Counts; and Continuous Monitoring
2015	Academic Processes; IT (PII personally identifiable info and segregation of duties); Contract Mgmt., Title IV and Perkins Due Diligence; Travel and Continuous Monitoring
2014	Grants (YSU Research Foundation); IT, Business Expense Guidelines (pcard and employee expense reimbursements); Events Mgmt. and UBIT; and Continuous Monitoring
2013	Student Accounts and University Receivables; A/P; Social Media (as part of student affairs); and Continuous Monitoring
2012	Athletics; Human Resources; Facilities and Continuous Monitoring
2011	Budget; Financial Aid; Cash Management; Chargebacks; and Continuous Monitoring
2010	Human Resources; Payroll; Parking; Centennial Campaign; Continuous Monitoring of P/R and Purchasing
2009	Bookstore; Early College; Gifts; Payroll Projects; and Surprise Cash Counts
2008	Human Resource/Payroll; Budget; Petty Cash; Athletics, and Rich Center
2007	Grants; Metro College; Equipment and Facilities
2006	Human Resources; Contract Management; Admittance and Registration; Receiving and Purchasing
2005	Financial Aid; Accounting; Payroll; Gifts and IT

**Youngstown State University
Office of Internal Audit
FY 2022 Audit Plan
Proposed June 2, 2021**

	Jul - Sept	Oct - Dec	Jan - Mar	Apr - Jun	
	Q1 Total	Q2 Total	Q3 Total	Q4 Total	FY22 Total
<i>Audit and Assurance: (see Proposed Audit Plan for detail)</i>					
Audit engagements	165	165	165	165	660
Continuous Auditing/Analytics	195	195	195	195	780
Open Audit Recommendation Follow-up	35	35	35	35	140
Hotline Monitoring	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>60</u>
	410	410	410	410	1640
<i>Advisory</i>	85	85	85	85	340
<i>Administrative & Planning:</i>					
Administrative (includes student auditor hiring, training)	50	50	50	50	200
Audit Risk Assessment, Annual Planning, Audit Subcommittee Prep and Meetings	25	25	25	25	100
Enterprise Risk Management assistance	25	25	25	25	100
Professional Development & Training	12	12	12	12	48
Holiday, Vacation/Sick	<u>34</u>	<u>34</u>	<u>34</u>	<u>34</u>	<u>136</u>
	146	146	146	146	584
Total Hours	641	641	641	641	2564

Note: hours above include a total of 900 hours for year round audit intern position

Youngstown State University
Office of Internal Audit
FY 2021 Audit Plan - Reference
Approved June 3, 2020

	Jul - Sept	Oct - Dec	Jan - Mar	Apr - Jun	
	Q1 Total	Q2 Total	Q3 Total	Q4 Total	FY21 Total
<i>Audit and Assurance: (see Proposed Audit Plan for detail)</i>					
Audit engagements	165	165	165	165	660
Continuous Auditing/Analytics	120	180	180	120	600
Open Audit Recommendation Follow-up	35	35	35	35	140
Hotline Monitoring	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	60
	335	395	395	335	1460
Advisory	90	90	90	90	360
<i>Administrative & Planning:</i>					
Administrative (includes student auditor hiring, training)	60	60	60	60	240
Audit Risk Assessment, Annual Planning, Audit Subcommittee Prep and Meetings	20	20	20	30	90
Enterprise Risk Management assistance	20	20	20	20	80
Professional Development & Training	10	10	10	10	40
Holiday, Vacation/Sick	<u>24</u>	<u>24</u>	<u>48</u>	<u>40</u>	136
	134	134	158	160	586
Total Hours	559	619	643	585	2406

Note: hours above include a total of 900 hours for two student audit interns in the Fall 2020 and two student audit interns in the Spring 2021

VII. UNIVERSITY AFFAIRS COMMITTEE

Charles T. George, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members

The meeting commenced at 2:30 p.m.

A. Disposition of the Minutes for the Previous Meetings on March 3, 2021 and April 28, 2021

Draft copies of the minutes of the committee's meeting held March 3, 2021, and April 28, 2021, were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provided.

B. Old Business

No Old Business

C. Committee Items

1. Intercollegiate Athletics Action Item

a. Resolution to Ratify Personnel Actions (Presenters: Ron Strollo, Executive Director of Athletics)

Motion: To approve the Resolution to Ratify Personnel Actions - Athletics

Motion moved by Charles T. George and motion seconded by Capri S. Cafaro. The resolution was unanimously approved.



**YOUNGSTOWN
STATE
UNIVERSITY**

RESOLUTION TO RATIFY PERSONNEL ACTIONS

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

WHEREAS, new appointments and other personnel actions have been made subsequent to the March 4, 2021, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2020-2021 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; and 3356-7-42, Selection of Professional/Administrative Staff;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the personnel actions as listed in Exhibit attached hereto.

SUMMARY OF PERSONNEL ACTIONS
Athletics Employees
1/16/21 through 4/15/21

Separations – 1

- Professional Administrative Externally Funded – 1

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY	TYPE OF SEPARATION
Froehlich, Rachel	Externally Funded	Program Manager	Athletic Administration	3/3/2021	1.00	\$ 40,800.00	Resignation

WINNING WITH INTEGRITY

It is the responsibility of each institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. This includes responsibility for the actions of its staff members, athletes, and for any other individual or organization engaged in activities promoting the athletic interests of Youngstown State.



“ASK BEFORE YOU ACT”

If you have any questions regarding any NCAA or institutional rules, please contact:
Emily Wollet
Associate Director of Athletics
EMAIL: ewollet@ysu.edu
PHONE: 330-941-7208

YSU FIGHT SONG

The Red and White are waving
Over the field
Our teams are fighting
With a spirit that will not yield
Rah-Rah-Rah
Hail to thee O'Youngstown
We'll fight for you
Once again the Penguins
Will win for YSU

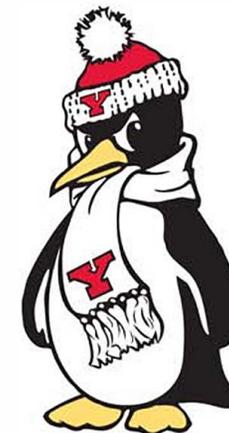
YSU ALMA MATER

All hail to thee O'Youngstown,
Our Alma Mater fair;
In sunlight and starshine
We see thee in all thy glory.
The Red and White, thy glorious colors,
Ever we praise and hold them
High to the breeze as the symbol of our
Most loyal allegiance.
This anthem, O'Youngstown,
Our pledge of trust shall be
That thy sons and daughters
Shall keep faith with thee forever

YOUNGSTOWN STATE



A QUICK GUIDE TO NCAA RULES FOR BOOSTERS, STAFF, AND FRIENDS OF PENGUINS ATHLETICS



This pamphlet is designed to assist supporters of Penguins Athletics with basic NCAA rules education.

There are three points of emphasis:

- Definitions
- Role of Boosters
- Extra Benefits

DEFINITIONS

WHO IS A BOOSTER?

You are a booster if you:

- Are a member of the Penguin Club;
- Ever made a financial contribution to the Athletics Department or Penguin Club
- Have been a season-ticket holder;
- Provide jobs for student-athletes;
- Promote the YSU athletics program;
- Are a former student-athlete;
- Are a YSU Board of Trustee; or
- Are the parents or guardians of an enrolled student-athlete.

Once an individual has been identified as a booster, he or she retains this identity indefinitely.

WHO IS A PROSPECT?

Commonly referred to as a “recruit”, a prospect is any student who has entered the ninth grade, except for Men’s Basketball and Softball, where it is any student who has entered the seventh grade. A prospect remains a prospect until he/she enrolls at a member institution.

WHAT IS AN “EXTRA BENEFIT”?

An extra benefit is any special arrangement by an employee of YSU or booster to provide a prospect, student-athlete or their relatives a benefit not approved by the NCAA.

ROLE OF THE BOOSTER

Recruiting

A booster is not permitted to have any in-person contact with a prospect or the prospect’s parents, legal guardians or relatives on or off campus at any site (unless you are an employee of YSU who would meet with prospects in-person, on-campus as a regular part of his/her job, i.e. faculty).

A booster is not permitted to be directed by a staff member to attend games/events in order to evaluate prospects. A booster may alert a staff member of a potential prospect, but cannot be directed to do so.

A booster is not permitted to telephone a prospect or the prospect’s parents or legal guardians. If a prospect telephones a booster, the booster should refer any questions about the athletics program to the athletics department staff.

A booster can employ a prospect who has signed a National Letter of Intent to attend YSU, but employment cannot commence any earlier than the summer prior to full-time enrollment at YSU.

A booster cannot utilize social media to comment on or encourage the enrollment of any prospect.

EXTRA BENEFITS

A student-athlete or prospect or their family and/or friends cannot receive any extra benefits. Receipt by an athlete of an impermissible benefit will render the athlete ineligible for competition.

Examples of impermissible benefits include, but are not limited to, the following:

- Cash or any type of gift
- Loans or co-signing of loans
- Vehicle or use of vehicle
- Arrangement for transportation
- Special discounts, reduced or free meals, goods or services
- Employment of relatives
- Providing transportation for a summer job
- Free or reduced housing cost
- Concert or sporting event tickets

The following are permissible activities:

- Providing an occasional meal at the home of a booster or on campus with prior approval
- Employing student-athletes under the following conditions:
 - 1) Compensation is only for work actually performed;
 - 2) Compensation must be at the going rate for the job performed; and
 - 3) Cannot be compensated for value the student-athlete may have because of his/her athletic ability or reputation.

2. Intercollegiate Athletics Discussion Item

a. NCAA Rules Compliance Education (Presenters: Emily Wollet, Associate Director of Athletics)

Wollet reviewed with trustees basic NCAA rules compliance, including what a booster can and cannot do or provide to a prospect or student-athlete. She also briefly reviewed pending new NCAA rules and state law regarding athletes profiting from their name, image and likeness. “We’re really waiting to see how this unfolds,” she said. She also reported on existing and pending NCAA rules and state laws regarding participation in athletics by students who identify as transgender, and she updated the board on the NCAA’s transfer portal and changes to the one-time transfer exception.

3. University Affairs Consent Agenda Items

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

Motion: To approve four resolutions on the Consent Agenda.

- **Resolution to Modify Development and Issuance of University Policies Policy, 3356-1-09**
- **Resolution to Modify Discrimination/Harassment Policy, 3356-2-03**
- **Resolution to Modify Title IX Sexual Harassment Policy, 3356-2-05**
- **Resolution to Modify Sensitive Information/Information Security Policy, 3356-4-13**

Motion moved by Michael A. Peterson and motion seconded by John R Jakubek. The four resolutions on the Consent Agenda were unanimously approved.



**RESOLUTION TO MODIFY
DEVELOPMENT AND ISSUANCE OF UNIVERSITY POLICIES POLICY,
3356-1-09**

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

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

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

WHEREAS, the Development and Issuance of University Policies policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Development and Issuance of University Policies, policy number 3356-1-09, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-1-09 Development and issuance of university policies.

~~Previous Policy Number:~~ ~~0001.00~~
Responsible Division/Office: Office of Equal Opportunity ~~and~~ Policy
~~Compliance~~ Development
Responsible Officer: General Counsel
Revision History: June 1997; March 2007; March 2011;
December 2014; June 2021
Board Committee: University Affairs
Effective Date: ~~December 16, 2014~~ June 3, 2021
Next Review: ~~2019~~ 2026

- (A) Policy statement. All university policies and rules fall within a greater hierarchy of laws, statutes and regulations. The Youngstown state university board of trustees has been authorized by the Ohio legislature to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university (section 3356.03 of the Revised Code). As may be appropriate, the board of trustees exercises its governance authority through the issuance of university policies. All university policies shall be developed, approved, and published in accordance with the standards and format set forth in this policy and as required by the Ohio legislative service commission (“LSC”).
- (B) Purpose. To provide a procedure for the development and enactment of university policies in order to maintain accountability and consistency.
- (C) This policy applies to all university divisions, colleges, departments, sections, units, or any other categories within the university and to all individuals within these categories seeking to develop, enact, revise, or review university policies.
- (D) Definitions.
 - (1) “University policy” – a written directive or governing principle that is formally approved by the board of trustees, which has broad application throughout the university. Policies connect the university’s goals and mission to individual conduct, fiscal responsibility, and institutional expectations, and support compliance with laws and regulations.

- (2) “Policy statement” – a concise statement of principles, values, and/or intent that provide context for the policy.
- (3) “Purpose” – a brief explanation of why the policy is needed.
- (4) “Procedure” – the operational processes required to implement a policy including any required training. A procedure may be included in the policy or an administrative unit or officer may be charged with developing procedures to implement the policy.
- (5) “Guidelines” – statements which are necessary to clarify and explain the policy (also known as parameters).
- (6) “Scope” – defines what entities or individuals are covered by a policy.
- (7) “Responsible division or office” – the university unit charged with the development and administration of a policy and its procedures.
- (8) “Responsible officer” – the ~~highest ranking~~ highest-ranking university officer charged with administrative responsibility for a policy that falls within his/her administrative unit, typically a divisional vice president or chief officer.
- (9) “Board committee” – the committee of the board of trustees with purview over those matters of university operations which are the subject matter of the policy.
- (10) “Non-significant policy changes” - amendments or corrections to a policy designed to improve the clarity or address errors or omissions of information such as changes to reflect institutional organizational changes, website links, paragraph and outline numbering, and references to new related laws, regulations, rules, executive orders, collective bargaining agreement language, and other policies and procedures.

(E) Procedure.

- (1) A new university policy or a proposed revision or rescission of an existing policy may be initiated by the ~~individual accountable for any department or unit, such as a chairperson, director, executive~~

~~director, senates, councils, and committees~~ division, office or officer that has responsibility for the policy (hereinafter, the “policy initiator”).

- (2) The formal submission of a policy to the board of trustees shall originate from the president, a divisional vice president or senior executive, or the board of trustees. However, an appropriate designee may be named to manage the policy through the development, submission, and issuance process.
- (3) Each divisional vice president or senior executive is responsible for ensuring that all existing policies assigned to ~~his/her~~their division are reviewed on a five-year cycle. A policy may be reviewed or rescinded or a new policy proposed at any time in response to university needs or statutory requirements.
- (4) Proposed revisions to existing policies shall be clearly identified and contrasted with existing language.
- (5) ~~A draft copy of the policy shall first be forwarded to the president, general counsel, the divisional vice presidents, and the responsible officer~~^[CAK1] ~~for timely review and feedback. These individuals~~Policy initiators may ~~also~~ forward the draft policy to their administrative units for timely review and comment. Comments are to be returned to the policy initiator.
- (6) The ~~president~~policy initiator may utilize any appropriate council, committee, or forum to obtain campus-wide perspective or input.
- ~~(7)~~ Divisional vice-presidents shall review a -draft copy of the policy or a policy proposed for revision with the president for timely review and feedback prior to submission to the board of trustees.
- ~~(7)~~(8) During the review process, the policy initiator may incorporate relevant modifications which are consistent with existing policies and applicable regulations. If the policy is further modified, a draft will again be circulated to the president, ~~general counsel, and divisional vice presidents~~ for final review.

- ~~(8)~~(9) Prior to submission to the board of trustees, the policy shall be presented to the appropriate board committee for review and comment.
- ~~(9)~~(10) At the conclusion of the review process and prior to submission to the board of trustees for approval, the policy initiator shall incorporate those proposed revisions which are relevant, reasonable, and consistent with existing policies and applicable regulations.
- ~~(10)~~(11) The responsible officer or ~~his/her~~their designee shall submit the final draft to the board of trustees for approval.
- ~~(11)~~(12) The university office ~~of equal opportunity and responsible for policy compliance or the office with current responsibility for university policies~~development shall monitor and assist the appropriate responsible officer or designee and/or the policy initiator through the development, submission, and issuance process.
- ~~(12)~~(13) Following approval by the board of trustees, the policy will be filed with the legislative service commission and posted on the university webpage designated for university policies and rules (see paragraph H of this policy).

(F) Policy format.

- (1) Policies shall be written, numbered, and submitted for LSC filing in accordance with LSC requirements.
- (2) All policies shall be submitted for internal review and posting in LSC format and with a header containing the following information:
 - (i) Responsible division/office;
 - (ii) Responsible officer;
 - (iii) Revision history;

- (iv) Board committee;
 - (v) Effective date; and
 - (vi) Next review.
- (3) The body of the policy shall conform to the following order and requirements:
- (i) Policy statement (required section);
 - (ii) Purpose (required section unless self-evident from the policy title or statement);
 - (iii) Scope (required section unless self-evident from the policy title or statement);
 - (iv) Procedure (required; however, when an administrative unit/officer is charged with the development of procedures, then this assignment shall be noted);
 - (v) Sections or information necessary to ensure comprehension of and compliance with the policy, such as definitions, guidelines, sanctions, reference to applicable regulations and/or university policies.
- (G) Policy numbering system.
- (1) -All Youngstown state university policies are numbered and begin with 3356, which denotes the Revised Code chapter by which the Ohio legislature created the university and the LSC agency number assigned to the university for filing purposes. The agency number (3356) is followed by two numbers, which designate, respectively, the area of administrative responsibility within the university (also known as the LSC chapter number) and the specific policy number. A policy which serves to supplement an original policy shall be assigned the number of the original policy followed by a period (.) and an additional digit (e.g., a supplemental policy to policy 01 would be numbered 01.1).

- (2) For purposes of this policy, the areas of administrative responsibility are assigned the following numbers:
- (a) Governance (includes bylaws of the board of trustees and process-oriented elements of governing, such as drafting and numbering of university policies) – 01.
 - (b) Equal opportunity ~~and diversity~~ – 02.
 - (c) Budget and finance – 03.
 - (d) Facilities – 04.
 - (e) Advancement – 05.
 - (f) Intercollegiate ~~athletic~~athletics – 06.
 - (g) Human resources – 07.
 - (h) Student affairs – 08.
 - (g) Administration and personnel – 09.
 - (h) Academic affairs – 10.
- (H) Posting/publication.
- ~~(1)~~ — The latest version of all university policies shall be posted on a university webpage designated for university policies and rules and shall be listed by policy number, administrative responsibility, and alphabetically by title. The office ~~of equal opportunity and~~ responsible for policy ~~compliance, or the current equivalent office,~~ development shall oversee and maintain the official university policy and rule webpage.
- ~~(2)~~ — ~~For one year from the effective date of this policy, current and revised university policies shall be cross-referenced with the~~

~~previous internal policy number. New policies shall be numbered pursuant to this policy.~~

(I) Conflicts.

- (1) In the event of a conflict between a university policy and a school or departmental administrative or operational policy or rule, the university policy shall take precedence unless the school or department can demonstrate an overriding need for its policy and the use of the conflicting policy is approved by the president. The school or department shall notify the office of equal opportunity ~~and policy compliance~~ and policy development of the conflict and the office of equal opportunity ~~and policy compliance~~ and policy development shall take necessary action to correct the conflict where possible.

3356-1-09 Development and issuance of university policies.

Responsible Division/Office: Office of Equal Opportunity and Policy
Development
Responsible Officer: General Counsel
Revision History: June 1997; March 2007; March 2011;
December 2014; June 2021
Board Committee: University Affairs
Effective Date: June 3, 2021
Next Review: 2026

- (A) Policy statement. All university policies and rules fall within a greater hierarchy of laws, statutes and regulations. The Youngstown state university board of trustees has been authorized by the Ohio legislature to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university (section 3356.03 of the Revised Code). As may be appropriate, the board of trustees exercises its governance authority through the issuance of university policies. All university policies shall be developed, approved, and published in accordance with the standards and format set forth in this policy and as required by the Ohio legislative service commission (“LSC”).
- (B) Purpose. To provide a procedure for the development and enactment of university policies in order to maintain accountability and consistency.
- (C) This policy applies to all university divisions, colleges, departments, sections, units, or any other categories within the university and to all individuals within these categories seeking to develop, enact, revise, or review university policies.
- (D) Definitions.
- (1) “University policy” – a written directive or governing principle that is formally approved by the board of trustees, which has broad application throughout the university. Policies connect the university’s goals and mission to individual conduct, fiscal responsibility, and institutional expectations, and support compliance with laws and regulations.

- (2) “Policy statement” – a concise statement of principles, values, and/or intent that provide context for the policy.
 - (3) “Purpose” – a brief explanation of why the policy is needed.
 - (4) “Procedure” – the operational processes required to implement a policy including any required training. A procedure may be included in the policy or an administrative unit or officer may be charged with developing procedures to implement the policy.
 - (5) “Guidelines” – statements which are necessary to clarify and explain the policy (also known as parameters).
 - (6) “Scope” – defines what entities or individuals are covered by a policy.
 - (7) “Responsible division or office” – the university unit charged with the development and administration of a policy and its procedures.
 - (8) “Responsible officer” – the highest-ranking university officer charged with administrative responsibility for a policy that falls within his/her administrative unit, typically a divisional vice president or chief officer.
 - (9) “Board committee” – the committee of the board of trustees with purview over those matters of university operations which are the subject matter of the policy.
 - (10) “Non-significant policy changes” - amendments or corrections to a policy designed to improve the clarity or address errors or omissions of information such as changes to reflect institutional organizational changes, website links, paragraph and outline numbering, and references to new related laws, regulations, rules, executive orders, collective bargaining agreement language, and other policies and procedures.
- (E) Procedure.
- (1) A new university policy or a proposed revision or rescission of an existing policy may be initiated by the division, office or officer

that has responsibility for the policy. (hereinafter, the “policy initiator”).

- (2) The formal submission of a policy to the board of trustees shall originate from the president, a divisional vice president or senior executive, or the board of trustees. However, an appropriate designee may be named to manage the policy through the development, submission, and issuance process.
- (3) Each divisional vice president or senior executive is responsible for ensuring that all existing policies assigned to their division are reviewed on a five-year cycle. A policy may be reviewed or rescinded or a new policy proposed at any time in response to university needs or statutory requirements.
- (4) Proposed revisions to existing policies shall be clearly identified and contrasted with existing language.
- (5) Policy initiators may forward the draft policy to their administrative units for timely review and comment. Comments are to be returned to the policy initiator.
- (6) The policy initiator may utilize any appropriate council, committee, or forum to obtain campus-wide perspective or input.
- (7) Divisional vice-presidents shall review a draft copy of the policy or a policy proposed for revision with the president for timely review and feedback prior to submission to the board of trustees.
- (8) During the review process, the policy initiator may incorporate relevant modifications which are consistent with existing policies and applicable regulations. If the policy is further modified, a draft will again be circulated to the president for final review.
- (9) Prior to submission to the board of trustees, the policy shall be presented to the appropriate board committee for review and comment.
- (10) At the conclusion of the review process and prior to submission to the board of trustees for approval, the policy initiator shall incorporate those proposed revisions which are relevant,

reasonable, and consistent with existing policies and applicable regulations.

- (11) The responsible officer or their designee shall submit the final draft to the board of trustees for approval.
 - (12) The university office responsible for policy development shall monitor and assist the appropriate responsible officer or designee and/or the policy initiator through the development, submission, and issuance process.
 - (13) Following approval by the board of trustees, the policy will be filed with the legislative service commission and posted on the university webpage designated for university policies and rules (see paragraph H of this policy).
- (F) Policy format.
- (1) Policies shall be written, numbered, and submitted for LSC filing in accordance with LSC requirements.
 - (2) All policies shall be submitted for internal review and posting in LSC format and with a header containing the following information:
 - (i) Responsible division/office;
 - (ii) Responsible officer;
 - (iii) Revision history;
 - (iv) Board committee;
 - (v) Effective date; and
 - (vi) Next review.
 - (3) The body of the policy shall conform to the following order and requirements:

- (i) Policy statement (required section);
- (ii) Purpose (required section unless self-evident from the policy title or statement);
- (iii) Scope (required section unless self-evident from the policy title or statement);
- (iv) Procedure (required; however, when an administrative unit/officer is charged with the development of procedures, then this assignment shall be noted);
- (v) Sections or information necessary to ensure comprehension of and compliance with the policy, such as definitions, guidelines, sanctions, reference to applicable regulations and/or university policies.

(G) Policy numbering system.

- (1) All Youngstown state university policies are numbered and begin with 3356, which denotes the Revised Code chapter by which the Ohio legislature created the university and the LSC agency number assigned to the university for filing purposes. The agency number (3356) is followed by two numbers, which designate, respectively, the area of administrative responsibility within the university (also known as the LSC chapter number) and the specific policy number. A policy which serves to supplement an original policy shall be assigned the number of the original policy followed by a period (.) and an additional digit (e.g., a supplemental policy to policy 01 would be numbered 01.1).
- (2) For purposes of this policy, the areas of administrative responsibility are assigned the following numbers:
 - (a) Governance (includes bylaws of the board of trustees and process-oriented elements of governing, such as drafting and numbering of university policies) – 01.
 - (b) Equal opportunity – 02.

- (c) Budget and finance – 03.
 - (d) Facilities – 04.
 - (e) Advancement – 05.
 - (f) Intercollegiate athletics – 06.
 - (g) Human resources – 07.
 - (h) Student affairs – 08.
 - (g) Administration and personnel – 09.
 - (h) Academic affairs – 10.
- (H) Posting/publication. The latest version of all university policies shall be posted on a university webpage designated for university policies and rules and shall be listed by policy number, administrative responsibility, and alphabetically by title. The office responsible for policy development shall oversee and maintain the official university policy and rule webpage.
- (I) Conflicts.
- (1) In the event of a conflict between a university policy and a school or departmental administrative or operational policy or rule, the university policy shall take precedence unless the school or department can demonstrate an overriding need for its policy and the use of the conflicting policy is approved by the president. The school or department shall notify the office of equal opportunity and policy development of the conflict and the office of equal opportunity and policy development shall take necessary action to correct the conflict where possible.



**RESOLUTION TO MODIFY
DISCRIMINATION/HARASSMENT POLICY, 3356-2-03**

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

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

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

WHEREAS, the Discrimination/Harassment policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Discrimination/Harassment, policy number 3356-2-03, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

3356-2-03 Discrimination/harassment.

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX
Responsible Officer: Director for Equal Opportunity, Policy Development, and Title IX
Revision History: June 2009; June 2015; September 2016; September 2019; September 2020; [June 2021](#)
Board Committee: University Affairs
Effective Date: ~~September 3, 2020~~ [June 3, 2021](#)
Next Review: ~~2025~~ [2026](#)

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

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

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

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

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

- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programing decisions affecting the individual.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating, hostile, or abusive.
- (d) Sexual harassment can be directed at a member of the same or different sex or sexual orientation. Examples of inappropriate conduct which may constitute sexual harassment include but are not limited to:
 - (i) Sexual advances or propositions, either explicit or implied.
 - (ii) Sexually suggestive or sexually degrading innuendo, comments or gestures.
 - (iii) Remarks or inquiries about sexual activity, sexual orientation, or gender identity or expression.
 - (iv) The display or communication of sexually oriented material (including through e-mail or other electronic means).
 - (v) Unwanted touching, hugging, or contacting another's body.
- (e) "Sexual harassment," as defined in Title IX of the Education Amendments of 1972, is set forth in the university Title IX sexual harassment policy. (See rule 3356-02-05 of the Administrative Code, university policy "Title IX sexual harassment policy." Students, faculty employees, volunteers, third parties, campus visitors or other individuals should refer to the Title IX policy referred to above for processes and procedures under Title IX.)

(4) [Speech or conduct protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution is not harassment for purposes of this policy. \(See university policy 3356-4-21 Campus free speech.\)](#)

~~(4)~~(5) Intimidating, hostile, or abusive environment (collectively referred to as a hostile environment) is a specific form of discrimination and is often

contextual and must be based on the circumstances. These circumstances include but are not limited to:

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

employment, academic, or resource opportunities. These individuals include but are not limited to:

- (a) Faculty, lecturers, and instructors (including visiting faculty/instructors),
 - (b) Graduate students,
 - (c) Teaching assistants,
 - (d) Academic advisors,
 - (e) Coaches,
 - (f) Residence hall professional staff.
- (3) Intimate relationships with students. Because of the elevated risk and the potential exposure of the university and employees to liability for violation of laws against sexual harassment and discrimination and in order to maintain an environment as free as possible from conflicts of interest and favoritism, no employee/individual as defined in this rule shall enter into a relationship with a Youngstown state university student, including but not limited to undergraduate, graduate, part-time, or full-time, regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship predate either admission or employment with the university, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, rule 3356-7-01 of the Administrative Code regarding conflicts of interest should be consulted. (Corresponding university policy 3356-7-01 can be found on the [“University Policies”](#) webpage.)
- (G) Duty of managers and supervisors to act. Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring shall notify the office of equal opportunity and policy development (“EOPD”) and/or human resources promptly but no later than five working days after becoming aware of the information. The office of human resources shall promptly notify EOPD.
- (H) Complaint procedures.
- (1) The university encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint with

EOPD. A complaint may be formal or informal. However, a complaint alleging a violation of this policy must be filed within three hundred days of the behavior or the last incident at issue. Delays in filing or reporting may make it more difficult for the university to conduct an investigation.

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

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

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

- a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.
- (N) Policy and procedure administration. The office of equal opportunity and policy compliance is responsible for the administration of this policy and the associated procedures. However, all university employees, staff, and students play a role in preventing and reporting discrimination and harassment.
- (O) Educational goals and objectives.
- (1) It is the goal of the university to prevent and eliminate discrimination and/or harassment and to foster an environment of respect for all individuals. In furtherance of these goals, every employee shall complete programs and/or training as directed by the office of human resources and/or the office of equal opportunity and policy compliance. The office of human resources, in conjunction with the office of equal opportunity and policy compliance, shall provide information, programs, and/or training to meet the following goals:
- (a) Provide information about the university's policies relating to discrimination and harassment and the corresponding procedures and reporting mechanisms.
- (b) Include information regarding this policy in orientation materials for new faculty, staff, students, and volunteers.
- (c) Notify persons of inappropriate conduct and encourage appropriate behavior when interacting with others.
- (d) Inform the university community about the problems caused by discrimination and harassment and the unacceptability and illegality of discrimination and harassment.
- (e) Address issues of discrimination and harassment from a multicultural perspective.
- (2) A statement regarding discrimination and harassment will appear in the university bulletins (graduate and undergraduate), on the webpage of the office of equal opportunity and policy development, and relevant portions shall be referenced in "The Student Code of Conduct."
- (P) Information, assistance, and counseling.
- (1) Individuals may seek general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units.

However, general inquiries with these offices/units will not be considered a report to the university and will not result in action under this policy.

- (a) The equal opportunity, policy development, and Title IX office.
 - (b) The center for student progress/office of disability services.
 - (c) Housing and residence life.
 - (d) Office of human resources.
 - (e) Intercollegiate athletics.
 - (f) Office of student affairs through the ombudsperson.
- (2) A student may seek counseling or support services on campus from the university student counseling services during regular business hours (330-941-3737). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of counseling services is considered confidential to the extent permitted by state and federal law.
- (3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.
- (4) For information on sexual misconduct including sexual assault, dating violence, domestic violence, stalking, or any other conduct of a sexual nature that is carried out without consent or through force, threat, intimidation or coercion, please see rule 3356-2-3.1 of the Administrative Code. (Corresponding university policy 3356-2-3.1 can be found on the “[University Policies](#)” webpage.)

3356-2-03 Discrimination/harassment.

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX
Responsible Officer: Director for Equal Opportunity, Policy Development, and Title IX
Revision History: June 2009; June 2015; September 2016; September 2019; September 2020; June 2021
Board Committee: University Affairs
Effective Date: June 3, 2021
Next Review: 2026

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

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

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

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

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

- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programing decisions affecting the individual.
 - (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating, hostile, or abusive.
 - (d) Sexual harassment can be directed at a member of the same or different sex or sexual orientation. Examples of inappropriate conduct which may constitute sexual harassment include but are not limited to:
 - (i) Sexual advances or propositions, either explicit or implied.
 - (ii) Sexually suggestive or sexually degrading innuendo, comments or gestures.
 - (iii) Remarks or inquiries about sexual activity, sexual orientation, or gender identity or expression.
 - (iv) The display or communication of sexually oriented material (including through e-mail or other electronic means).
 - (v) Unwanted touching, hugging, or contacting another's body.
 - (e) "Sexual harassment," as defined in Title IX of the Education Amendments of 1972, is set forth in the university Title IX sexual harassment policy. (See rule 3356-02-05 of the Administrative Code, university policy "Title IX sexual harassment policy." Students, faculty employees, volunteers, third parties, campus visitors or other individuals should refer to the Title IX policy referred to above for processes and procedures under Title IX.)
- (4) Speech or conduct protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution is not harassment for purposes of this policy. (See university policy 3356-4-21 Campus free speech.)
- (5) Intimidating, hostile, or abusive environment (collectively referred to as a hostile environment) is a specific form of discrimination and is often

contextual and must be based on the circumstances. These circumstances include but are not limited to:

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

employment, academic, or resource opportunities. These individuals include but are not limited to:

- (a) Faculty, lecturers, and instructors (including visiting faculty/instructors),
 - (b) Graduate students,
 - (c) Teaching assistants,
 - (d) Academic advisors,
 - (e) Coaches,
 - (f) Residence hall professional staff.
- (3) Intimate relationships with students. Because of the elevated risk and the potential exposure of the university and employees to liability for violation of laws against sexual harassment and discrimination and in order to maintain an environment as free as possible from conflicts of interest and favoritism, no employee/individual as defined in this rule shall enter into a relationship with a Youngstown state university student, including but not limited to undergraduate, graduate, part-time, or full-time, regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship predate either admission or employment with the university, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, rule 3356-7-01 of the Administrative Code regarding conflicts of interest should be consulted. (Corresponding university policy 3356-7-01 can be found on the [“University Policies”](#) webpage.)
- (G) Duty of managers and supervisors to act. Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring shall notify the office of equal opportunity and policy development (“EOPD”) and/or human resources promptly but no later than five working days after becoming aware of the information. The office of human resources shall promptly notify EOPD.
- (H) Complaint procedures.
- (1) The university encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint with

EOPD. A complaint may be formal or informal. However, a complaint alleging a violation of this policy must be filed within three hundred days of the behavior or the last incident at issue. Delays in filing or reporting may make it more difficult for the university to conduct an investigation.

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

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

- a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.
- (N) Policy and procedure administration. The office of equal opportunity and policy compliance is responsible for the administration of this policy and the associated procedures. However, all university employees, staff, and students play a role in preventing and reporting discrimination and harassment.
- (O) Educational goals and objectives.
- (1) It is the goal of the university to prevent and eliminate discrimination and/or harassment and to foster an environment of respect for all individuals. In furtherance of these goals, every employee shall complete programs and/or training as directed by the office of human resources and/or the office of equal opportunity and policy compliance. The office of human resources, in conjunction with the office of equal opportunity and policy compliance, shall provide information, programs, and/or training to meet the following goals:
- (a) Provide information about the university's policies relating to discrimination and harassment and the corresponding procedures and reporting mechanisms.
- (b) Include information regarding this policy in orientation materials for new faculty, staff, students, and volunteers.
- (c) Notify persons of inappropriate conduct and encourage appropriate behavior when interacting with others.
- (d) Inform the university community about the problems caused by discrimination and harassment and the unacceptability and illegality of discrimination and harassment.
- (e) Address issues of discrimination and harassment from a multicultural perspective.
- (2) A statement regarding discrimination and harassment will appear in the university bulletins (graduate and undergraduate), on the webpage of the office of equal opportunity and policy development, and relevant portions shall be referenced in "The Student Code of Conduct."
- (P) Information, assistance, and counseling.
- (1) Individuals may seek general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units.

However, general inquiries with these offices/units will not be considered a report to the university and will not result in action under this policy.

- (a) The equal opportunity, policy development, and Title IX office.
 - (b) The center for student progress/office of disability services.
 - (c) Housing and residence life.
 - (d) Office of human resources.
 - (e) Intercollegiate athletics.
 - (f) Office of student affairs through the ombudsperson.
- (2) A student may seek counseling or support services on campus from the university student counseling services during regular business hours (330-941-3737). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of counseling services is considered confidential to the extent permitted by state and federal law.
 - (3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.
 - (4) For information on sexual misconduct including sexual assault, dating violence, domestic violence, stalking, or any other conduct of a sexual nature that is carried out without consent or through force, threat, intimidation or coercion, please see rule 3356-2-3.1 of the Administrative Code. (Corresponding university policy 3356-2-3.1 can be found on the “[University Policies](#)” webpage.)



**RESOLUTION TO MODIFY
TITLE IX SEXUAL HARASSMENT POLICY, 3356-2-05**

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

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

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

WHEREAS, the Title IX Sexual Harassment policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Title IX Sexual Harassment, policy number 3356-2-05, shown as Exhibit ___ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

3356-2-05 Title IX sexual harassment policy.

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX
Responsible Officer: Director of Equal Opportunity, Policy Development, and Title IX
Revision History: September 2020; [June 2021](#)
Board Committee: University Affairs
Effective Date: ~~September 3, 2020~~ [June 3, 2021](#)
Next Review: ~~2025~~ [2026](#)

- (A) Policy statement. Youngstown state university (“YSU” or “university”) is committed to fostering and maintaining a ~~fair and equal~~ [safe, nondiscriminatory](#) environment for its students and employees consistent with the requirements of Title IX of the Education Amendments of 1972 and Title 34, Part 106 of the Code of Federal Regulations (“Title IX”). Sexual harassment, including sexual assault, dating violence, domestic violence and stalking, is strictly prohibited by this policy. Retaliation against those who report sexual harassment or participate in the process outlined in this policy is prohibited.
- (B) Purpose. To provide the university community with a clearly articulated set of behavioral standards, common understandings of definitions, descriptions of prohibited conduct, relevant information, and reporting options consistent with the requirements of Title IX.
- (C) Scope. This policy applies to all students, faculty, employees (including student employees), volunteers, and third parties, campus visitors or other individuals engaged in any university activity or program within the United States, regardless of sexual orientation or gender identity.

For purposes of this policy, a university activity or program is a location, event or circumstance over which the university exercises substantial control over both the respondent and the context in which the alleged sexual harassment occurred, whether on or off campus.

- (D) Definitions (for purposes of this policy).
 - (1) “Sexual harassment.” Conduct on the basis of sex that satisfies one or more of the following categories:

- (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo). An individual does not have to submit to the conduct in order for quid pro quo sexual harassment to occur.
- (b) Unwelcome conduct determined by the reasonable person's standard to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment).
- (c) "Sexual assault" as defined in the Clery Act (which includes rape, fondling, incest or statutory rape, as defined in this paragraph).
 - (i) "Rape" (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - (ii) "Fondling." The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - (iii) "Incest." Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - (iv) "Statutory rape." Sexual intercourse with a person who is under the statutory age of consent.
- (d) Dating violence, domestic violence, or stalking pursuant to the Violence Against Women Act (also defined in this paragraph).
 - (i) "Dating violence." Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- (ii) “Domestic violence.” Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - (iii) “Stalking.” Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- (e) “Sexual misconduct.” Conduct of a sexual nature that is nonconsensual or is carried out through force, threat, or coercion. Sexual misconduct includes but not limited to sexual exploitation and voyeurism.
 - (i) “Sexual exploitation.” Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
 - (ii) “Voyeurism.” Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.

(2) [Speech or conduct protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution is not](#)

[harassment for purposes of this policy. \(See university policy 3356-4-21 Campus free speech.\)](#)

- ~~(2)~~(3) ——— “Consent.” An action which is defined as positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent is the equal approval, given freely, willingly, and knowingly, of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat or force, coercion, the influence of drugs or alcohol or age. Silence or lack of resistance cannot be the sole factor in determining one has received consent.
- (a) “Coercion.” Intimidation, physical, or psychological threat, or pressure used to force another to engage in sexual acts. Coercion is unreasonable pressure for sexual activity.
 - (b) “Force.” The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
 - (c) “Incapacitation.” Inability to evaluate, understand, or control conduct because an individual is unconscious, asleep, intoxicated or under the influence of other drugs, or for any other reason, physically, mentally, or legally unable to communicate or grant consent. Incapacitation does not correlate to a specific blood alcohol content (BAC) and could be the result of drug use.
- ~~(3)~~(4) ——— “Complainant.” An individual who is alleged to have experienced conduct that could violate this policy. Also referred to as a “party” for purposes of this policy.
- ~~(4)~~(5) ——— “Respondent.” An individual who has been reported to be the perpetrator of conduct that could violate this policy. A respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility has been made pursuant to the hearing protocol. Also referred to as a “party” for purposes of this policy.

~~(5)~~(6) ——— “Student.” An individual is a student when they are registered for courses, seminars, or workshops at the university, either full-time or part-time; pursuing graduate, undergraduate, or continuing education courses; accepted for admission; or living in a resident hall, whether or not actually enrolled at the university.

~~(6)~~(7) ——— “Faculty member.” An individual who is employed by the university to conduct classroom, research, or teaching activities.

~~(7)~~(8) ——— “Employee.” An individual is an employee when they have been hired/employed by the university to perform certain work or services at a specified hourly wage or salary. Student employees are employees for purposes of this policy.

(E) Grievance process.

- (1) Timeframe. The process outlined below is expected to occur within ninety calendar days from the date a complaint is filed. The Title IX coordinator or designee may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes, but is not limited to, the absence of party, a party’s advisor or a witness, or the accommodation for disabilities.
- (2) Report. Information, however received, alleging sexual harassment as defined in this policy and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint, depending on the alleged facts and circumstance. [The university encourages individuals to report any allegations as defined in this policy. A report may be submitted by mail, e-mail, in person, by telephone or electronically at Title IX@ysu.edu.](#)
- (3) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted by mail, email, in person, by telephone or electronically at [Title IX@ysu.edu](#).
- (4) Notice.

- (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
- (b) If, in the course of an investigation, the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.
- (c) Notice to the university staff listed in this paragraph, of sexual harassment or allegation of sexual harassment, constitutes actual notice to the university and triggers the university's obligation to respond.
 - (i) Title IX coordinator and deputy Title IX coordinators.
 - (ii) Director of equal opportunity and policy development.
 - (iii) Vice presidents and associate vice presidents.
 - (iv) Academic deans and chairpersons.
 - (v) Supervisors/managers.
 - (vi) Coaches and assistant coaches.
- (5) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- (6) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.

- (a) Mandatory dismissal.
 - (i) Would not constitute sexual harassment as defined in this policy, even if proved.
 - (ii) The alleged sexual harassment did not occur in the university's education program or activity.
 - (iii) The alleged conduct did not occur in the United States.
 - (b) Discretionary dismissal.
 - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
 - (ii) The respondent is no longer enrolled or employed by the university.
 - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
 - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
 - (d) A dismissal of a formal complaint may be appealed pursuant to paragraph (F) of this rule.
 - (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, such as policy 3356-2-3, "Discrimination/harassment" or 3356-7-04, "Workplace and off-campus violence, threats, and disruptive behavior," or under the student code of conduct.
- (7) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
- (a) Both parties' voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution,

any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

- (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (8) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.
- (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
 - (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 - (c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this paragraph, or as permitted by law.
 - (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
 - (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.

- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
 - (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
 - (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 - (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten calendar days prior to any hearing. ~~Either party can submit a written response to the investigator during these ten days.~~
- (9) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.
- (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
 - (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

- (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- (g) If a party does not have an advisor present at the live hearing, the university shall provide without fee or charge to that party an advisor of the university's choice to conduct cross-examination on behalf of that party.
- (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

- (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
 - (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.
 - (k) The hearing convener shall create an audio recording for a live hearing and an audiovisual recording for a virtual live hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.
- (10) Findings.
- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
 - (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 - (c) The written determination shall include:
 - (i) Identification of the allegations potentially constituting sexual harassment.
 - (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination.
 - (iii) The finding of facts that support the determination.
 - (iv) A conclusion applying the appropriate definition of the university's policy to the facts.
 - (v) A rationale for the result of each allegation regarding the determination of responsibility.

- (vi) For respondents who are students, the hearing decision-maker shall consult with the vice president of student experience or their designee regarding sanctions. For respondents who are employees or faculty members, the hearing decision-maker shall consult with the chief human resources officer or their designee regarding discipline.
 - (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
 - (viii) The procedures and bases for the complainant and respondent to appeal the determination.
- (11) Sanctions/discipline.
- (a) Students.
 - (i) Possible sanctions for student respondents: warning, conduct probation with or without ~~restrictions~~loss of good standing, restitution, educational sanctions, ~~deferred suspension, residence hall~~residential suspension, university suspension, ~~residence hall~~residential expulsion, university expulsion, revocation of admission and/or degree, withholding degree, and fines.
 - (ii) ~~Students who have been found responsible for serious misconduct and are returning from a sanction of suspension will be subject to additional parameters, including conduct probation with loss of good standing for one calendar year preventing the student from participating in any extracurricular functions, including athletics, student organizations, and student employment. Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury.~~ Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence,

stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury. Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students for permission to participate in extracurricular activities and employment.

- (b) Possible sanctions/discipline for employee or faculty respondents: employment probation, demotion or reassignment, suspension with or without pay for a specific period of time, termination of employment, ineligibility for rehire, and/or other sanctions or remedies as deemed appropriate under the circumstances.
- (F) The appeal process.
- (1) Filing an appeal.
 - (a) Appeals are not a re-hearing of the allegation(s).
 - (b) Only a complainant or respondent (referred to as party or parties) may request an appeal.
 - (c) An appeal must be submitted in writing to the Title IX coordinator within five working days from receipt of a decision using the Title IX appeal request form and include all supporting material.

- (d) A party may appeal the determination regarding responsibility, sanctions/discipline, and/or the university's dismissal of a formal complaint or any allegations therein.
- (e) There are four grounds for appeal:
 - (i) Procedural irregularity that significantly impacted the outcome of the matter (for example material deviation from established procedures). The appeal request must cite specific procedures and how they were in error; and/or
 - (ii) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: Failure to participate or provide information during an investigation or hearing, even based on concern over a pending criminal or civil proceeding, does not make information unavailable during the original investigation or hearing); and/or
 - (iii) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. The appeal must cite specific examples of how the bias affected the outcome.
 - (iv) The discipline/sanction(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding party.
- (2) Title IX appellate review officer (hereinafter referred to appellate review officer). Upon receipt of a request for appeal, the Title IX coordinator will designate a Title IX appellate review officer as follows:
 - (a) Appeals where the respondent is a student, the appellate officer will be either the vice president for student affairs or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.

- (b) Appeals where the respondent is a faculty member or employee, the appellate officer will be either the chief human resources officer or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (c) The appellate officer cannot be the investigator, Title IX coordinator, or the person who acted as the decision-maker regarding the determination of responsibility/policy violation, or dismissal.
- (3) Appeal procedures:
- (a) Generally, within five business days after receipt of the request for appeal by the appellate review officer, the appellate review officer will conduct an initial review of the appeal request(s) to determine whether the appeal is timely and satisfies the grounds for appeal.
 - (b) If the appeal request is not timely or does not satisfy the grounds for appeal, the appeal request will be denied, the parties will be notified, and the finding and sanction or responsive action/remedies will stand. The decision not to accept an appeal request is final and is not subject to further appeal.
 - (c) If the appeal request is timely and meets the ground for appeal, the Title IX coordinator will notify the parties that the appeal has been accepted and will notify the non-appealing party that they may file a response within three business days from notification.
 - (d) The appellate review officer will then review the issues presented in the appeal and any response(s).
 - (e) The standard on appeal is whether there is relevant evidence/information such that a reasonable person would support the decision(s).
 - (f) The appellate review officer can take one of the following actions:
 - (i) Affirm the original findings;
 - (ii) Remand the case to the original investigators or hearing panel for consideration of new evidence or to remedy a procedural irregularity;

- (iii) Remand the case to a new investigator in a case of bias. The appellate review officer, may order a new investigation with a new investigator or hearing panel; or
 - (iv) Administratively alter the finding if bias, procedural irregularity, or new evidence, unknown or unavailable during the original investigation, substantially affected the original finding and the associated sanctions or responsive action.
 - (g) Decisions rendered by the appellate review officer or actions taken following the decisions appellate review officer's decision are final and not subject to further appeal.
 - (h) Cases that are sent back to the investigator or hearing panel are not eligible for a second appeal.
- (G) When a minor is involved. When a report or formal complaint involves a student who has not yet reached the age of eighteen:
- (1) The Title IX coordinator will complete a safety assessment to provide an environment free of harm and to identify the student's legal guardian.
 - (2) The Title IX coordinator or deputy coordinator advises the minor student of the responsibility of university staff to report child abuse as outlined in section 2151.421 of the Revised Code.
 - (3) The Title IX coordinator or deputy Title IX coordinator works directly with the guardian in reviewing the university's sexual harassment policy and protocols, on and off campus resources available to the student, and seeking permission to investigate the report or formal complaint.
 - (4) The student and guardian are advised of the university's student records and privacy practices available at <https://ysu.edu/registrar/ferpa> and specifically that the student's records and ability to make decisions transition to the student when they turn eighteen.
 - (5) The student and guardian are advised that the "Compass Family and Community Services Rape Crisis and Counseling Center of Mahoning County" provides confidential and anonymous support for clients, including those who are not yet eighteen.

- (H) Retaliation prohibited. No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Complaints alleging retaliation may be filed according to the grievance procedures in this policy.
- (I) Emergency actions. The university may remove a student respondent from an education program or activity on an emergency basis after an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The student respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. The university may place an employee respondent on administrative leave during the pendency of the grievance and appeal process.
- (J) Supportive measures. Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the university's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- (K) Confidential resources. An individual who desires that the details of an incident be kept confidential may speak with professional licensed counselors who provide mental health counseling on campus. Pastoral or clergy and medical professionals also have legally protected roles involving confidentiality. A list of confidential resources is available at the university's [Title IX website](#).
- (L) Non-confidential reporting and recordkeeping.
 - (1) Ohio law requires those not in a legally protected role with knowledge of a felony to report it to law enforcement. University personnel, including the Title IX coordinator, deputy Title IX coordinators, resident assistants and office of residence life and housing professional staff, are required to notify

the university police department of any report of sexual harassment including interpersonal violence.

- (2) Conduct reported to the university police that may be a Title IX violation will be reported to the Title IX coordinator. A report to the university police or other law enforcement agency does not require the pursuit of criminal charges. Neither the complainant nor the respondent is under any obligation to speak with the law enforcement authorities, even when the conduct is reported to them.
- (M) Conflict of interest. The Title IX coordinator, any investigator, decision-maker, or any person facilitating a process under this policy shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent specifically.
- (N) Miscellaneous
- (1) Training. Investigations and hearings are designed to provide a prompt, fair, and impartial resolution regarding an alleged violation of this policy disciplinary matter. All Title IX coordinators, investigators, decision-makers, advisors and appellate review officers, and any person who facilitates an informal resolution process are trained using appropriate materials that will not rely on sex stereotypes and will promote impartial, unbiased investigations and adjudications of complaints of Title IX sexual harassment.
 - (2) Prevention and education programs. The university shall provide programs and/or training (collectively referred to as “trainings”) for employees and students designed to prevent and promote awareness of sexual harassment. The trainings shall be consistent with applicable legal requirements and university policies. The office of human resources, with oversight from the Title IX coordinator, or his/her designee, shall provide training for employees; and the office of student affairs, with oversight from the Title IX coordinator, or his/her designee, shall provide training for students. [Title IX website](#). For more information on Title IX and sexual misconduct, please see the university’s Title IX website.
 - (3) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. However, failure to prove an allegation is not equivalent to a false allegation.

3356-2-05 Title IX sexual harassment policy.

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX
Responsible Officer: Director of Equal Opportunity, Policy Development, and Title IX
Revision History: September 2020; June 2021
Board Committee: University Affairs
Effective Date: June 3, 2021
Next Review: 2026

- (A) Policy statement. Youngstown state university (“YSU” or “university”) is committed to fostering and maintaining a safe, nondiscriminatory environment for its students and employees consistent with the requirements of Title IX of the Education Amendments of 1972 and Title 34, Part 106 of the Code of Federal Regulations (“Title IX”). Sexual harassment, including sexual assault, dating violence, domestic violence and stalking, is strictly prohibited by this policy. Retaliation against those who report sexual harassment or participate in the process outlined in this policy is prohibited.
- (B) Purpose. To provide the university community with a clearly articulated set of behavioral standards, common understandings of definitions, descriptions of prohibited conduct, relevant information, and reporting options consistent with the requirements of Title IX.
- (C) Scope. This policy applies to all students, faculty, employees (including student employees), volunteers, and third parties, campus visitors or other individuals engaged in any university activity or program within the United States, regardless of sexual orientation or gender identity.

For purposes of this policy, a university activity or program is a location, event or circumstance over which the university exercises substantial control over both the respondent and the context in which the alleged sexual harassment occurred, whether on or off campus.

- (D) Definitions (for purposes of this policy).
 - (1) “Sexual harassment.” Conduct on the basis of sex that satisfies one or more of the following categories:

- (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo). An individual does not have to submit to the conduct in order for quid pro quo sexual harassment to occur.
- (b) Unwelcome conduct determined by the reasonable person's standard to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment).
- (c) "Sexual assault" as defined in the Clery Act (which includes rape, fondling, incest or statutory rape, as defined in this paragraph).
 - (i) "Rape" (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - (ii) "Fondling." The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - (iii) "Incest." Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - (iv) "Statutory rape." Sexual intercourse with a person who is under the statutory age of consent.
- (d) Dating violence, domestic violence, or stalking pursuant to the Violence Against Women Act (also defined in this paragraph).
 - (i) "Dating violence." Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- (ii) “Domestic violence.” Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - (iii) “Stalking.” Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- (e) “Sexual misconduct.” Conduct of a sexual nature that is nonconsensual or is carried out through force, threat, or coercion. Sexual misconduct includes but not limited to sexual exploitation and voyeurism.
 - (i) “Sexual exploitation.” Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
 - (ii) “Voyeurism.” Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.
- (2) Speech or conduct protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution is not

harassment for purposes of this policy. (See university policy 3356-4-21 Campus free speech.)

- (3) “Consent.” An action which is defined as positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent is the equal approval, given freely, willingly, and knowingly, of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat or force, coercion, the influence of drugs or alcohol or age. Silence or lack of resistance cannot be the sole factor in determining one has received consent.
 - (a) “Coercion.” Intimidation, physical, or psychological threat, or pressure used to force another to engage in sexual acts. Coercion is unreasonable pressure for sexual activity.
 - (b) “Force.” The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
 - (c) “Incapacitation.” Inability to evaluate, understand, or control conduct because an individual is unconscious, asleep, intoxicated or under the influence of other drugs, or for any other reason, physically, mentally, or legally unable to communicate or grant consent. Incapacitation does not correlate to a specific blood alcohol content (BAC) and could be the result of drug use.
- (4) “Complainant.” An individual who is alleged to have experienced conduct that could violate this policy. Also referred to as a “party” for purposes of this policy.
- (5) “Respondent.” An individual who has been reported to be the perpetrator of conduct that could violate this policy. A respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility has been made pursuant to the hearing protocol. Also referred to as a “party” for purposes of this policy.

- (6) “Student.” An individual is a student when they are registered for courses, seminars, or workshops at the university, either full-time or part-time; pursuing graduate, undergraduate, or continuing education courses; accepted for admission; or living in a resident hall, whether or not actually enrolled at the university.
 - (7) “Faculty member.” An individual who is employed by the university to conduct classroom, research, or teaching activities.
 - (8) “Employee.” An individual is an employee when they have been hired/employed by the university to perform certain work or services at a specified hourly wage or salary. Student employees are employees for purposes of this policy.
- (E) Grievance process.
- (1) Timeframe. The process outlined below is expected to occur within ninety calendar days from the date a complaint is filed. The Title IX coordinator or designee may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes, but is not limited to, the absence of party, a party’s advisor or a witness, or the accommodation for disabilities.
 - (2) Report. Information, however received, alleging sexual harassment as defined in this policy and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint, depending on the alleged facts and circumstance. The university encourages individuals to report any allegations as defined in this policy. A report may be submitted by mail, e-mail, in person, by telephone or electronically at Title IX@ysu.edu.
 - (3) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted by mail, email, in person, by telephone or electronically at [Title IX@ysu.edu](mailto:TitleIX@ysu.edu).
 - (4) Notice.

- (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
- (b) If, in the course of an investigation, the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.
- (c) Notice to the university staff listed in this paragraph, of sexual harassment or allegation of sexual harassment, constitutes actual notice to the university and triggers the university's obligation to respond.
 - (i) Title IX coordinator and deputy Title IX coordinators.
 - (ii) Director of equal opportunity and policy development.
 - (iii) Vice presidents and associate vice presidents.
 - (iv) Academic deans and chairpersons.
 - (v) Supervisors/managers.
 - (vi) Coaches and assistant coaches.
- (5) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- (6) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.

- (a) Mandatory dismissal.
 - (i) Would not constitute sexual harassment as defined in this policy, even if proved.
 - (ii) The alleged sexual harassment did not occur in the university's education program or activity.
 - (iii) The alleged conduct did not occur in the United States.
 - (b) Discretionary dismissal.
 - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
 - (ii) The respondent is no longer enrolled or employed by the university.
 - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
 - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
 - (d) A dismissal of a formal complaint may be appealed pursuant to paragraph (F) of this rule.
 - (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, such as policy 3356-2-3, "Discrimination/harassment" or 3356-7-04, "Workplace and off-campus violence, threats, and disruptive behavior," or under the student code of conduct.
- (7) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
- (a) Both parties' voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution,

any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

- (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (8) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.
- (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
 - (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 - (c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this paragraph, or as permitted by law.
 - (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
 - (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.

- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
 - (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
 - (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 - (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten calendar days prior to any hearing.
- (9) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.
- (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
 - (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
 - (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up

questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

- (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- (g) If a party does not have an advisor present at the live hearing, the university shall provide without fee or charge to that party an advisor of the university's choice to conduct cross-examination on behalf of that party.
- (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.

- (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.
 - (k) The hearing convener shall create an audio recording for a live hearing and an audiovisual recording for a virtual live hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.
- (10) Findings.
- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
 - (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 - (c) The written determination shall include:
 - (i) Identification of the allegations potentially constituting sexual harassment.
 - (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination.
 - (iii) The finding of facts that support the determination.
 - (iv) A conclusion applying the appropriate definition of the university's policy to the facts.
 - (v) A rationale for the result of each allegation regarding the determination of responsibility.
 - (vi) For respondents who are students, the hearing decision-maker shall consult with the vice president of student

experience or their designee regarding sanctions. For respondents who are employees or faculty members, the hearing decision-maker shall consult with the chief human resources officer or their designee regarding discipline.

- (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
 - (viii) The procedures and bases for the complainant and respondent to appeal the determination.
- (11) Sanctions/discipline.
- (a) Students.
 - (i) Possible sanctions for student respondents: warning, conduct probation with or without loss of good standing, restitution, educational sanctions, residential suspension, university suspension, residential expulsion, university expulsion, revocation of admission and/or degree, withholding degree, and fines.
 - (ii) Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury. Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student

from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students for permission to participate in extracurricular activities and employment.

- (b) Possible sanctions/discipline for employee or faculty respondents: employment probation, demotion or reassignment, suspension with or without pay for a specific period of time, termination of employment, ineligibility for rehire, and/or other sanctions or remedies as deemed appropriate under the circumstances.
- (F) The appeal process.
- (1) Filing an appeal.
 - (a) Appeals are not a re-hearing of the allegation(s).
 - (b) Only a complainant or respondent (referred to as party or parties) may request an appeal.
 - (c) An appeal must be submitted in writing to the Title IX coordinator within five working days from receipt of a decision using the Title IX appeal request form and include all supporting material.
 - (d) A party may appeal the determination regarding responsibility, sanctions/discipline, and/or the university's dismissal of a formal complaint or any allegations therein.
 - (e) There are four grounds for appeal:
 - (i) Procedural irregularity that significantly impacted the outcome of the matter (for example material deviation from established procedures). The appeal request must cite specific procedures and how they were in error; and/or
 - (ii) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: Failure to participate or provide information during an investigation or hearing, even based on concern over a pending criminal or

civil proceeding, does not make information unavailable during the original investigation or hearing); and/or

- (iii) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. The appeal must cite specific examples of how the bias affected the outcome.
 - (iv) The discipline/sanction(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding party.
- (2) Title IX appellate review officer (hereinafter referred to as appellate review officer). Upon receipt of a request for appeal, the Title IX coordinator will designate a Title IX appellate review officer as follows:
- (a) Appeals where the respondent is a student, the appellate officer will be either the vice president for student affairs or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (b) Appeals where the respondent is a faculty member or employee, the appellate officer will be either the chief human resources officer or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (c) The appellate officer cannot be the investigator, Title IX coordinator, or the person who acted as the decision-maker regarding the determination of responsibility/policy violation, or dismissal.
- (3) Appeal procedures:
- (a) Generally, within five business days after receipt of the request for appeal by the appellate review officer, the appellate review officer will conduct an initial review of the appeal request(s) to determine whether the appeal is timely and satisfies the grounds for appeal.

- (b) If the appeal request is not timely or does not satisfy the grounds for appeal, the appeal request will be denied, the parties will be notified, and the finding and sanction or responsive action/remedies will stand. The decision not to accept an appeal request is final and is not subject to further appeal.
- (c) If the appeal request is timely and meets the ground for appeal, the Title IX coordinator will notify the parties that the appeal has been accepted and will notify the non-appealing party that they may file a response within three business days from notification.
- (d) The appellate review officer will then review the issues presented in the appeal and any response(s).
- (e) The standard on appeal is whether there is relevant evidence/information such that a reasonable person would support the decision(s).
- (f) The appellate review officer can take one of the following actions:
 - (i) Affirm the original findings;
 - (ii) Remand the case to the original investigators or hearing panel for consideration of new evidence or to remedy a procedural irregularity;
 - (iii) Remand the case to a new investigator in a case of bias. The appellate review officer, may order a new investigation with a new investigator or hearing panel; or
 - (iv) Administratively alter the finding if bias, procedural irregularity, or new evidence, unknown or unavailable during the original investigation, substantially affected the original finding and the associated sanctions or responsive action.
- (g) Decisions rendered by the appellate review officer or actions taken following the decisions appellate review officer's decision are final and not subject to further appeal.
- (h) Cases that are sent back to the investigator or hearing panel are not eligible for a second appeal.

- (G) When a minor is involved. When a report or formal complaint involves a student who has not yet reached the age of eighteen:
- (1) The Title IX coordinator will complete a safety assessment to provide an environment free of harm and to identify the student's legal guardian.
 - (2) The Title IX coordinator or deputy coordinator advises the minor student of the responsibility of university staff to report child abuse as outlined in section 2151.421 of the Revised Code.
 - (3) The Title IX coordinator or deputy Title IX coordinator works directly with the guardian in reviewing the university's sexual harassment policy and protocols, on and off campus resources available to the student, and seeking permission to investigate the report or formal complaint.
 - (4) The student and guardian are advised of the university's student records and privacy practices available at <https://ysu.edu/registrar/ferpa> and specifically that the student's records and ability to make decisions transition to the student when they turn eighteen.
 - (5) The student and guardian are advised that the "Compass Family and Community Services Rape Crisis and Counseling Center of Mahoning County" provides confidential and anonymous support for clients, including those who are not yet eighteen.
- (H) Retaliation prohibited. No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Complaints alleging retaliation may be filed according to the grievance procedures in this policy.
- (I) Emergency actions. The university may remove a student respondent from an education program or activity on an emergency basis after an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The student respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. The university may place an employee respondent on administrative leave during the pendency of the grievance and appeal process.

- (J) Supportive measures. Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the university's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- (K) Confidential resources. An individual who desires that the details of an incident be kept confidential may speak with professional licensed counselors who provide mental health counseling on campus. Pastoral or clergy and medical professionals also have legally protected roles involving confidentiality. A list of confidential resources is available at the university's [Title IX website](#).
- (L) Non-confidential reporting and recordkeeping.
- (1) Ohio law requires those not in a legally protected role with knowledge of a felony to report it to law enforcement. University personnel, including the Title IX coordinator, deputy Title IX coordinators, resident assistants and office of residence life and housing professional staff, are required to notify the university police department of any report of sexual harassment including interpersonal violence.
- (2) Conduct reported to the university police that may be a Title IX violation will be reported to the Title IX coordinator. A report to the university police or other law enforcement agency does not require the pursuit of criminal charges. Neither the complainant nor the respondent is under any obligation to speak with the law enforcement authorities, even when the conduct is reported to them.
- (M) Conflict of interest. The Title IX coordinator, any investigator, decision-maker, or any person facilitating a process under this policy shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent specifically.
- (N) Miscellaneous

- (1) **Training.** Investigations and hearings are designed to provide a prompt, fair, and impartial resolution regarding an alleged violation of this policy disciplinary matter. All Title IX coordinators, investigators, decision-makers, advisors and appellate review officers, and any person who facilitates an informal resolution process are trained using appropriate materials that will not rely on sex stereotypes and will promote impartial, unbiased investigations and adjudications of complaints of Title IX sexual harassment.
- (2) **Prevention and education programs.** The university shall provide programs and/or training (collectively referred to as “trainings”) for employees and students designed to prevent and promote awareness of sexual harassment. The trainings shall be consistent with applicable legal requirements and university policies. The office of human resources, with oversight from the Title IX coordinator, or his/her designee, shall provide training for employees; and the office of student affairs, with oversight from the Title IX coordinator, or his/her designee, shall provide training for students. [Title IX website](#). For more information on Title IX and sexual misconduct, please see the university’s Title IX website.
- (3) **False allegations.** It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. However, failure to prove an allegation is not equivalent to a false allegation.



**RESOLUTION TO MODIFY
SENSITIVE INFORMATION/INFORMATION SECURITY POLICY,
3356-4-13**

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

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

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

WHEREAS, the Sensitive Information/Information Security policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Sensitive Information/Information Security, policy number 3356-4-13, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

3356-4-13 Sensitive information/information security.

~~Previous Policy Number: 4012.01~~

Responsible Division/Office: Information Technology Services

Responsible Officer: Associate VP and Chief ~~Technology~~Information
Officer

Revision History: March 2009; June 2013; June 2015; June 2021

Board Committee: University Affairs

Effective Date: ~~June 17, 2015~~June 3, 2021

Next Review: ~~2020~~2026

- (A) Policy statement. Youngstown state university (“YSU” or “university”) creates and maintains sensitive information as part of normal operations. Appropriate safeguards and procedures protect the integrity, availability, and confidentiality of sensitive information. All university employees and individuals who have access to sensitive information have a responsibility to properly handle and secure such information.
- (B) Purpose. To establish guidelines for the identification and safeguarding of sensitive information (i.e., information that should not be disclosed within or beyond Youngstown state university without proper authorization and safeguards).
- (C) Scope. This policy applies to university employees (including student employees), customers, volunteers, vendors, contractors, board members, university affiliates, and any others who use or are ~~allowed~~granted -access to university sensitive information.
- (D) Definitions and information classifications (for the purposes of this policy).
- (1) “Sensitive information.” Information that the university has a legal, regulatory and/or business interest obligation to protect. Sensitive information transcends the medium on which it is stored or communicated and is sensitive regardless of whether it is in verbal, paper, electronic, or any other format.
- (2) “Personal information.” Highly sensitive information that the university is required to protect often due to governing laws, including the Family Educational Rights and Privacy Act

(“FERPA”), [the](#) Gramm-Leach-Bliley Act (“GLBA”), [the](#) Health Insurance Portability and Accountability Act (“HIPAA”), and payment card industry data security standard (“PCI DSS”). Compromise of personal information has specific negative consequences and requires that the university take specific actions. This category encompasses information not freely available that can be associated with a particular individual, including:

- (a) Social security number.
 - (b) Credit card numbers.
 - (c) Driver’s license number.
 - (d) Date and place of birth.
- (3) “Confidential information.” Sensitive information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded, such as:
- (a) Trade secrets.
 - (b) Employee benefit information.
 - (c) Student information (non-directory).
 - (d) Account passwords/personal identification numbers (“PINS”).
 - (e) Digitized signatures.
 - (f) Encryption keys.
 - (g) Medical records.
- (4) “YSU public information.” Information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the general counsel’s office in response to a public records request.

(E) Requirements.

- (1) Sensitive information must be physically ~~secure~~secured when not attended.
- (2) Sensitive information stored or transmitted electronically must be encrypted.
- (3) Sensitive information cannot be shared with unknown individuals claiming YSU association, who self-identify or reference known YSU individuals to establish their identity unless those references are checked.
- (4) Communication of sensitive information by an employee requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (5) Physical removal of sensitive information from YSU or its facilities requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (6) Storage of YSU-related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (7) All YSU employees are required to attend sensitive information and information security training.
- (8) Information technology services is responsible for establishing and maintaining university information security standards, manuals, and trainings.

(F) Procedures.

- (1) Take stock. Assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU-related information access.
- (2) Scale down. Keep only the information ~~that is needed~~required to perform your job responsibilities and as identified by the YSU records retention procedure. The need to store and/or communicate sensitive information requires written approval using the “Highly Sensitive Information Storage Request” form.
- (3) Lock it. Protect sensitive information in your care through actions including the following:
 - (a) Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks). Secure computers and other data storage devices with locks.
 - (b) Encrypt the information when it is stored electronically.
 - (c) Use only secured methods for transmitting sensitive information. (Note: email, internet, web and wireless transmissions are not secure for sensitive information by default, but steps can and must be taken to secure these methods of delivery.)
 - (d) Verify the requester’s identity and validity of requests for sensitive information communications.
- (4) Pitch it. Properly dispose of information not ~~needed~~required to perform job duties. Proper disposal techniques include shredding or ~~electronically wiping files~~securely erasing electronic files. Note that deleting files electronically and/or ~~reformatting drives~~simple reformatting of electronic media are not proper disposal techniques.
- (5) Plan ahead. Take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell phones, and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including

the office of the general counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at paragraph ~~(G)(1)~~(F)(1) of this rule as part of continuous quality improvement planning.

3356-4-13 Sensitive information/information security.

Responsible Division/Office: Information Technology Services
Responsible Officer: Associate VP and Chief Information Officer
Revision History: March 2009; June 2013; June 2015; June 2021
Board Committee: University Affairs
Effective Date: June 3, 2021
Next Review: 2026

- (A) Policy statement. Youngstown state university (“YSU” or “university”) creates and maintains sensitive information as part of normal operations. Appropriate safeguards and procedures protect the integrity, availability, and confidentiality of sensitive information. All university employees and individuals who have access to sensitive information have a responsibility to properly handle and secure such information.
- (B) Purpose. To establish guidelines for the identification and safeguarding of sensitive information (i.e., information that should not be disclosed within or beyond Youngstown state university without proper authorization and safeguards).
- (C) Scope. This policy applies to university employees (including student employees), customers, volunteers, vendors, contractors, board members, university affiliates, and any others who use or are granted access to university sensitive information.
- (D) Definitions and information classifications (for the purposes of this policy).
 - (1) “Sensitive information.” Information that the university has a legal, regulatory and/or business interest obligation to protect. Sensitive information transcends the medium on which it is stored or communicated and is sensitive regardless of whether it is in verbal, paper, electronic, or any other format.
 - (2) “Personal information.” Highly sensitive information that the university is required to protect often due to governing laws, including the Family Educational Rights and Privacy Act (“FERPA”), the Gramm-Leach-Bliley Act (“GLBA”), the Health

Insurance Portability and Accountability Act (“HIPAA”), and payment card industry data security standard (“PCI DSS”). Compromise of personal information has specific negative consequences and requires that the university take specific actions. This category encompasses information not freely available that can be associated with a particular individual, including:

- (a) Social security number.
 - (b) Credit card numbers.
 - (c) Driver’s license number.
 - (d) Date and place of birth.
- (3) “Confidential information.” Sensitive information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded, such as:
- (a) Trade secrets.
 - (b) Employee benefit information.
 - (c) Student information (non-directory).
 - (d) Account passwords/personal identification numbers (“PINS”).
 - (e) Digitized signatures.
 - (f) Encryption keys.
 - (g) Medical records.
- (4) “YSU public information.” Information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the general counsel’s office in response to a public records request.

(E) Requirements.

- (1) Sensitive information must be physically secured when not attended.
- (2) Sensitive information stored or transmitted electronically must be encrypted.
- (3) Sensitive information cannot be shared with unknown individuals claiming YSU association, who self-identify or reference known YSU individuals to establish their identity unless those references are checked.
- (4) Communication of sensitive information by an employee requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (5) Physical removal of sensitive information from YSU or its facilities requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (6) Storage of YSU-related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (7) All YSU employees are required to attend sensitive information and information security training.
- (8) Information technology services is responsible for establishing and maintaining university information security standards, manuals, and trainings.

(F) Procedures.

- (1) Take stock. Assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU-related information access.

- (2) Scale down. Keep only the information required to perform your job responsibilities and as identified by the YSU records retention procedure. The need to store and/or communicate sensitive information requires written approval using the “Highly Sensitive Information Storage Request” form.
- (3) Lock it. Protect sensitive information in your care through actions including the following:
 - (a) Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks). Secure computers and other data storage devices with locks.
 - (b) Encrypt the information when it is stored electronically.
 - (c) Use only secured methods for transmitting sensitive information. (Note: email, internet, web and wireless transmissions are not secure for sensitive information by default, but steps can and must be taken to secure these methods of delivery.)
 - (d) Verify the requester’s identity and validity of requests for sensitive information communications.
- (4) Pitch it. Properly dispose of information not required to perform job duties. Proper disposal techniques include shredding or securely erasing electronic files. Note that deleting files electronically and/or simple reformatting of electronic media are not proper disposal techniques.
- (5) Plan ahead. Take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell phones, and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the office of the general counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at paragraph (F)(1) of this rule as part of continuous quality improvement planning.

4. University Affairs Action Items

a. Resolution to Modify and Retitle Supplemental Pay from Externally Funded Grants, Sponsored Programs and Contracts for Faculty and Professional/Administrative Staff Policy, 3356-7-48 (Presenters: Brien N. Smith, Provost and Vice President for Academic Affairs, Sev Van slambrouck, Director of Research Services)

Motion: To approve the Resolution to Modify and Retitle Supplemental Pay from Externally Funded Professional/Administrative Staff Policy, 3356-7-48

Motion moved by Capri S. Cafaro and motion seconded by Charles T. George. The resolution was unanimously approved.



Explanation of Modifications to University Policy:

3356-7-48 Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff.

The policy was modified to align with other institutions of higher education that limit supplemental compensation for incidental work for faculty during the academic year to twenty percent of the institutional base salary (IBS) and for department chairs to twenty percent of the annual salary. In addition, references to the faculty collective bargaining agreement (YSU/YSU-OEA CBA) were removed since this language is no longer in the CBA. Finally, the name of the Responsible Division/Office was updated.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**



**RESOLUTION TO MODIFY AND RETITLE
SUPPLEMENTAL PAY FROM EXTERNALLY FUNDED GRANTS,
SPONSORED PROGRAMS AND CONTRACTS FOR FACULTY AND
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-48**

WHEREAS, University Policies are being reviewed and re-conceptualized on an ongoing basis; and

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

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

WHEREAS, the Supplemental Pay from Externally Funded Grants, Sponsored Programs and Contracts for Faculty and Professional/Administrative Staff policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Supplemental Pay from Externally Funded Grants, Sponsored Programs and Contracts for Faculty and Professional/Administrative Staff, policy number 3356-7-48, to be retitled as Supplemental Pay from Externally Funded Grants, Sponsored Agreements and Contracts for Faculty and Professional/Administrative Staff, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

3356-7-48 Supplemental pay from externally funded grants, sponsored ~~programs~~agreements and contracts for faculty and professional/ administrative staff.

Previous Policy Number: ~~7023.03~~

Responsible Division/Office: Office of Research Services

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: December 2008; December 2015; June 2021

Board Committee: University Affairs

Effective Date: ~~December 16, 2015~~ June 3, 2021

Next Review: ~~2020~~ 2026

- (A) Policy statement. Externally funded grants, sponsored agreements and contracts enable the university and its employees to participate in scholarly, creative activities. In support of these activities, it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and for those employees to receive pay for additional services.
- (B) Parameters. The sponsors of externally funded grant~~grants, awards~~ sponsored agreements and contracts establish guidelines and compliance requirements to serve their stakeholders and/or taxpayer public interests. All supplemental payment requests from externally funded grants, sponsored ~~programs~~agreements and contracts (through the office of research services) must be approved prior to the activities for which compensation is sought. The parameters and criteria defining salary compensation are determined by university policy, collective bargaining agreements, and federal compliance regulations.
- (1) Payment to faculty.
- (a) Per Title 2, C.F.R. 200.400 to 200.431, of the “Uniform Administrative Cost Requirements, Cost Principles, and Audit Requirements for Federal Awards,” ~~“Charges~~charges for work performed on Federal awards by faculty members during the academic year are allowable at the ~~IBS~~ [institutional base salary]-rate (hereinafter IBS). ~~Except as noted in paragraph (h)(1)(ii), in no event will charges~~ Charges to Federal awards, irrespective of the basis of

computation, will not exceed the proportionate share of the IBS for that period. ~~This principle applies to all members of faculty at an institution; see however exceptions in 200.430(h)(1)(ii).~~

- (b) ~~IHE~~ -IBS is defined as the annual compensation paid by an ~~IHE~~ ~~{institute of higher education}~~ (hereinafter IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member's salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.²
- (c) Youngstown state university ("YSU") accepts the federal definition of "incidental work" as any work in excess of normal for the individual for which supplemental compensation is paid by the institution under institutional policy. ~~To be consistent with the faculty collective bargaining agreement between YSU and the Ohio education association (hereinafter referred to as "YSU/YSU-OEA-CBA"), compensation for incidental work is at the equivalent rate as overload pay. "Overload" refers to those activities beyond the standard twenty four workload hours during an academic year that are normally assigned. Based on YSU/YSU-OEA-CBA language, for overload, twelve workload hours are equivalent to the normal workload of a full-time faculty member normally employed for forty hours/week. Incidental work is paid at the rate as established in the approved budget of the externally funded grant, sponsored agreement or contract and follows the guidelines of the sponsoring agency or sponsor.~~
- ~~(b)~~(d) Faculty salary rate structure (for federal and ~~state grants~~ non-federal externally funded grants, sponsored agreements and contracts).

- (i) During the academic year, funds from external externally funded grant grants funds, sponsored agreements and contracts are used to provide workload reallocation (reassigned time or supplemental pay). A faculty member may receive supplemental pay for project activities that do not overlap with regular workload assignments or other ~~grant-externally funded project~~ related activities with appropriate documentation. Further additional compensation can be provided for those activities defined as “incidental work,” as described in paragraph ~~(B)(1)(b)(i)(B)(1)(c)~~ of this policy, and shall ~~be paid at a rate consistent with standard overload pay. “Overload” refers to those activities beyond the standard twenty four workload hours during an academic year that are normally assigned~~ not exceed twenty percent of the IBS per academic year.
- (ii) During the summer, faculty may receive up to three months of additional salary of their prior academic year’s (nine month) IBS, from externally funded grants, sponsored agreements and contracts. Summer supplemental pay may be received dependent upon guidelines of the federal and non-federal sponsoring agencies or sponsors, and may not be received by faculty while on leave from the university. It is the faculty’s responsibility to ensure that the total of summer pay of all sources (for teaching hours and research), results in no more than the maximum of three months allowed unless the department chair, dean and provost approve an exception in advance with appropriate documentation. ~~Dependent upon the guidelines of the federal grant sponsors, faculty may receive up to three months of additional salary. Supplemental pay from externally funded grants, sponsored programs, and contracts may not be received by faculty and professional/administrative staff while on leave from the university. Payments are to be at a rate based upon the individual’s IBS. This rate~~

~~structure may not exceed the university established base salary (according to Title 2, C.F.R. 200, the “Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards”). The YSU/YSU OEA CBA specifies a maximum of nine teaching hours to be full-time for summer. For payment purposes in the summer, nine workload hours is considered full-time, with the nine hours being a combination of teaching hours plus research hours (hence, three credit hours is the equivalent of one month during the summer). Any additional compensation is based on the overload rate described in paragraph (B)(1)(a) of this policy for grant project activities with appropriate documentation.~~

~~(c) — Payments from private sources, including businesses. There are no upper salary rate limits on payments received from the private business sector. However, minimum payments may not be less than those charged to federal grants and contracts. During the academic year, sponsor funds will first be used to cover reassigned teaching time. Additional compensation during the academic year or summer will use a minimum of the prorated annual salary or the overload rate. The sponsored program agreement with a company must be preapproved and finalized through the associate vice president for research. Specific duties associated with this compensation cannot be the same or overlap with those funded by an existing, concurrent grant, sponsored program, or contract.~~

(2) Payment to full-time professional/administrative staff.

(a) Under most circumstances, full-time professional/administrative staff are not be eligible for supplemental pay since these employees have twelve-month, full-time appointments or salaried positions. Full-time professional/administrative staff cannot request supplemental pay compensation for any function that is part of their job description and duties and are not eligible for additional compensation for externally funded activities,

except when those activities may be classified as supplemental and incidental that is unrelated to their current duties, such as filling short-term staffing needs or in support of other unanticipated situations.

- (b) When supplemental compensation is to be paid, the rate of pay will be based on a prorated or equivalent hourly basis. Compensation is permitted and shall not exceed the lesser of twenty per cent of the annual salary or ten thousand dollars during any fiscal year. The specific duties and timeline on the externally funded grant or contract must be detailed clearly and preapproved.
- (c) Department chairs.
 - (i) During the summer terms, department chairs (having twelve-month appointments) may wish to undertake ~~grant-funded~~ work on externally funded grants, sponsored agreements and contracts that can generate supplemental pay during the summer terms. Chairs are permitted to receive ~~three workload hours~~ one month of salary at their respective faculty rate.
 - (ii) During the academic year, chairs may receive supplemental pay for incidental work for project activities during evenings and on weekends with appropriate documentation. Compensation shall not exceed twenty percent of the annual salary per fiscal year.
- (3) For further information on supplemental pay, see university policy 3356-7-46, "Supplemental Pay for Faculty and Professional/Administrative staff."
- (C) Procedures.
 - (1) Requests to make and/or receive supplemental compensation from an ~~external~~ externally funded grant, sponsored ~~program,~~ agreement or contract must be approved prior to any work being assigned or undertaken. The request for payment must be a justifiable

expenditure, as documented in the formal grant budget awarded by the external sponsoring agency or sponsor. In all cases, supplemental compensation to faculty, administrative staff, and department chairs is subject to the approval by their respective dean, unit head, vice president, or the provost. The principal investigator (“PI”) authorizes payment to an employee on a “~~Request for~~ Grant-Funded Supplemental Pay” form, which must be submitted to the ~~associate vice president for research~~ office of research services/director of research services for approval prior to any externally funded grant-work, sponsored agreement or contract being initiated.

- (2) Both the PI and the payee attest that the activities for supplemental compensation were performed as described. The PI and payee are expected to document their times spent on federally funded grant activities, as instructed by the office of research services and the office of grants accounting. The university will develop and maintain the necessary administrative procedures to process and manage supplemental payments.

3356-7-48 Supplemental pay from externally funded grants, sponsored agreements and contracts for faculty and professional/administrative staff.

Responsible Division/Office: Office of Research Services
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: December 2008; December 2015; June 2021
Board Committee: University Affairs
Effective Date: June 3, 2021
Next Review: 2026

- (A) Policy statement. Externally funded grants, sponsored agreements and contracts enable the university and its employees to participate in scholarly, creative activities. In support of these activities, it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and for those employees to receive pay for additional services.
- (B) Parameters. The sponsors of externally funded grants, sponsored agreements and contracts establish guidelines and compliance requirements to serve their stakeholders and/or taxpayer public interests. All supplemental payment requests from externally funded grants, sponsored agreements and contracts (through the office of research services) must be approved prior to the activities for which compensation is sought. The parameters and criteria defining salary compensation are determined by university policy, collective bargaining agreements, and federal compliance regulations.
- (1) Payment to faculty.
- (a) Per Title 2, C.F.R. 200.400 to 200.431, of the “Uniform Administrative Cost Requirements, Cost Principles, and Audit Requirements for Federal Awards,” charges for work performed on Federal awards by faculty members during the academic year are allowable at the institutional base salary rate (Hereinafter IBS). Charges to Federal awards, irrespective of the basis of computation, will not exceed the

proportionate share of the IBS for that period: see however exceptions in 200.430(h)(1)(ii).

- (b) IBS is defined as the annual compensation paid by an institute of higher education (hereinafter IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member's salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.
- (c) Youngstown state university ("YSU") accepts the federal definition of "incidental work" as any work in excess of normal for the individual for which supplemental compensation is paid by the institution under institutional policy. Incidental work is paid at the rate as established in the approved budget of the externally funded grant, sponsored agreement or contract and follows the guidelines of the sponsoring agency or sponsor.
- (d) Faculty salary rate structure (for federal and non-federal externally funded grants, sponsored agreements and contracts).
 - (i) During the academic year, funds from externally funded grants, sponsored agreements and contracts are used to provide workload reallocation (reassigned time or supplemental pay). A faculty member may receive supplemental pay for project activities that do not overlap with regular workload assignments or other externally funded project-related activities with appropriate documentation. Further additional compensation can be provided for those activities defined as "incidental work," as described in paragraph (B)(1)(c) of this policy, and shall not exceed twenty percent of the IBS per academic year.

- (ii) During the summer, faculty may receive up to three months of additional salary of their prior academic year's (nine month) IBS, from externally funded grants, sponsored agreements and contracts. Summer supplemental pay may be received dependent upon guidelines of the federal and non-federal sponsoring agencies or sponsors, and may not be received by faculty while on leave from the university. It is the faculty's responsibility to ensure that the total of summer pay of all sources (for teaching hours and research), results in no more than the maximum of three months allowed unless the department chair, dean and provost approve an exception in advance with appropriate documentation.
- (2) Payment to full-time professional/administrative staff.
 - (a) Under most circumstances, full-time professional/administrative staff are not be eligible for supplemental pay since these employees have twelve-month, full-time appointments or salaried positions. Full-time professional/administrative staff cannot request supplemental pay compensation for any function that is part of their job description and duties and are not eligible for additional compensation for externally funded activities, except when those activities may be classified as supplemental and incidental that is unrelated to their current duties, such as filling short-term staffing needs or in support of other unanticipated situations.
 - (b) When supplemental compensation is to be paid, the rate of pay will be based on a prorated or equivalent hourly basis. Compensation is permitted and shall not exceed the lesser of twenty per cent of the annual salary or ten thousand dollars during any fiscal year. The specific duties and timeline on the externally funded grant or contract must be detailed clearly and preapproved.
 - (c) Department chairs.

- (i) During the summer terms, department chairs (having twelve-month appointments) may wish to undertake work on externally funded grants, sponsored agreements and contracts that can generate supplemental pay during the summer terms. Chairs are permitted to receive one month of salary at their respective faculty rate.
 - (ii) During the academic year, chairs may receive supplemental pay for incidental work for project activities during evenings and on weekends with appropriate documentation. Compensation shall not exceed twenty percent of the annual salary per fiscal year.
 - (3) For further information on supplemental pay, see university policy 3356-7-46, "Supplemental Pay for Faculty and Professional/Administrative staff."
- (C) Procedures.
- (1) Requests to make and/or receive supplemental compensation from an externally funded grant, sponsored agreement or contract must be approved prior to any work being assigned or undertaken. The request for payment must be a justifiable expenditure, as documented in the formal grant budget awarded by the external sponsoring agency or sponsor. In all cases, supplemental compensation to faculty, administrative staff, and department chairs is subject to the approval by their respective dean, unit head, vice president, or the provost. The principal investigator ("PI") authorizes payment to an employee on a "Grant-Funded Supplemental Pay" form, which must be submitted to the office of research services/director of research services for approval prior to any externally funded grant, sponsored agreement or contract being initiated.
 - (2) Both the PI and the payee attest that the activities for supplemental compensation were performed as described. The PI and payee are expected to document their times spent on federally funded grant activities, as instructed by the office of research services and the office of grants accounting. The university will develop and

maintain the necessary administrative procedures to process and manage supplemental payments.

b. Resolution to Authorize Conferral of Emeritus Status for Faculty and Administrators (Presenters: Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer) The resolution nominates seven (7) recently-retired faculty members for Faculty Emeritus Status, and nominates five (5) recently-retired administrators for Administrator Emeritus Status in accordance with the University policy for Emeritus Status, 3356-7-17.

Motion: To approve the Resolution to Authorize Conferral of Emeritus Status for Faculty and Administrators

Motion moved by Joseph J. Kerola and motion seconded by Molly S. Seals. The resolution was unanimously approved.



**RESOLUTION TO AUTHORIZE CONFERRAL OF EMERITUS STATUS
FOR FACULTY AND ADMINISTRATORS**

WHEREAS, the Policies of the Board of Trustees provide for the conferral of emeritus status upon University faculty and professional/administrative staff members upon retirement or death following at least ten years of meritorious service and are recommended by the President of the University; and

WHEREAS, in accordance with University Policy 3356-7-17, Emeritus Status, this resolutions nominates seven recently retired faculty members for Faculty Emeritus Status, and five recently retired administrators for Administrator Emeritus Status, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty and professional/administrative staff members listed in Exhibit List A and List B attached hereto respectively, are hereby granted the emeritus title designed thereon.

**Board of Trustees Meeting
June 2, 2021
YR 2021-**

FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 3, 2021)

NAME	TITLE	YEARS of SERVICE	STATUS
Frank J. Bosso	Professor Health Professions: Kinesiology and Sport Science	26	Faculty Emeritus
Jolien A. Helsel	Assistant Professor Economics	16	Faculty Emeritus
Daniel J. O'Neill	Professor Communication	52	Faculty Emeritus
David H. Pollack	Associate Professor Mathematics and Statistics	30	Faculty Emeritus
Fred W. Viehe	Professor History	34	Faculty Emeritus
Gary R. Walker	Professor Chemical and Biological Sciences	25	Faculty Emeritus
George T. Yates	Professor Mathematics and Statistics	18	Faculty Emeritus

ADMINISTRATIVE STAFF RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 3, 2021)

NAME	TITLE	YEARS of SERVICE	STATUS
Frank Akpadock	Senior Research Associate Center for Urban and Regional Studies	28	Administrator Emeritus
Karen A. Becker	Director, First Year Experience Student Success	23	Administrator Emeritus
Michael A. Hripko	AVP for External Affairs, Government Relations and Economic Development Center for Urban and Regional Studies	10	Administrator Emeritus
Greg K. Moring	Associate Dean CCAC Dean – Cliffe College of Creative Arts	24	Administrator Emeritus
Susan M. Viglione	Risk Management Officer Environmental and Occupational Health and Safety	42	Administrator Emeritus

3356-7-17 Emeritus status.

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

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

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

c. Resolution to Ratify Personnel Actions (Presenters: Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer)

Motion: To approve the Resolution to Ratify Personnel Actions

Motion moved by Joseph J. Kerola and motion seconded by Michael A. Peterson. The resolution was unanimously approved.



**RESOLUTION TO RATIFY
PERSONNEL ACTIONS**

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

WHEREAS, new appointments and other personnel actions have been made subsequent to the March 4, 2021, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2020-2021 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; and 3356-7-43, Externally Funded Professional/Administrative Staff;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the personnel actions as listed in Exhibit ___ attached hereto.

**Board of Trustees Meeting
June 2, 2021
YR 2021-**

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative and Faculty Employees
1/16/21 through 4/15/21

Appointments – 11

New Positions – 8 *(Notated with an asterisk *)*

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

Replacement Positions – 3

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

Separations – 8

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 3
- Faculty – 1

Reclassifications/Position Adjustments – 7

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 5

Promotions – 4

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

Salary Adjustments – 4

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

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Drennen, Bryan	APAS	Network Engineer	IT Infrastructure Services	4/5/2021	1.00	\$ 73,488.00
Minotti, Armand*	APAS	Assistant Director Marketing	Marketing & Communications	2/16/2021	1.00	\$ 50,000.00
Ware, Johnny*	APAS	Coordinator Student Enrichment and Diversity Programs	Honors College	1/19/2021	1.00	\$ 39,000.00
Korda, Dalton	Excluded	Temporary Coordinator	Housing	3/8/2021	1.00	\$ 39,519.90
Nolasco, Francisco	Excluded	Temporary Academic Advisor 2	Dean Cliffe College of Creative Arts	4/12/2021	1.00	\$ 38,556.00
Pieren, Jennifer*	Excluded	Temporary Program Administrator	Health Professions	3/29/2021	1.00	\$ 65,000.00
Burton, Shawntae*	Externally Funded	Outreach Coordinator ADMETE	Civil Environmental & Chemical Engineering	2/16/2021	1.00	\$ 44,473.00
Ekstrand, Lindsey*	Externally Funded	Manager Workforce Education Programs	Center for Workforce Education & Innovation	4/1/2021	1.00	\$ 80,000.00
Shepas, Richard*	Externally Funded	Director Workforce Development	Center for Workforce Education & Innovation	3/16/2021	1.00	\$ 120,000.00
Stephen, Katie*	Externally Funded	Clinical Counselor	Student Counseling Services	1/19/2021	1.00	\$ 51,000.00
Walter, Phillip*	Faculty	Lecturer	Electrical Engineering	1/18/2021	1.00	\$ 58,000.00
*New Positions						

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY	SEPARATION TYPE
Adair, Danielle	APAS	Operations Manager	Kilcawley Center	3/29/2021	1.00	\$ 39,631.08	Resigned
Evans, Nicole	APAS	Coordinator Grant Funds	Controller's Office	4/9/2021	1.00	\$ 49,913.19	Resigned
Hanni, Michael	APAS	Coordinator Student Conduct Residence Life	Housing	2/16/2021	1.00	\$ 40,659.24	Deceased
Hartman, Christopher	APAS	Broadcast Engineer	WYSU - FM	2/15/2021	1.00	\$ 43,467.35	Resigned
Gaffney, David	Excluded	Facilities Engineer	Facilities Maintenance	1/29/2021	1.00	\$ 75,719.70	Resigned
Kralj, Kevin	Excluded	Director Labor Employee Relations	Human Resources	2/28/2021	1.00	\$ 100,444.50	Resigned
Myers, Vaughn	Excluded	Associate Director	Kilcawley Center	2/19/2021	1.00	\$ 54,455.35	Resigned
Walker, Jason	Faculty	Assistant Professor	Rayen School of Engineering - Mechanical Engineering	3/7/2021	1.00	\$ 74,594.00	Resigned

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Kaufman, Alison	APAS	Assistant Director/ Coordinator	Assessment	11/16/2020	1.00	\$ 60,191.00	\$ 53,591.00
Rager, Lexi	APAS	Assistant Director/ Coordinator Student Recruitment & Engagement	Honors College	3/16/2021	1.00	\$ 42,294.00	\$ 40,280.00
Byers, Joy	Excluded	Associate Vice President/ Executive Director	Student Experience/Campus Recreation	2/1/2021	1.00	\$ 101,000.00	\$ 81,946.03
Cole, Ronald	Excluded	Director and Assistant to Board Secretary/Public Information Officer	Marketing & Communications	3/1/2021	1.00	\$ 80,079.26	\$ 74,147.46
Hartup, Mollie	Excluded	Associate Director/Coordinator	Honors College	3/16/2021	1.00	\$ 56,582.45	\$ 51,438.59
Kent-Strollo, Nicole	Excluded	Dean of Students Ombudsperson/ Director Student Outreach Support	Dean of Students/ Student Experience	2/1/2021	1.00	\$ 99,000.00	\$ 58,206.30
Ruse, Elaine	Excluded	Associate Vice President/ Executive Director	Student Enrollment & Business Services/ Student Enrollment Services	2/1/2021	1.00	\$ 129,355.00	\$ 118,555.42

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
PROMOTIONS

EMPLOYEE NAME	NEW EMPLOYEE TYPE/OLD EMPLOYEE TYPE	NEW POSITION TITLE/OLD POSITION TITLE	NEW DEPARTMENT/OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Blandine, Taylor	APAS/ Classified Excluded	Athletic Academic Advisor/Intermittent Academic Support Specialist	Academic Counseling/Student Athlete Affairs Program & Football	3/16/2021	1.00	\$ 40,000.00	\$ 19,510.40
Donaldson, Rosalyn	Excluded	Director ACT Program Manager/Manager	IT Customer Services	2/16/2021	1.00	\$ 89,500.00	\$ 77,780.10
Fuhrman, Hillary	Excluded	Assistant Provost Teaching Learning/ Interim Director	Institute for Teaching & Learning	3/1/2021	1.00	\$ 89,500.00	\$ 76,191.08
Boerio, Gregory	Externally Funded	Executive Director/ Associate Director	Rich Center for Autism	2/16/2021	1.00	\$ 95,931.00	\$ 85,833.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Rager, Lexi	APAS	Coordinator Student Recruitment & Engagement	Honors College	1/16/2021	1.00	\$ 40,280.00	1.00	\$ 39,780.00
Stone Wolbrecht, Tiffany	APAS	Planetarium Lecturer	Ward Beecher Planetarium	3/16/2021	1.00	\$ 41,475.96	0.50	\$ 20,737.98
Wolfgang, Susan	APAS	Coordinator Preclinical TESOL Placement	Student Field Experiences	2/16/2021	0.75	\$ 37,780.29	0.50	\$ 25,186.86
Belgin, Heather	Excluded	Associate Director Alumni Events	Alumni & Events Operations	3/1/2021	1.00	\$ 61,283.42	0.75	\$ 45,962.56

5. University Affairs Discussion Item

Motion: That the Board of Trustees of Youngstown State University enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion and/or compensation of one or more university employees, pursuant to O.R.C. §121.22 (G) (1); to review collective bargaining negotiations with university employees concerning their compensation or other terms and conditions of their employment, pursuant to O.R.C. §121.22 (G) (4), to confer with legal counsel concerning matters that are the subject of pending or imminent court action, pursuant to O.R.C. 121.22 (G)(3), and consideration of the purchase of property for public purposes, or the sale of property at competitive bidding, pursuant to O.R.C. §121.22 (G)(2).

Motion moved by Anita A. Hackstedde, M.D. and motion seconded by Charles T. George. Roll call vote: Yes - Hackstedde, Jakubek, George, Cafaro, Kerola, Peterson, Roberts, Ryan and Seals. No - none.

The committee entered Executive Session at 3:01 p.m.

The committee left Executive Session and re-entered public session at 4:50 p.m.

a. Litigation, Personnel and Collective Bargaining, and Real Estate Update
(Presenters: Holly Jacobs, Vice President for Legal Affairs and Human Resources)

6. Background Materials

- Human Resources Update
- Human Resources Update on Position Searches
- Classified Civil Service Personnel Actions
- Report on Search Waivers
- Report on Staff Development Leave
- Services Awards

D. New Business

No New Business

E. Adjournment

The meeting adjourned at 4:54 p.m.

End of University Affairs Committee Meeting

University Affairs Committee/Background Materials

Office of Human Resources Update

March 2021

Benefits

Healthcare insurance participation and claims are currently being reviewed to determine the upcoming rate renewal which will be effective July 1, 2021. Current data shows a rate increase of approximately 6%.

Dental and vision rate changes occur on January 1, 2022 and data is not as yet complete to assess any rate increases.

The University had engaged in the RFP process for:

- Stop Loss Health Insurance Coverage. Current Stop-Loss coverage begins at \$225,000 and the University has requested rates at the \$225,000, \$250,000 and \$275,000 levels. Rates will be compared with historical data on claims and cost.
- Employee wellness portal used to host wellness programs and allow for individualized employee access.

Search Advocacy Program

Search Advocate training is ongoing with 2 fully trained advocate and 1 completing the process. Jennifer Lewis-Aey, the Director of Talent Acquisition, Processing & Employee Records has recently completed search advocate training and is currently assigned as the search advocate for the Provost Executive Secretary search.

Labor and Employee Relations/Unfair Labor Practices, Grievances and Arbitrations

ACE

ACE-Step 3 Grievances

#/Date Filed	Subject Matter/Issue	Date Heard	Disposition of Grievance
#754 10/17/18	Classification Plan	N/A	On-going discussion with ACE.
#756 5/9/19	Employee Separation Exhaustion of Leave	5/23/19	YSU succeeded at arbitration; separation upheld.
#759 & #760 8/2/19	IT Reclassifications and Pay Increases	8/13/19	Grievance Denied 8/23/19 by DLR (*also subject of an Unfair Labor Practice [ULP]). Arbitration not scheduled.
#763 7/22/2020	Administrative Assistant Reclassification	8/10/20	Grievance Denied 8/21/20 by DLR. SPBR decision found for reclassification. YSU did not appeal

APAS

APAS Collective Bargaining

Negotiations began the first week of April 2021; negotiations are on going.

OEA

#/Date Filed	Subject Matter/Issue	Date Heard	Disposition of Grievance
#377 10/17/18	Calculation of Salary Minima	2/19/2021	Provost denied at Step 2. OEA progressed to arbitration. Arbitration to be scheduled.
#378	Timeliness of Director of Faculty Relations Pre-Grievance Response	N/A	N/A

OEA Arbitration

Grievance #362-370, and 373/Stephen Chalmers (Intent to Terminate). Article 12.6 Faculty Appeals Committee review completed, recommended reversal of intent to terminate. University implemented termination. Bifurcation Arbitration held on 10/19/20. Post-hearing brief filed 1/7/21. Awaiting arbitration decision on bifurcation of issues.

FOP

FOP Outstanding Grievances

#/Date Filed	Subject Matter/Issue	Date Heard	Disposition of Grievance
#67 3/9/2020	New Hire Step Increases	Due to Covid hearing requirement suspended	Grievance Denied 4/8/2020 by DLR. Arbitration to be scheduled.
#69 4/2/2020	Emergency Pay Request based on Covid-19 University "closure".	Due to Covid hearing requirement suspended.	Grievance Denied 4/13/2020 by DLR. Arbitration to be scheduled.
#71 2/23/2021	Whether prior to regular work schedule did not abut regular work schedule and qualifies for Article 14.5 overtime pay.	3/3/2021	Step 3 Disposition Grievance denied 4/16/2021.
#72 4/22/2021	Whether work prior to regular work schedule did not abut regular work schedule and qualifies for Article 14.5 overtime pay.	5/5/2021	Step 1 Grievance upheld

FOP Collective Bargaining

Negotiations schedule has not been established.

**PERSONNEL ACTION MINORITY/FEMALE
SNAPSHOT REPORT 1/1/2021-4/15/2021**

EMPLOYMENT INTO JOB GROUP	JOB GROUP	SEPARATIONS FROM JOB GROUP
Employment into Job Group 3* 0% Minority 100% Female *3 Promotions into Group	Executive Total Group 29 7% Minority (100% African American) 52% Female	Separations from Job Group 1 100% Minority (100% African American) 0% Female
Employment into Job Group 2 0% Minority 50% Female	Administrative/Managerial Total Group 141 7% Minority (1,5% African American, 1.5% Hispanic) 50% Female	Separations from Job Group 5* 0% Minority 80% Female *Includes 3 promotions in Executive Job Group
Employment into Job Group 1 0% Minority 0% Female	Faculty Full-Time (Professor, Assistant Professor, Associate Professor, Lecturer, Senior Lecturer, Visiting Professor) Total Group 395 20% Minority (7% African American, 2% Hispanic) 46% Female	Separations from Job Group 1 0% Minority 0% Female
Employment into Job Group 6 50% Minority (33% African American, 16% Hispanic) 50% Female	Professional Salaried including Athletic Professionals Total Group 334 15% Minority (51% African American, 22% Hispanic) 49% Female	Separations from Job Group 3 0% Minority 33% Female
Employment into Job Group 0	Clerical/Secretary Total Group 123 12% Minority 93% Female	Separations from Job Group 4 25% Minority (100% African American) 75% Female (4)
Employment into Job Group 2 50% Minority (100% African American) 50% Female	Technical/Paraprofessional (IT, Library, WYSU, Communication) Total Group 55 11% Minority (67% African American, 17%) 40% Female	Separations from Job Group 2 0% Minority 0% Female

**PERSONNEL ACTION MINORITY/FEMALE
SNAPSHOT REPORT 1/1/2021-4/15/2021**

Employment into Job Group 0	Skilled Craft Total Group 8 0% Minority 13% Female	Separation from Job Group 0
Employment into Job Group 3 0% Minority 0% Female	Service/Maintenance Total Group 51 14% Minority 4% Female	Separations from Job Group 0
Employment into Job Group 0	Full-time Protective Service/Police excluding intermittent Protective Services/Police Total Group 18 28% Minority (40% African American, 60% Hispanic) 22% Female	Separation from Job Group 0

Current Postings – 4/15/2021

Faculty

Beeghly College of Liberal Arts, Social Sciences, and Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Instructor – Student Teaching Supervisor – Psychological Sciences & Counseling
- Part-time Faculty – Counseling and School Psychology
- Part-time Faculty – Reading & Study Skills
- Part-time Instructor – Approaches to Professional Assessment Praxis Core
- Part-time Instructor – Early Childhood Education/Early Childhood Intervention Specialist
- Part-time Instructor – Literacy Education Instructor
- Part-time Instructor – Middle Childhood Education
- Part-time Instructor – First Year Experience Education Course
- Part-time Instructor – Health & Physical Education Instructor
- Part-time Instructor – Health & Physical Education Methods Instructor
- Part-time Instructor – Adolescent/Young Adult Education
- Part-time Faculty – Special Education Instructor
- Part-time Faculty – Teacher Education
- Part-time Faculty – English
- Part-time Faculty – Sociology
- Part-time Faculty – Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology
- Part-time Instructor – Gerontology
- Part-time Instructor – History
- Part-time Faculty – Geography
- Part-time Instructor – Women’s and Gender Studies
- Part-time Instructor – Spanish
- Part-time Instructor – Hebrew
- Part-time Instructor – Religious Studies
- Part-time Graduate Faculty – Social Gerontology
- Part-time Faculty – Politics and International Relations
- Part-time Faculty – Philosophy
- Part-time Faculty – Linguistics/TESOL
- Part-time Faculty – Sociology, Anthropology, Gerontology (On-line Graduate Course)
- Part-time Faculty – Sociology, Anthropology, Gerontology (Undergraduate Courses)
- Part-time Faculty – First Year Experience Course, College of Liberal Arts and Social Sciences
- Part-time Faculty – Italian
- Part-time Faculty – Africana Studies
- Part-time Faculty – American Studies
- Part-time Faculty – French
- Part-time Faculty – American Sign Language
- Part-time Faculty – Spanish Phonetics/Distance Learning
- Part-time Faculty – Humanities and Social Sciences – Political Science
- Assistant Professor – English & World Languages – Composition (Tenure Track)
- Ives Distinguished Visiting Lecturer – English and World Languages (Term)
- Lecturer – Counseling Program (Term)
- Assistant Professor – Teacher Education & Leadership Studies – Literacy (Tenure Track)

Bitonte College of Health and Human Services

- Part-time Instructor – Food & Nutrition Programs
- Part-time Faculty – Dental Hygiene
- Part-time Faculty – Medical Assisting Technology
- Part-time Faculty – Respiratory Care
- Part-time Faculty – Allied Health
- Part-time Faculty – Master of Health and Human Services
- Part-time Nursing – Clinical Faculty
- Part-time Faculty – Emergency Medical Services
- Part-time Faculty – Health Informatics
- Part-time Faculty – Public Health
- Part-time Faculty – Hospitality Management
- Part-time Faculty – Public Health – Environmental Health and Safety
- Part-time Instructor – First Year Experience Course in Health & Human Services
- Part-time Instructor – Pharmacology for Nurse Anesthetist Students
- Part-time Faculty – Medical Laboratory Programs
- Part-time Instructor – Social Work Lakeland and Lorain CC Campuses
- Part-time Instructor – Social Work
- Part-time Faculty – Criminal Justice
- Part-time Undergraduate Faculty – Merchandising – Fashion & Interiors
- Part-time Undergraduate Faculty – Dietetics Programs
- Part-time Faculty – Health & Human Services 1510/1511 First Year Experience Course
- Part-time Instructor – Human Ecology, Early Childhood-PreK
- Part-time Faculty – Kinesiology and Sport Science – Activity Courses
- Part-time Faculty – Kinesiology and Sport Science –Therapeutic Exercises
- Part-time Faculty – Physical Therapy – Clinical Psychology
- Part-time Faculty – Masters in Athletic Training
- Part-time Faculty – Nurse Practitioner (Online)
- Lecturer – Criminal Justice (Term)
- Lecturer – Health Professions – Public Health (Term)
- Assistant Professor – Exercise Physiology (Tenure Track)
- Lecturer – Exercise Science (Term)
- Lecturer – Centofanti School of Nursing (Term)
- Assistant Professor – Physical Therapy (Tenure Track)
- Assistant Professor – Social Work (Tenure Track)

Cliffe College of Creative Arts & Communication

- Part-time Faculty – Photography
- Part-time Faculty – Theatre and Dance
- Part-time Instructor – Viola
- Part-time Faculty – Music Theory
- Part-time Instructor – Director of Dana Gospel Choir
- Part-time Faculty – Graphic Design
- Part-time Faculty – Art History

Cliffe College of Creative Arts & Communication Continued

- Part-time Faculty – Visual Arts Foundations
- Part-time Vocal Instructor
- Part-time Vocal Instructor – Classical Voice
- Part-time Instructor – Jazz Studies
- Part-time Faculty – Theatre & Dance Performance
- Part-time Instructor – Visual Arts
- Part-time Faculty – First Year Experience Course in College of Creative Arts & Communication
- Part-time Faculty – Dana School of Music
- Assistant Professor – Director of Bands – Dana School Music (Tenure Track)
- Assistant Professor – Graphic & Interactive Design (Tenure Track)

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Part-time Faculty – Physics
- Part-time Instructor – Mechanical Engineering Technology
- Part-time Instructor – Mechanical Engineering
- Part-time Faculty – Chemistry
- Part-time Instructor – Electrical and Computer Engineering
- Part-time Faculty – Computer Science and Information Systems
- Part-time Faculty – Civil/Environmental and Chemical Engineering
- Part-time Instructor – Engineering Technology
- Part-time Instructor – Biology in the Modern World Laboratory
- Part-time Instructor – Microbiology Laboratory
- Part-time Instructor – Civil and Construction Engineering Technology
- Part-time Instructor – Anatomy and Physiology 1 Lab
- Part-time Instructor – Human Physiology and Anatomy
- Part-time Instructor – Chemistry Lab Instructor
- Part-time Instructor – Draft and Design Technology
- Part-time Instructor – First Year Engineering Orientation
- Part-time Instructor – STEM Careers
- Part-time Instructor – Electrical Engineering Technology
- Part-time Instructor – Mathematics & Statistics
- Part-time Instructor – Microbiology for Health Care Professions Laboratory
- Part-time Instructor – Anatomy and Physiology 2
- Part-time Instructor – Anatomy and Physiology 2 Lab
- Part-time Instructor – Mammalogy
- Part-time Faculty – EUT Power Plant Technology Instructor
- Part-time Faculty – Industrial Engineering
- Part-time Faculty – Mechanical Engineering – Solid Mechanics
- Part-time Faculty – Mechanical Engineering – Thermal Fluids
- Part-time Faculty – Environmental Science
- Part-time Faculty – STEM First Year Orientation
- Part-time Faculty – Chemical Engineering
- Part-time Faculty – Forensic Sciences

College of Science, Technology, Engineering and Mathematics Continued

- Visiting Assistant/Associate Professor – Electrical & Computer Engineering (Term)
- Lecturer – Chemical & Biological Sciences (Term)
- Lecturer – Civil and Environmental Engineering (Term)
- Lecturer – Mathematics & Statistics (Term)
- Assistant Professor – Industrial and Systems Engineering (Tenure Track)
- Lecturer – Engineering Education (Term)
- Assistant Professor – Computer Engineering (Tenure Track)
- Assistant Professor – Electrical Engineering Technology (Tenure Track)

Williamson College of Business Administration

- Part-time Instructor – Management
- Part-time Instructor – Marketing
- Part-time Instructor – Accounting/Finance
- Part-time Instructor – Management (Undergraduate Courses)
- Part-time Instructor – Legal Environment of Business
- Part-time Instructor – Master of Business Administration
- Part-time Instructor – Marketing/Center for Nonprofit Leadership
- Part-time Faculty – Economics
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism
- Lecturer – Finance Certified Financial Planner Track (Term)
- Assistant Professor – Operations Management/Supply Chain Management (Tenure Track)

Professional/Administrative

- Instruction Specialist
- Director, Labor and Employee Relations
- Coordinator, Student Involvement
- Classification and Compensation Officer
- Technology Trainer
- Assistant Director of Compliance
- Coordinator, Student Conduct
- Director, Kilcawley Center Student Union
- Assistant Coach, Swimming
- Information Security Engineer
- Systems Administrator 1
- Coordinator – Undergraduate Admissions
- Program Coordinator, Strategic Communications
- Student Systems Administrator, Registration Support Services
- Clinical Coordinator, Graduate Nursing Program
- Systems Administrator 1, Educator Preparation Programs

Professional/Administrative continued

- Coordinator, Housing and Residence Life
- Systems Engineer
- Web Developer 1
- Coordinator, Grants Accounting
- Coordinator, Chemical Lab and Safety
- Research and Development Associate
- Broadcast Engineer
- Executive Assistant to the Provost
- Academic Advisor 2 – Cliffe College of Creative Arts
- Coordinator, Gifts Accounting

Classified

- Academic Operations Specialist 1 – Dean Education
- Business Operations Specialist 2 – Center Workforce Education & Innovation
- Groundskeeper 2
- Clerk 2
- Business Operations Specialist 1 – Kilcawley Center
- Carpenter 2
- Athletic Facilities Specialist
- Business Operations Specialist 1 – Center for Student Progress
- Technology Support Technician 1

SUMMARY OF PERSONNEL ACTIONS

Classified Employees 1/16/21 through 4/15/21

Appointments – 5

- Classified Civil Service – 4
- Classified Non-bargaining – 1

Separations – 14

- Classified Civil Service – 10
- Classified Non-bargaining – 2
- FOP Excluded – 2

Reclassifications/Position Adjustments – 4

- Classified Civil Service – 3
- Classified Non-bargaining – 1

Salary Adjustments – 7

- Classified Civil Service – 5
- Classified Non-bargaining – 1
- FOP – 1

Transfers – 1

- Classified Civil Service – 1

Recalls – 1

- Classified Civil Service – 1

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Abbas, Dante	ACE	Software Integration Analyst 1	IT Application Services	4/12/2021	1.00	\$ 54,828.80
Bogunia, John	ACE	Maintenance Repair Worker 2	Facilities Maintenance	2/1/2021	1.00	\$ 30,596.80
Brown, Kenneth	ACE	Maintenance Repair Worker 2	Facilities Maintenance	4/12/2021	1.00	\$ 30,596.80
Carpenter, Donald	ACE	Boiler Technician and Plumber	Central Utility Plant & Distribution	2/8/2021	1.00	\$ 41,537.60
Godsen, Brian	Excluded	Intermittent HEI Analyst	Institutional Research & Analytics	2/1/2021	0.50	\$ 52,520.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY	SEPARATION TYPE
Butcher, Robert	ACE	Tech Support Technician 1	IT Customer Services	2/27/2021	1.00	\$ 67,932.80	Retirement
DiRienzo, Daniel	ACE	Groundskeeper 2	Grounds	4/2/2021	1.00	\$ 32,094.40	Resigned
Ellis, Cheryl	ACE	Academic Ops Specialist 1	Dean College Liberal Arts, Social Science, Education	2/26/2021	1.00	\$ 41,579.20	Retirement
Fiorini, Catherine	ACE	Customer Service Assistant 2	Undergraduate Admissions	2/26/2021	1.00	\$ 45,302.40	Retirement
Grabaskas, Jean	ACE	Academic Ops Specialist 3	Dean College Liberal Arts, Social Science, Education	4/2/2021	1.00	\$ 41,704.00	Retirement
Gran, Zackary	ACE	Accountant 3	Financial Aid and Scholarships	3/12/2021	1.00	\$ 38,126.40	Resigned
Kimmel, Pamela	ACE	Business Ops Specialist 1	Kilcawley Center	3/8/2021	0.50	\$ 17,378.40	Resigned
Rossi, Sherri	ACE	Academic Ops Specialist 1	Dana School of Music	3/5/2021	1.00	\$ 31,616.00	Resigned
Sewell, Elaine	ACE	Library Assistant 2	Maag Library	2/12/2021	1.00	\$ 36,254.40	Retirement
Simon, Carol	ACE	Administrative Assistant 1	Peace Officers Training Academy	3/15/2021	1.00	\$ 38,688.00	Resigned
Revere, Reginald	Excluded	Intermittent Wellness Leader	Center for Human Services Development	3/8/2021	0.50	\$ 18,720.00	Resigned
Temnick, Monica	Excluded	Human Capital Mgmt Analyst	Human Resources	4/9/2021	1.00	\$ 43,784.00	Resigned
Fergus, Joseph	FOP Excluded	Intermittent Police Officer 1	YSU Police	1/11/2021	1.00	\$ 17,617.60	Resigned
Popovich, Joseph	FOP Excluded	Intermittent Police Officer 1	YSU Police	3/18/2021	0.50	\$ 17,617.60	Resigned

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Gran, Zackary	ACE	Accountant 3/Accountant 2	Financial Aid and Scholarships	10/11/2020	1.00	\$ 38,126.40	\$ 33,508.80
Maldonado, Sheila	ACE	Academic Ops Specialist 2/ Academic Ops Specialist 1	Languages	1/19/2020	1.00	\$ 52,644.80	\$ 50,128.00
Richards, Steven	ACE	STEM Laboratory Specialist 2/ STEM Laboratory Specialist	Dean - STEM	1/3/2021	1.00	\$ 60,008.00	\$ 54,454.40
Carlini, Jayne	Excluded	Business Operations Specialist 4/ Executive Assistant to VP	Facilities Maintenance/ Student Experience	2/15/2021	1.00	\$ 37,710.40	\$ 33,600.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Audia, Joseph	ACE	Technology Support Tech 1	IT Customer Services	2/14/2021	1.00	\$ 44,595.20	1.00	\$ 43,929.60
Dota, Mary	ACE	Business Ops Specialist 1	Jambar	3/14/2021	0.50	\$ 20,196.80	0.63	\$ 25,448.02
Latimer, Christopher	ACE	Maintenance Repair Worker 2	Facilities Maintenance	4/11/2021	1.00	\$ 33,072.00	1.00	\$ 32,572.80
Mohler, Daniel	ACE	Maintenance Repair Worker 2	Facilities Maintenance	1/17/2021	1.00	\$ 31,782.40	1.00	\$ 31,304.00
Soltis, Eugene	ACE	Technology Support Tech 1	IT Customer Services	1/17/2021	1.00	\$ 44,595.20	1.00	\$ 43,929.60
Sharp, Eugene	Excluded	Receiving & Distribution Supervisor	Delivery Services	1/31/2021	1.00	\$ 38,355.20	1.00	\$ 37,793.60
Gonzalez, Miriam	FOP	University Dispatcher	YSU Police	1/20/2021	1.00	\$ 44,408.00	1.00	\$ 43,305.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
TRANSFERS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Jenkins, Kimberly	ACE	Business Ops Specialist 1	Peace Officers Training Academy/Maag Library	3/28/2021	1.00	\$ 39,686.40	\$ 39,686.40

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 1/16/21 THROUGH 4/15/21
RECALLS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF RECALL	FTE	SALARY
Kimmel, Pamela	Classified	Business Ops Specialist 1	Kilcawley Center	3/1/2021	0.50	\$ 17,378.40

Office of Equal Opportunity, Policy Development & Title IX Report on Search Waivers

Requestor: James Yukech, Chief Information Officer

Department/Unit: Information Technology Services

Position: Director of Technology Training Services and ACT Program Leader

Candidate: Rosalyn Donaldson

Rationale: The Director of Technology Training and ACT Program Leader is a new position that will not only manage the technology training function campus wide but also act as the Leader of the recently created Academic Continuity Team in coordination with the Provost Office and the following leaders within the Provost Office: The Institute of Teaching and Learning, The Office of Diversity, Equity and Inclusion and Cyber Learning Services.

The ACT Program is critical to meet the university's strategic priorities of ensuring an exemplary learning environment through hands-on delivery of each of the aforementioned services that are part of the Program. Rosalyn Donaldson has been deemed by the President, Provost and CIO to lead this effort due to her extensive background in organizational development and technology training.

Requestor: Jennifer Oddo, Executive Director SWEI

Department/Unit: Center for Workforce Education and Innovation

Position: Director, Workforce Development

Candidate: Rick Shepas

Rationale: Rick will fill an externally funded role as Director, Workforce Development. The position will be externally funded through the General Motors clawback agreement and for a period not to exceed 36 months. Rick brings a diversified background to serve our many grassroots community workforce development needs, including the high school outreach required to fulfill the terms of the GM clawback. His well-rounded experience working for secondary and post-secondary institutions, coaching and recruiting ability, and visibility and engagement in the communities of education will give him a unique ability to contribute immediately as a leader in support of the Center's vision and mission.

Rick brings a strong likelihood of success based on his prior experience and anticipate the role expanding as the new Center's efforts begin to launch and scale to included direct reports, and greater responsibility. This hire is critical to the success of the center due to the extensive outreach that will be required to meet the needs of the community and employer training and hiring needs. Additionally, this hire is necessary to fulfill the terms and initiatives underway to support the General Motors clawback.

The position needs to be filled immediately to fulfill the commitments and initiatives underway for Ultium Cells and other large-scale community hiring, including the Virtual Career Fairs, slated to launch in April. This candidate is well positioned to make immediate impact in the needs of the role due to his extensive community relations and experience.

Requestor: Jennifer Oddo, Executive Director SWEI

Department/Unit: Center for Workforce Education and Innovation

Position: Manager, Workforce Education Programs

Candidate: Lindsey Ekstrand

Rationale: Lindsey will fill an externally funded role as Manager, Workforce Education Programs. The position will be externally funded through the General Motors clawback agreement and for a period not to exceed 36 months. Lindsey brings a diversified background of experiences needed to build an extraordinary experience for our employers and workforce program participants. She brings a high touch client experience approach, event planning experience, sales and operational leadership and proven experience delivering corporate training. Additionally, she has experience building adult learning programs on technology platforms like Blackboard through her adult learning master's program at Cleveland State University. Lindsey's broad reach of skills and experiences will serve the Center in many capacities as we launch our new programming efforts.

Lindsey brings a strong likelihood of success based on her prior experience and anticipate the role expanding as the new Center's efforts begin to launch and scale to included direct reports, and greater responsibility. This immediacy of this hire is necessary to fulfill the terms and initiatives underway to support the General Motors clawback and Ultium cells training requests. She will serve as interim training coordinator for Ultium Cells until a perm coordinator is found. The client has an immediate need for support.

The position needs to be filled immediately to fulfill the commitments and initiatives underway for Ultium Cells, Tech Cred and our external education marketplace slated to launch May. This candidate is well positioned to make immediate impact in the needs of the role due to broad background.

Requestor: Becky Varian, Director & Clair Beradini, Associate Provost

Department/Unit: Center for Student Progress

Position: Associate Director

Candidate: Michael Greco

Rationale: Mike Greco has been doing associate director duties since our previous associate director vacated the position in October 2020. Mike implemented a new model of academic

support for historically difficult courses which has allowed the CSP to reach more students in these courses. Peer Assisted Study Sessions (PASS) are a student-facilitated academic support program designed to help you improve your academic performance and retention in specific courses. What makes PASS unique is our collaboration with faculty members to provide support in high demand courses. Faculty are involved in the recruitment process and select a team of peer tutors who have successfully completed the course with the same professor. The team of tutors meet weekly with the professor throughout the semester to discuss the course content and additional strategies to reinforce the information students are currently learning. With the shift from Supplemental Instruction to PASS, more students are attending sessions more frequently therefore increasing success rates in these gateway courses.

Mike has created relationships with faculty across campus to encourage collaboration and student engagement. We do not want to lose momentum in this new program and the relationships that Mike has developed. Mike has also taken the lead role in the utilization of various technologies to make our reporting of student use and outcomes as well as student engagement more robust. Mike is currently the sole member of the CSP staff with knowledge of our software system, TutorTrac and he will be responsible for training and supervising the new coordinator on this system in May.

Number of Postings (January 25, 2021 – April 27, 2021) *:

- **Faculty:**
 - Full-time - 16
 - Part-time - 5

- **Professional/Administrative:**
 - Full-time - 34
 - Part-time - 0

Total Postings: 55

*Postings since last report.

**EMPLOYEES GRANTED
STAFF DEVELOPMENT LEAVE
ACADEMIC YEAR 2021-2022**

NAME

DEPARTMENT

Association of Professional/Administrative Staff:

None.

DISTINGUISHED SERVICE AWARD RECIPIENTS

~ 2021 ~

Classified Service Awards

(Full-time: \$1400)

Ira V. Adair ~ Grounds
Kimberly A. Jenkins ~ Maag Library
Melanie L. Leonard ~ Student Success
Melodie A. Provencher ~ Student Employment
Kenny Reyes ~ Maag Library
Michelle Sturgiss ~ Grounds
Donna M. Tarbet ~ University Bursar's Office

Professional/Administrative Service Awards

(Full-time: \$1000 stipend + \$1000 added to base pay)

Danielle Adair ~ Kilcawley Center
Joseph M. Alberti ~ Distance Education
Michael A. Beverly ~ Center for Student Progress
Michael D. Cardwell ~ Kilcawley Center
Angela DeLucia ~ McDonough Museum
Troy T. Evans ~ IT Infrastructure Services
Lori Ann Greenawalt ~ Center for Student Progress
Katilyn E. Hartwig ~ Marketing & Communications
Carla M. Mattiussi ~ Career & Academic Advising
Susan M. Moorer ~ Student Outreach
Theresa A. Swindler ~ Social Work
Nicole L. Wells ~ BCHHS

Classified Exempt Service Award

None.

Professional/Administrative Exempt Service Awards

(Full-time: \$1000 stipend + \$1000 added to base pay)

Justin L. Bettura ~ IT Infrastructure Services
Rosalyn S. Donaldson ~ IT Customer Services
Maura K. McGiffin ~ Office of the Registrar
Leslie M. Page ~ First Year Student Services

VIII. FINANCE AND FACILITIES COMMITTEE

Michael A. Peterson, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members

The meeting commenced at 4:55 p.m.

A. Disposition of the Minutes for the Previous Meeting on March 3, 2021

Draft copies of the minutes of the committee's meeting held March 3, 2021, were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provided.

B. Old Business

No Old Business

C. Committee Items

1. Finance and Facilities Consent Agenda Items

Motion: To approve two resolutions on the Consent Agenda.

- **Resolution to Modify Acceptable Use of University Technology Resources Policy, 3356-4-09**
- **Resolution to Modify Posting on Campus Policy, 3356-4-17**

Motion moved by Molly S. Seals and motion seconded by Capri S. Cafaro. The two resolutions on the Consent Agenda were unanimously approved.



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

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

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

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

WHEREAS, the Acceptable Use of University Technology Resources policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Acceptable Use of University Technology Resources, policy number 3356-4-09, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

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

~~Previous Policy Number: 4009.01~~

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](#)

Board Committee: Finance and Facilities

Effective Date: ~~March 16, 2016~~ [June 3, 2021](#)

Next Review: ~~2021~~ [2026](#)

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(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 [E\(F\)](#) 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 rule 3356-4-13 of the Administrative Code for more information.)
 - (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. 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.
- (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. [See university policies Discrimination/harassment 3356-2-03; Title IX sexual harassment policy 3356-2-05; Campus free speech 3356-4-21.](#)
 - (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 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 entail 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, the policy on Public records 3356-9-07 and the policy on Records management 3356-9-09.

- (2) Exemptions. Individual university staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the university “IT Security Manual”) in the course of performing legitimate job responsibilities.
 - (3) Passwords. 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.
 - (4) 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 technology officer~~ 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 ~~chief technology officer~~ 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.

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
Board Committee: Finance and Facilities
Effective Date: June 3, 2021
Next Review: 2026

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- (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 rule 3356-4-13 of the Administrative Code for more information.)
 - (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. 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.
- (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. See university policies Discrimination/harassment 3356-2-03; Title IX sexual harassment policy 3356-2-05; Campus free speech 3356-4-21.
 - (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 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 entail 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, the policy on Public records 3356-9-07 and the policy on Records management 3356-9-09.

- (2) Exemptions. Individual university staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the university “IT Security Manual”) in the course of performing legitimate job responsibilities.
 - (3) Passwords. 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.
 - (4) 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.



**RESOLUTION TO MODIFY
POSTING ON CAMPUS POLICY, 3356-4-17**

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

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

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

WHEREAS, the Posting on Campus policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Posting on Campus, policy number 3356-4-17, shown as Exhibit ___ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-4-17 Posting on campus.

Responsible Division/Office: Facilities Maintenance and Support Services and
~~Division of Student Experience~~ [Student Affairs](#)
Responsible Officer: VP for Finance and Business Operations
Revision History: September 2012; June 2017; [June 2021](#)
Board Committee: Finance and Facilities
Effective Date: ~~June 14, 2017~~ [June 3, 2021](#)
Next Review: ~~2022~~ [2026](#)

- (A) Policy statement. Youngstown state university (“university”) board of trustees recognizes the use of designated posting areas as an important means of communication within the university community. In order to insure the sustainability, functionality, and aesthetics of the university, physical plant postings and other printed materials must be displayed in appropriate locations in accordance with this policy. The university acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to posting on campus. As a result, the university reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner for display or posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.
- (B) Procedures. To provide guidelines and procedures by which the university community can share and promote campus news, information, ideas, programs, and events while also maintaining the overall aesthetic appearance of the campus and ensuring appropriate use of available space.
- (C) Scope. This policy applies to the availability and use of university bulletin boards, message boards, display cases, and facilities for the posting of materials, including but not limited to flyers, posters, poster boards, and leaflets.
- (D) General parameters.
- (1) Materials may only be displayed on bulletin boards, message, display cases, or other locations specifically identified for the display of such materials.

- (2) Printed materials must be affixed in a manner appropriate to the surface being utilized.
 - (3) Materials displayed for special occasions, such as red and white day, must not damage surfaces and must be carefully removed in a timely manner.
 - (4) Damage caused by improper posting and/or the cost of removal will be charged to the division, department, office, program, unit, activity, individual, or organization responsible for displaying the printed material.
 - (5) Materials advertising an event must be removed following the event.
 - (6) ~~Material that is dated or time stamped for removal must~~In order to provide abundant and fair access to audiences, materials may be removed accordingly and/or on a scheduled basis after an advertised event has occurred and/or fourteen days after the original posting date.
 - (7) Courtesy and respect for the freedom of expression by others dictates that postings are not to be marked on, destroyed, or removed. Anyone discovered defacing postings will be subject to applicable sanctions and/or disciplinary action and could be subject to criminal charges.
- (E) Facilities operated by the Office of Student Experience: Kilcawley center and, the Andrews student recreation and wellness center, university residence and dining halls, and university courtyard apartments.
- (1) ~~Postings are monitored and approved through~~Postings at the university courtyard apartments are monitored by the apartment manager. All other postings are monitored by the office of student experience.
 - (2) Bulletin boards are available for postings for official university events or activities; events or activities sponsored or co-sponsored by a recognized university student organization, university department, program or office; for the exchange of ~~student~~ information and ideas; and for events or activities

sponsored by an individual or non-university group which may benefit or interest the campus community.

- (3) Upon approval of the office of student activities, the hallways or concourses of Kilcawley center may be made available to display poster boards for the same purposes.
- (4) Postings ~~and poster boards must clearly provide information or promote the publicized activity, contain the name and contact information of the sponsor, sponsoring group, student organization department, office, unit, individual or group, and be stamped by the office monitoring the bulletin board with an expiration and/or removal date~~ must include a removal date no later than fourteen days after the original posting date.
- (5) Any individual or group may post on community boards, but university event boards are reserved for use by campus departments or registered student organizations only.
- ~~(5)~~(6) The office of student experience may impose additional time, place, and manner restrictions regarding postings, including but not limited to size, acceptable materials, and the time/date and/or duration of posting.
- ~~(F) University residence halls, university courtyard apartments, and dining halls:~~
 - ~~(1) Postings at residence halls and dining halls are monitored and approved through the office of housing and residence life. Postings at the university's courtyard apartments are monitored and approved by the apartment manager.~~
 - ~~(2) Postings by departments, student organizations, and individuals in any area of these buildings are not allowed without prior approval.~~
- ~~(G)~~(F) Academic, administrative, and administrative buildings.
 - (1) Bulletin boards, message boards, display cases and other locations designated for the specific use of a division, department, office, program, or unit are available only for that specific use and shall be monitored by that division, department, office, program, or unit in accordance with applicable university policies and state and

federal law.

- (2) Each division, department, office, program, or unit may formulate additional procedures for posting material within its own confines.

~~(H)~~(G) ——— Prohibited postings. The placement of posters, flyers, signs, or other similar materials on any permanent university structures, including but not limited to buildings, walls, windows, doors, elevators, traffic signs, light poles, fences, emergency call boxes, trees, or brick, glass or painted surfaces or any other area not specifically designated by the university as appropriate for posting is prohibited.

~~(H)~~(H) ——— Disclaimer. Youngstown state university disclaims all responsibility for the contents of material postings at the university. Anyone posting on campus must be aware of current laws regarding libel, defamation, obscenity, and fair labor relations or other applicable laws. Postings promoting the sale or consumption of alcohol will not be permitted; however, postings promoting alcohol awareness and responsible decision making are permitted.

~~(H)~~(I) ——— Violations. Postings not meeting the standards of this policy will be removed. Violations of this policy or any specific building posting policy may result in the loss of posting privileges and/or facilities use privileges, disciplinary and/or educational sanctions appropriate to the circumstances. University employees violating this policy may be subject to disciplinary action by the university.

~~(K)~~(J) ——— Expressive activity. Individuals/groups wishing to engage in the free and orderly exchange of ideas on campus by utilizing generally accessible outdoor areas should consult ~~rule~~university policy 3356-4-21 ~~of the Administrative Code (corresponding university policy 3356-4-21 can be found on the "University Policies" webpage)~~Campus free speech.

~~(L)~~(K) ——— Commercial solicitation. Individuals/groups wishing to access the campus for purposes of commercial solicitation or advertising should consult ~~rule~~university policy 3356-7-19 ~~of the Administrative Code (corresponding university policy 3356-7-19 can be found on the "University Policies" webpage)~~Access to campus for purposes of commercial solicitation or advertising.

3356-4-17 Posting on campus.

Responsible Division/Office: Facilities Maintenance and Support Services and Student Affairs
Responsible Officer: VP for Finance and Business Operations
Revision History: September 2012; June 2017; June 2021
Board Committee: Finance and Facilities
Effective Date: June 3, 2021
Next Review: 2026

- (A) Policy statement. Youngstown state university (“university”) board of trustees recognizes the use of designated posting areas as an important means of communication within the university community. In order to insure the sustainability, functionality, and aesthetics of the university, physical plant postings and other printed materials must be displayed in appropriate locations in accordance with this policy. The university acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to posting on campus. As a result, the university reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner for display or posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.
- (B) Procedures. To provide guidelines and procedures by which the university community can share and promote campus news, information, ideas, programs, and events while also maintaining the overall aesthetic appearance of the campus and ensuring appropriate use of available space.
- (C) Scope. This policy applies to the availability and use of university bulletin boards, message boards, display cases, and facilities for the posting of materials, including but not limited to flyers, posters, poster boards, and leaflets.
- (D) General parameters.
 - (1) Materials may only be displayed on bulletin boards, message, display cases, or other locations specifically identified for the display of such materials.

- (2) Printed materials must be affixed in a manner appropriate to the surface being utilized.
 - (3) Materials displayed for special occasions, such as red and white day, must not damage surfaces and must be carefully removed in a timely manner.
 - (4) Damage caused by improper posting and/or the cost of removal will be charged to the division, department, office, program, unit, activity, individual, or organization responsible for displaying the printed material.
 - (5) Materials advertising an event must be removed following the event.
 - (6) In order to provide abundant and fair access to audiences, materials may be removed after an advertised event has occurred and/or fourteen days after the original posting date.
 - (7) Courtesy and respect for the freedom of expression by others dictates that postings are not to be marked on, destroyed, or removed. Anyone discovered defacing postings will be subject to applicable sanctions and/or disciplinary action and could be subject to criminal charges.
- (E) Facilities operated by the Office of Student Experience: Kilcawley center, the Andrews student recreation and wellness center, university residence and dining halls, and university courtyard apartments.
- (1) Postings at the university courtyard apartments are monitored by the apartment manager. All other postings are monitored by the office of student experience.
 - (2) Bulletin boards are available for postings for official university events or activities; events or activities sponsored or co-sponsored by a recognized university student organization, university department, program or office; for the exchange of information and ideas; and for events or activities sponsored by an individual or non-university group which may benefit or interest the campus community.

- (3) Upon approval of the office of student activities, the hallways or concourses of Kilcawley center may be made available to display poster boards for the same purposes.
 - (4) Postings must include a removal date no later than fourteen days after the original posting date.
 - (5) Any individual or group may post on community boards, but university event boards are reserved for use by campus departments or registered student organizations only.
 - (6) The office of student experience may impose additional time, place, and manner restrictions regarding postings, including but not limited to size, acceptable materials, and the time/date and/or duration of posting.
- (F) Academic, administrative, and administrative buildings.
- (1) Bulletin boards, message boards, display cases and other locations designated for the specific use of a division, department, office, program, or unit are available only for that specific use and shall be monitored by that division, department, office, program, or unit in accordance with applicable university policies and state and federal law.
 - (2) Each division, department, office, program, or unit may formulate additional procedures for posting material within its own confines.
- (G) Prohibited postings. The placement of posters, flyers, signs, or other similar materials on any permanent university structures, including but not limited to buildings, walls, windows, doors, elevators, traffic signs, light poles, fences, emergency call boxes, trees, or brick, glass or painted surfaces or any other area not specifically designated by the university as appropriate for posting is prohibited.
- (H) Disclaimer. Youngstown state university disclaims all responsibility for the contents of material postings at the university. Anyone posting on campus must be aware of current laws regarding libel, defamation, obscenity, and fair labor relations or other applicable laws. Postings promoting the sale or consumption of alcohol will not be permitted; however, postings promoting alcohol awareness and responsible decision

making are permitted.

- (I) Violations. Postings not meeting the standards of this policy will be removed. Violations of this policy or any specific building posting policy may result in the loss of posting privileges and/or facilities use privileges, disciplinary and/or educational sanctions appropriate to the circumstances. University employees violating this policy may be subject to disciplinary action by the university.
- (J) Expressive activity. Individuals/groups wishing to engage in the free and orderly exchange of ideas on campus by utilizing generally accessible outdoor areas should consult university policy 3356-4-21 Campus free speech.
- (K) Commercial solicitation. Individuals/groups wishing to access the campus for purposes of commercial solicitation or advertising should consult university policy 3356-7-19 Access to campus for purposes of commercial solicitation or advertising.

2. Finance and Facilities Action Items

a. Resolution to Authorize Acquisition of Real Estate for Campus Improvement

(Presenters: Greg Morgione, Associate General Counsel)

Motion: To approve the Resolution to Authorize Acquisition of Real Estate for Campus Improvement

Motion moved by Joseph J. Kerola and motion seconded by Charles T. George. The resolution was unanimously approved.



RESOLUTION TO AUTHORIZE ACQUISITION OF REAL ESTATE FOR CAMPUS IMPROVEMENT

WHEREAS, Youngstown State University (the “University”) has identified an area surrounding the campus which it seeks to acquire property for the benefit of the University; and

WHEREAS, the University has communicated with owners of property located at 317 West Commerce Street (“Commerce Property”), 150 West Rayen Avenue (“Rayen Property”), and 234 Fifth Avenue (“Fifth Avenue Property”), which are identified on the property map attached hereto as Exhibit A; and

WHEREAS, the Commerce Property is an .214-acre surface parking lot that contains approximately 32 parking spaces; and

WHEREAS, the Commerce Property is located directly across West Commerce Street from the University’s Excellence Training Center (“ETC”); and

WHEREAS, the Commerce Property will be used to provide additional nearby parking for staff, visitors and guests of the ETC; and

WHEREAS, the Rayen Property is an approximately 9,661 square foot warehouse building that was constructed in 1957 and is situated on .4614 acres; and

WHEREAS, the Rayen Property is bordered to the east, west and north by property owned by the University; and

WHEREAS, acquisition of the Rayen Property increases the University’s land assemblage in the block of Lincoln Avenue, Elm Street, Rayen Avenue and Hazel Street; and

WHEREAS, the Rayen Property may be used for future University development; and

WHEREAS, the Fifth Avenue Property is an approximately 2,940 square foot building that is situated on .345 acres; and

WHEREAS, the Fifth Avenue Property is located in close proximity to several other University properties; and

WHEREAS, the Fifth Avenue Property may be used for future University development; and

WHEREAS, it is in the best interest of the University to acquire the Commerce Property, the Rayen Property, and the Fifth Avenue Property.

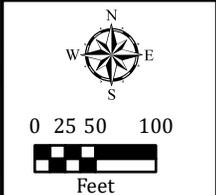
NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to acquire the Commerce Property, Rayen Property, and Fifth Avenue Property at a purchase price not to exceed appraised value as determined by an appraisal obtained by the University, and subject to approval by the Controlling Board of the State of Ohio.

**Board of Trustees
Meeting June 3, 2021
YR 2021-**



Exhibit A

- Commerce Properties
- Rayen Properties
- Fifth Avenue Properties
- YSU-Owned Property
- Other Property



Prepared by:
 Youngstown State University
 Department of Humanities
 Geography and Urban-
 Regional Studies Program
 Source: Mahoning County
 Enterprise
 Mahoning Co
 5/20/202

b. Resolution to Exchange Real Estate for Campus Improvement (Presenters: Greg Morgione, Associate General Counsel)

Motion: To approve the Resolution to Exchange Real Estate for Campus Improvement

Motion moved by Anita A. Hackstedde, M.D. and motion seconded by Charles T. George. The resolution was unanimously approved.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO EXCHANGE REAL
ESTATE FOR CAMPUS IMPROVEMENT**

WHEREAS, Youngstown State University (the “University”) has identified an area surrounding the campus which it seeks to acquire property needed for the benefit of the University; and

WHEREAS, the Butler Institute of American Art (the “Butler”) is situated adjacent to the University and has a long history of collaborating with the University on community projects, educational programs, research and teaching; and

WHEREAS, in 2000, the Butler constructed an approximately 19,000 square foot south wing addition known as the Beecher Center, which is a unique, state-of-the-art venue for teaching, researching, producing, distributing and exhibiting art through electronic and technology-oriented media; and

WHEREAS, the Beecher Center was constructed in collaboration with the University through a \$3.25 million dollar appropriation from the State of Ohio, and a 15-year Joint Use Agreement entered into between the Butler and the University which provided the University with access to the Beecher Center for classes, research, exhibitions, workshops, seminars, symposia, lecture series, continuing education programs and other related activities; and

WHEREAS, a portion of the Beecher Center was constructed on land owned by the University, and the Butler is planning to construct an additional expansion to the Beecher Center on land owned by the University (collectively the “University Property”), as identified on the property map attached hereto as Exhibit A; and

WHEREAS, the Butler is requesting that the University transfer the University Property to the Butler; and

WHEREAS, the University is interested in acquiring land owned by the Butler that consists of portions of parcel numbers 53-004-0-088.00-0, 53-004-0-089.01-0 and 53-004-0-091.01-0 (“Butler Property”), as identified on the attached property map; and

WHEREAS, the Butler Property includes 11 parking spaces that are frequently utilized by the University; and

WHEREAS, the University Property and the Butler Property are similar in land size; and

WHEREAS, in the interest of being a good neighbor, the University seeks to exchange the University Property with the Butler for the Butler Property.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to exchange the University Property with the Butler for the Butler Property, subject to any necessary approvals of the State of Ohio.

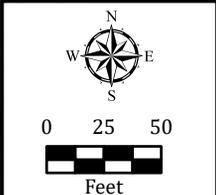
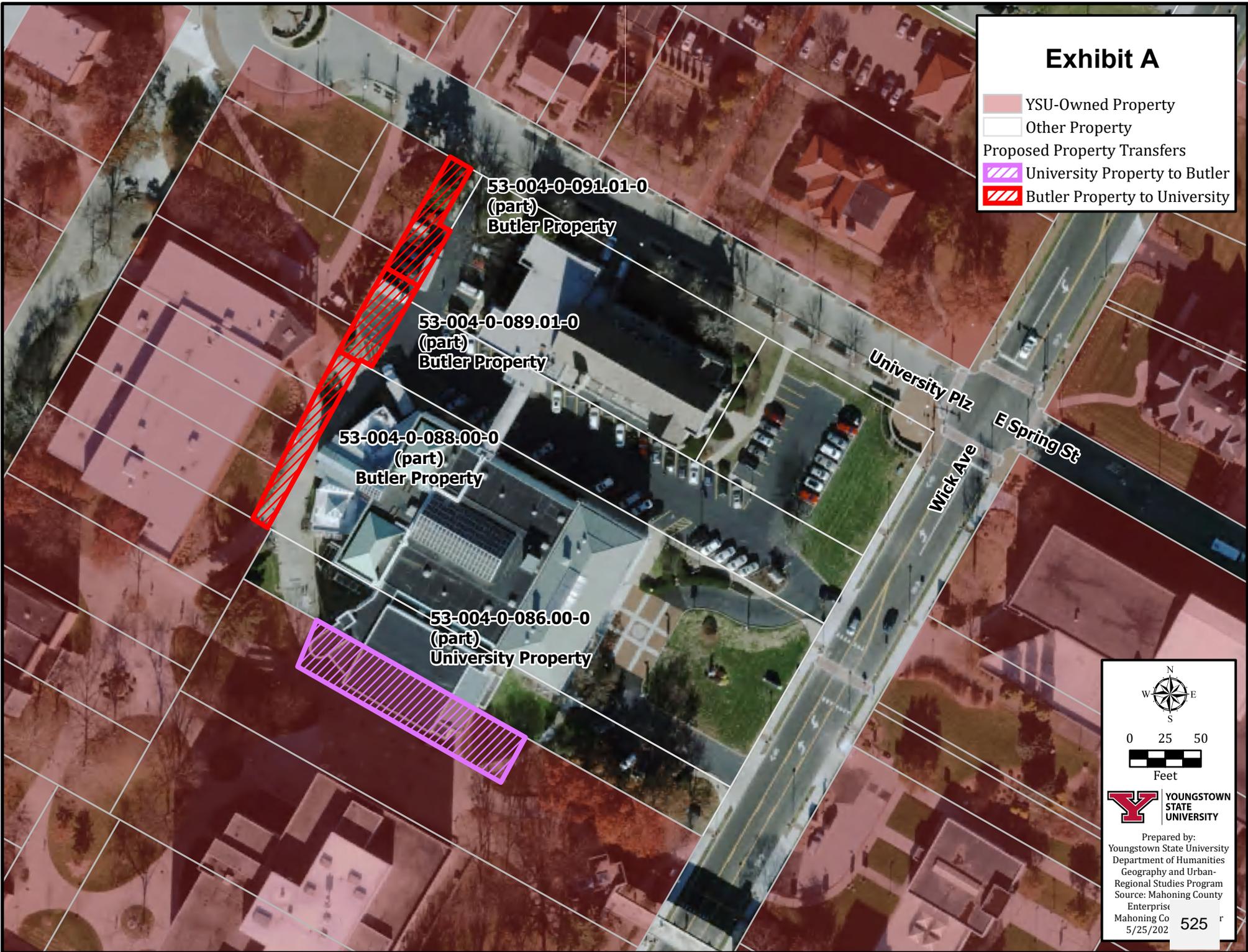
Board of Trustees Meeting

June 3, 2021

YR 2021-

Exhibit A

- YSU-Owned Property
- Other Property
- Proposed Property Transfers
 - University Property to Butler
 - Butler Property to University



Prepared by:
Youngstown State University
Department of Humanities
Geography and Urban-
Regional Studies Program
Source: Mahoning County
Enterprise
Mahoning Co 5/25/202 525

c. Resolution to Authorize the Issuance of and Sale of General Receipts Bonds of Youngstown State University, Approving a Supplemental Trust Indenture and Authorizing Related Matters (Presenters: Neal McNally, Vice President for Finance and Business Operations)

Motion: To approve the Resolution to Authorize the Issuance of and Sale of General Receipts Bonds of Youngstown State University, Approving a Supplemental Trust Indenture and Authorizing Related Matters

Motion moved by Anita A. Hackstedde, M.D. and motion seconded by Charles T. George. The resolution was unanimously approved.

Before the vote, McNally said significantly lower interest rates could result in gross savings of more than \$6 million and still retire the debt by 2024.

Refunding of Series 2010 and Series 2011 Bonds – Upfront Savings
Tax-Exempt Refunding Analysis (All Callable Bonds)

Summary of Refunding Analysis		Summary of Aggregate Refunding Results				
Dated/Delivery Date	07/15/21	FYE	Combined Prior Debt Service ⁽¹⁾	Refunding DS	Gross Savings	NPV Savings @ 1.28%
Call Date	06/15/31	6/30/2022	3,444,303	1,197,625	2,246,678	2,232,996
Final Maturity	12/15/33	6/30/2023	3,437,432	1,306,500	2,130,932	2,088,360
Refunding Par (\$)	\$27,040,000	6/30/2024	3,431,305	1,438,800	1,992,505	1,925,480
Refunded Par (\$)	\$33,490,000	6/30/2025	3,424,917	3,422,800	2,117	2,198
NPV Savings (\$) - Aggregate	\$6,280,872	6/30/2026	3,424,256	3,419,500	4,756	4,688
Savings as % of Par - Aggregate	18.75%	6/30/2027	3,426,602	3,425,500	1,102	1,303
NPV Savings (\$) - Series 2010	\$3,669,171	6/30/2028	3,417,035	3,414,750	2,285	2,262
Savings as % of Par - Series 2010	18.07%	6/30/2029	3,417,151	3,413,125	4,026	3,776
NPV Savings (\$) - Series 2011	\$2,611,702	6/30/2030	3,411,681	3,410,125	1,556	1,504
Savings as % of Par - Series 2011	19.81%	6/30/2031	3,410,389	3,405,500	4,889	4,373
All-in-TIC (%)	1.71%	6/30/2032	3,407,749	3,403,875	3,874	3,407
Arbitrage Yield (%)	1.42%	6/30/2033	3,408,393	3,404,750	3,643	3,132
		6/30/2034	3,402,260	3,397,875	4,385	3,677
		Cash on Hand	-	-	-	3,717
		Totals	44,463,563	38,060,725	6,402,838	6,280,872

⁽¹⁾ Remaining debt service on the callable bonds only

Interest Rate Sensitivity - Rising Interest Rates			Interest Rate Sensitivity - Falling Interest Rates		
Rate Change	NPV Savings (\$)	NPV Savings (%)	Rate Change	NPV Savings (\$)	NPV Savings (%)
0.50%	5,155,650	15.39%	Current	6,280,872	18.75%
0.40%	5,377,074	16.06%	-0.10%	6,510,995	19.44%
0.30%	5,600,410	16.72%	-0.20%	6,742,263	20.13%
0.20%	5,825,479	17.39%	-0.30%	6,975,506	20.83%
0.10%	6,052,204	18.07%	-0.40%	7,210,432	21.53%
Current	6,280,872	18.75%	-0.50%	7,447,286	22.24%

Based on market conditions as of May 28, 2021



**RESOLUTION TO AUTHORIZE THE ISSUANCE AND
SALE OF GENERAL RECEIPTS BONDS OF
YOUNGSTOWN STATE UNIVERSITY, APPROVING A
SUPPLEMENTAL TRUST INDENTURE AND
AUTHORIZING RELATED MATTERS**

WHEREAS, on February 6, 2009, the Board of Trustees of Youngstown State University (the “Board”) adopted a resolution (the “General Bond Resolution”) providing for the adoption of an Amended and Restated Trust Indenture dated as of March 1, 2009, which has been supplemented and amended by the First Supplemental Trust Indenture dated as of February 1, 2010, the Second Supplemental Trust Indenture dated as of July 1, 2011 and the Third Supplemental Trust Indenture dated as of December 1, 2016 (collectively, the “Trust Indenture”), and which provides for the issuance from time to time of Obligations of Youngstown State University (the “University”) including its General Receipts Bonds, with each issuance to be authorized by a Series Resolution adopted by the Board; and

WHEREAS, the General Bond Resolution was adopted and the Trust Indenture was authorized by the Board pursuant to Sections 3345.11 and 3345.12 of the Ohio Revised Code, enacted by the General Assembly of Ohio under authority of the Constitution of Ohio, particularly Section 2i of Article VIII thereof, which authorizes the University to issue its obligations to fund and refund the costs of certain capital facilities, defined as “auxiliary facilities,” “education facilities” and “housing and dining facilities” in Section 3345.12 of the Revised Code and called “University Facilities” in this Resolution; and

WHEREAS, the University issued its \$25,335,000 General Receipts Bonds (Taxable Build America Bonds – Direct Payment), Series 2010 Bonds (the “Series 2010 Bonds”) to provide funds to (i) pay costs associated with facilities planning for the University’s College of Science, Technology, Engineering and Mathematics, (ii) convert the vacated college of business building for use as laboratory, office and classroom space, (iii) renovate and improve the Kilcawley Center, (iv) reconfigure and replace on-campus parking facilities, (v) begin construction on the Watson and Tressel Training Site Center, which houses a full suite of athletic training facilities, (vi) relocate certain existing outdoor athletic facilities and (vii) pay costs of issuance of the Series 2010 Bonds (the “Series 2010 Project”).

WHEREAS, the University issued its \$18,660,000 General Receipts Bonds, Series 2011 dated July 20, 2011 (the “Series 2011 Bonds”) to provide funding to (i) pay costs associated with acquiring the University Courtyard Apartments and related improvements thereto, and (ii) pay costs of issuance of the Series 2011 Bonds (the “Series 2011 Project” and, together with the Series 2010 Project, the “Prior Projects”).

WHEREAS, the University has determined that it is in its interest to refund all or a portion of the 2010 Bonds and the 2011 Bonds (collectively, the “Prior Bonds”), in a presently anticipated cost of not to exceed \$30,000,000 in aggregate principal amount of Obligations to be designated “General Receipts Bonds, Series 2021,” or such other designation as authorized hereby (the “Series

2021 Bonds”), which may be issued in multiple series, to pay the costs of refunding all or a portion of the Prior Bonds and the costs of issuance of the Series 2021 Bonds; and

WHEREAS, the Board determines that it is in the best interest of the University to provide for flexibility in structuring the Series 2021 Bonds, and therefore, has provided that certain terms of the Series 2021 Bonds shall be determined in the Certificate of Award authorized pursuant to Section 5 hereof; and

WHEREAS, the Board finds that all conditions precedent to the authorization and sale of the Series 2021 Bonds have been or will be met by the time the Series 2021 Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY, as follows:

Section 1. Definitions and Interpretations. Where used in this Resolution, in any supplemental indentures and in the Certificate of Award, and in addition to words and terms defined elsewhere in this Resolution (including its preambles), any supplemental indentures, the General Bond Resolution or the Trust Indenture, the following terms shall have the following meanings:

“Act” means Sections 3345.11 and 3345.12 of the Ohio Revised Code, as the same may be amended, modified, revised, supplemented, or superseded from time to time.

“Bond Purchase Agreement” means the Bond Purchase Agreement with respect to a Series 2021 Bond between the Original Purchaser and the University, to be dated as of its date of execution.

“Certificate of Award” means any Certificate of Award authorized by Section 5 hereof.

“Code” means the Internal Revenue Code of 1986, as amended, the regulations (whether proposed, temporary or final) under that Code or the statutory predecessor of that Code, and any amendments of, or successor provisions to, the foregoing and any official rulings, announcements, notices, procedures and judicial determinations regarding any of the foregoing, all as and to the extent applicable. Unless otherwise indicated, reference to a section of the Code includes that section and such applicable regulations, rulings, announcements, notices, procedures and determinations pertinent to that section.

“Computation Date” means:

- (i) (A) the last day of each Bond Year while the Series 2021 Bonds are outstanding, and (B) the date on which the last Series 2021 Bonds are retired, or
- (ii) such other date or dates elected by the University as may be permitted under the Code for computation of the Rebate Amount.

“Continuing Disclosure Agreement” means the continuing disclosure agreement, certificate or undertaking relating to a Series 2021 Bond executed by the University and the

Trustee, dated no later than the date of delivery of a Series 2021 Bond, as the same may be amended from time to time in accordance with the terms thereof.

“Excess Earnings” means, as of each Computation Date, an amount determined in accordance with Section 148(f) of the Code equal to the sum of (i) plus (ii) where:

(i) is the excess of:

(a) the aggregate amount earned from the Issuance Date on all Nonpurpose Investments in which Gross Proceeds are invested (other than investments attributable to an excess described in this clause (i)), taking into account any gain or loss on the disposition of Nonpurpose Investments, over

(b) the amount which would have been earned if the amount of the Gross Proceeds invested in those Nonpurpose Investments (other than investments attributable to an excess described in this clause (i)) had been invested at a rate equal to the Yield on the Series 2021 Bonds; and

(ii) is any income attributable to the excess described in clause (i), taking into account any gain or loss on the disposition of investments.

“Fiscal Officer” means the Vice President for Finance and Administration of the University or such other person designated by the Vice President for Finance and Administration to act as Fiscal Officer for purposes of this Resolution.

“Fourth Supplemental Trust Indenture” means the Fourth Supplemental Trust Indenture between the University and the Trustee, and any additional Supplemental Trust Indenture necessary with respect to the issuance of a Series 2021 Bond, authorized pursuant to Section 7.01 of the Trust Indenture and this Resolution.

“Gross Proceeds” means (i) Proceeds, (ii) Replacement Proceeds, and (iii) any other money, investments, securities, obligations or other assets that constitute “gross proceeds” for purposes of Section 148(f) of the Code as applied to the Series 2021 Bonds, all until spent.

“Insurer” means any issuer of a municipal bond insurance policy insuring the payment of all or a portion of the Debt Service Charges on the Series 2021 Bonds, as may be approved by the Fiscal Officer pursuant to Section 8 of this Resolution.

“Interest Payment Dates” means the fifteenth day of June and December in each year, commencing December 15, 2021, or such other dates as may be set forth in the Certificate of Award.

“Investment Proceeds” means any amounts actually or constructively received from investing Original Proceeds.

“Investment Property” means (i) “investment property” as defined in Section 148(b)(2) of the Code, including any security (within the meaning of Section 165(g)(2)(A) or (B)) of the Code, any obligation, any annuity contract, and any investment-type property. Investment Property does

not include a Tax-Exempt Bond, except a Tax-Exempt Bond which is a “specified private activity bond” as defined in Section 57(a)(5)(C) of the Code, the interest on which is an item of tax preference for purposes of the alternative minimum tax imposed on individuals and corporations, or (ii) qualified exempt investment, that is, a United States Treasury obligation - Demand Deposit State and Local Government Series.

“Issuance Date” means the date of physical delivery by the University of each Series 2021 Bond authorized hereunder in exchange for the purchase price of the Series 2021 Bonds.

“Issue Price” means the aggregate of the initial offering prices (including accrued interest and original issue discount and/or premium, if any) at which each maturity of a Series 2021 Bond was offered to the public (excluding bond houses, brokers and other intermediaries) and at which price or prices a substantial amount of each maturity of a Series 2021 Bond was sold to the public (other than to bond houses, brokers and other intermediaries).

“Nonpurpose Investments” shall have the meaning ascribed to such term in Section 148 of the Code and shall mean any investment other than a Purpose Investment (which is an investment acquired in order to carry out the governmental purpose of the Series 2021 Bonds).

“Original Proceeds” means Sales Proceeds and Investment Proceeds.

“Original Purchaser” means the purchaser or purchasers of a Series 2021 Bond named in the Bond Purchase Agreement and set forth in the Certificate of Award.

“Proceeds” means any Original Proceeds and any Transferred Proceeds of a Series 2021 Bond.

“Purpose Investment” means an investment acquired in order to carry out the governmental purpose of the Series 2021 Bonds, which is to provide funding for the acquisition of the Project, and any necessary related improvements thereto, and to pay a portion of the costs associated with such issuance.

“Regular Record Date” means the fifteenth day of the calendar month next preceding an Interest Payment Date.

“Rebate Amount” means the amount of Excess Earnings (excluding any amount earned on a Bona Fide Debt Service Fund) computed as of the most recent prior Computation Date in accordance with the requirements of Section 148(f) of the Code.

“Refunded Bonds” means those Prior Bonds designated as such in a Certificate of Award.

“Sales Proceeds” means the portion of the Issue Price received by the University upon the sale of a Series 2021 Bond (including any underwriter’s discount withheld from the Issue Price).

“Securities Depository” means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

“Series 2021 Bonds” means the several series of General Receipts Bonds and any bond anticipation notes or other debt obligations of the University authorized by this Resolution and issued pursuant to this Resolution and the Certificate of Award.

“Series 2021 Resolution” or “this Resolution” means this Resolution authorizing the issuance and sale of the Series 2021 Bonds.

“Special Record Date” means the date established by the Trustee in connection with the payment of any overdue interest on any Bond pursuant to Section 4(e)(ii) of this Resolution.

“Tax-Exempt Bond” means any obligation, or issue of obligations, the interest on which is, or is intended to be, excluded from gross income for federal income tax purposes within the meaning of Section 150 of the Code, and includes any investment treated as a “tax-exempt bond” for the applicable purpose of Section 148 of the Code.

“Transferred Proceeds” means any proceeds of a prior issue that become Proceeds of a Series 2021 Bond within the meaning of Treasury Regulations 1.148-9.

“Trustee” means U.S. Bank, National Association, as successor trustee under the Trust Indenture, and its successors and assigns.

“Yield” has the meaning assigned to it for purposes of Section 148 of the Code, and means that discount rate that, when used in computing the present value of all payments of principal and interest to be paid on an obligation, computed on the basis of a 360 day year and semiannual compounding, produces an amount equal to (i) the Issue Price in the case of the Series 2021 Bonds, or (ii) the purchase price for Yield purposes in the case of Investment Property. The Yield on Investment Property in which Proceeds of the Series 2021 Bonds are invested is computed on a basis consistent with the computation of Yield on the Series 2021 Bonds.

The terms “state or local bonds, governmental unit,” “loan,” “private business use,” “net proceeds” and other terms relating to Code provisions used but not defined herein shall have the meanings given to them for purposes of Sections 103, 141, 148 and 150 of the Code unless the context indicates another meaning. References in this section to Sections are, unless otherwise indicated, references to Code sections.

Unless the context shall otherwise indicate, words importing the singular number shall include the plural number, and vice versa, and the terms “hereof,” “herein,” “hereby,” “hereto,” “hereunder,” and similar terms, mean this Resolution, the Fourth Supplemental Trust Indenture and any other indentures supplemental to the Trust Indenture as it now exists or as it may be amended. References to sections, unless otherwise stated, are to sections of this Resolution.

Section 2. Authority and Determinations. This Resolution is adopted pursuant to the General Bond Resolution, the Trust Indenture and the Act; the Prior Projects constitute “auxiliary facilities,” “education facilities” or “housing and dining facilities” as defined by the Act; and the issuance of the Series 2021 Bonds and the refunding of the Refunded Bonds are in the best interests of the University.

Section 3. Authorization, Designation and Purpose of the Series 2021 Bonds. It is hereby declared to be necessary to, and in the best interest of the University to, and the University shall, issue, sell and deliver, as provided and authorized by this Resolution, General Receipts Obligations of the University, in one or more series, which shall be designated “General Receipts Bonds, Series 2021” or such other designation as set forth in the Certificate of Award, in the maximum original aggregate principal amount of not to exceed \$30,000,000 (provided that the original principal amount of each Series 2021 Bond shall be as provided by the related Certificate of Award), for the purpose of paying the costs of refunding the Refunded Bonds and paying costs of issuance of the Series 2021 Bonds. For that purpose, the proceeds from the sale of the Series 2021 Bonds shall be allocated and deposited as provided in Section 6 of this Resolution. The principal amount of each Series 2021 Bond to be issued shall be determined by the Fiscal Officer and specified in a Certificate of Award, provided that the aggregate principal amount of all Bonds outstanding at any time shall not exceed \$30,000,000. The Series 2021 Bonds may be issued in one or more separate series of (i) Fixed Rate Bonds. Any series of the Series 2021 Bonds may be issued in separate series of Tax-Exempt Bonds or taxable Bonds as the Fiscal Officer may determine in a Certificate of Award.

Section 4. Terms and Provisions Applicable to the Series 2021 Bonds.

(a) Form and Numbering. The Series 2021 Bonds shall be issued, unless otherwise subsequently provided in any supplemental indentures entered into pursuant to the Trust Indenture, only in the form of fully registered Series 2021 Bonds, substantially in the form set forth in the Fourth Supplemental Trust Indenture, with such changes as may be necessary to reflect the terms of the Series 2021 Bonds set forth in the Certificate of Award. The Series 2021 Bonds shall be fully registered and numbered as determined by the Fiscal Officer in such manner as to distinguish each Series 2021 Bond from each other Series 2021 Bond, and if necessary, any series from any other series.

Unless otherwise specified in a Certificate of Award, the Series 2021 Bonds shall be initially issued only to a Securities Depository to be held in a book entry system and: (i) the Series 2021 Bonds shall be registered in the name of the Securities Depository or its nominee, as registered owner, and immobilized in the custody of the Securities Depository; and (ii) the Series 2021 Bonds as such shall be transferable or exchangeable in accordance with Section 2.06 of the Trust Indenture, provided, however that so long as a book entry system is used for the Series 2021 Bonds, they may only be transferred to another Securities Depository or to another nominee of a Securities Depository. Notwithstanding Section 2.06 of the Trust Indenture, the University may, and may require the Trustee to, transfer the Series 2021 Bonds from one Securities Depository to another Securities Depository or to a designated registered owner at any time.

(b) Terms.

(i) Denomination and Dates. The Series 2021 Bonds shall be issued in the denomination of not less than \$5,000 and any integral multiple of \$5,000 as set forth in the Fourth Supplemental Trust Indenture, and shall be dated as may be provided in the Certificate of Award. Each Series 2021 Bond shall have only one principal maturity date, except for interim certificates or receipts which may be issued pending preparation of definitive Series 2021 Bonds.

(ii) Interest. The Series 2021 Bonds shall bear interest on the unpaid principal amount thereof from the later of (i) their Issuance Date or (ii) the most recent date to which interest has been paid or provided for, payable on the Interest Payment Dates at the respective rates per annum set forth in the Certificate of Award. With respect to a series of Fixed Rate Bonds, such rate or rates shall in no event produce a net interest cost payable over the life of such Series 2021 Bonds in excess of 3.000%.

(iii) Maturities. The Series 2021 Bonds shall mature on the dates and in the principal amounts as provided in the Certificate of Award, but not later than December 15, 2033.

(iv) Prior Redemption.

(A) The Series 2021 Bonds may be subject to redemption at the option of the University prior to their stated maturities, under the conditions, in the denominations and at the price as provided in the Certificate of Award, provided that at no time shall the redemption price, exclusive of accrued interest, exceed 103%.

(B) The Series 2021 Bonds of one or more maturities may be subject to mandatory redemption pursuant to Mandatory Sinking Fund Requirements by the University at a redemption price equal to 100% of the principal amount redeemed, plus accrued interest to the date of redemption, in the years and in the principal amounts provided in the Certificate of Award.

(v) Additional Terms. The Series 2021 Bonds may be subject to tender, to a remarketing, to a purchase in lieu of redemption, or to such other terms as shall be set forth in the Fourth Supplemental Trust Indenture or Certificate of Award, and as shall be consistent with the General Bond Resolution, this Resolution, and the Trust Indenture, and as shall be not adverse to the best interest of the University, and a determination that such terms are not adverse shall be conclusively evidenced by the execution of such Fourth Supplemental Trust Indenture or Certificate of Award by an authorized official of the University.

(c) Debt Service Charges. Principal shall be payable in each year from the first maturity or mandatory sinking fund payment year to the final maturity year either at stated maturity or pursuant to Mandatory Sinking Fund Requirements as set forth in the Certificate of Award.

(d) Selection of Bonds to Be Redeemed.

(i) If fewer than all of the outstanding Series 2021 Bonds are called for optional or mandatory redemption at one time, the Series 2021 Bonds to be called shall be designated by the Fiscal Officer in his or her sole discretion and the maturities of the Series 2021 Bonds to be called for optional redemption shall be designated by the Fiscal Officer without regard to the order of their maturities. If fewer than all of the outstanding Bonds of one maturity are to be called for redemption, the selection of the Series 2021 Bonds, or portions of those Series 2021 Bonds (in integral multiples of \$5,000), of that maturity to be called for redemption shall be made by lot in the manner provided in the Trust Indenture.

If optional redemption of the Series 2021 Bonds at a redemption price above 100% of the principal amount to be redeemed is to take place on any applicable mandatory sinking fund redemption date, the Series 2021 Bonds to be optionally redeemed shall be selected prior to the selection of the Series 2021 Bonds to be redeemed by mandatory sinking fund redemption.

(ii) Notice of call for redemption of Series 2021 Bonds, setting forth the information provided for in Section 3(d) of the General Bond Resolution, shall be given by the Trustee on behalf of the University. Failure to receive notice by mailing, or any defect in that notice, as to any Series 2021 Bond shall not affect the validity of the proceedings for the redemption of any other Series 2021 Bond.

(e) Places and Manner of Payment and Paying Agents.

(i) The principal of and any redemption premium on Series 2021 Bonds shall be payable when due only to the registered owners, upon presentation and surrender of the Series 2021 Bonds at the designated corporate trust office of the Trustee.

(ii) Interest on any Series 2021 Bond due on each Interest Payment Date shall be payable by check or draft, which the Trustee shall cause to be mailed on the Interest Payment Date to the person who is the registered owner of the Series 2021 Bond (or one or more predecessor Series 2021 Bonds) at the close of business on the Regular Record Date applicable to that Interest Payment Date, at the address then appearing on the Register. If and to any extent, however, that the University shall make neither payment nor provision for payment of interest on any Series 2021 Bond on any Interest Payment Date, that interest shall cease to be payable to the person who was the registered owner of that Series 2021 Bond (or of one or more predecessor Series 2021 Bonds) as of the applicable Regular Record Date; when moneys become available for payment of that interest the Trustee shall, subject to Section 6.06(d) of the Trust Indenture, establish a Special Record Date for the payment of that interest which shall be not more than 15 or fewer than 10 days prior to the date of the proposed payment, and the Trustee shall cause notice of the proposed payment and of the Special Record Date to be mailed to the person who is the registered owner of that Series 2021 Bond on a date not fewer than 10 days prior to the Special Record Date, at the address as then appears on the Register, and thereafter that interest shall be payable to the person who is the registered owner of that Series 2021 Bond (or a predecessor Series 2021 Bond) at the close of business on the Special Record Date.

(iii) Notwithstanding any other provision of this Resolution or any provision of the General Bond Resolution, the Trust Indenture, the Fourth Supplemental Trust Indenture, any supplemental indentures or any Series 2021 Bond to the contrary, with the written approval of the University, the Trustee may enter into an agreement with a Securities Depository, or the nominee of a Securities Depository that is the registered owner of a Series 2021 Bond in the custody of that Securities Depository providing for making all payments to that registered owner of principal of and interest and any premium on that Series 2021 Bond or any portion of that Series 2021 Bond (other than any payment of its entire unpaid principal amount) at a place and in a manner (including wire transfer of federal funds) other than as provided above in this Resolution, without prior presentation

or surrender of the Series 2021 Bond, upon any conditions which shall be satisfactory to the Trustee and the University. That payment in any event shall be made to the person who is the registered owner of that Series 2021 Bond on the date that principal and premium is due, or, with respect to the payment of interest, as of the applicable Regular Record Date or Special Record Date or other date agreed upon, as the case may be. The Trustee will furnish a copy of each of those agreements, certified to be correct by an officer of the Trustee, to other authenticating agents and paying agents for Series 2021 Bonds, if any, and to the University. Any payment of principal, premium, or interest pursuant to such an agreement shall constitute payment thereof pursuant to, and for all purposes of, this Resolution and the Agreement.

(iv) Alternate Paying Agents may be designated in the Certificate of Award.

(f) Execution and Authentication. The Series 2021 Bonds shall be executed and authenticated in the manner provided in the Trust Indenture. Alternate Authenticating Agents may be designated by the Fiscal Officer in the Certificate of Award.

Section 5. Sale of the Series 2021 Bonds.

(a) General. Consistent with the provisions of this Resolution, the Fiscal Officer is authorized to determine and to set forth in a Certificate of Award for each series of Series 2021 Bonds issued pursuant to this Resolution:

- (i) that the Series 2021 Bonds shall be issued;
- (ii) the Principal Amount of Series 2021 Bonds to be issued, provided that such amount shall not exceed, in the aggregate, \$30,000,000;
- (iii) the interest rates on the Series 2021 Bonds;
- (iv) the amount of any original issue discount and/or premium on the Series 2021 Bonds;
- (v) the maturities of the Series 2021 Bonds;
- (vi) the optional and mandatory redemption dates, if any, and redemption prices for the Series 2021 Bonds; and
- (vii) the purchase price for the Series 2021 Bonds.

The Series 2021 Bonds shall be sold by the Fiscal Officer to the Original Purchaser on such terms not inconsistent with this Resolution as are provided in the Certificate of Award and the Bond Purchase Agreement.

The Fiscal Officer is authorized and directed to execute the Certificate of Award and the Bond Purchase Agreement, in order to provide for the definitive terms and terms of sale of the Series 2021 Bonds as provided in this Resolution, and to award and provide for sale of the Series 2021 Bonds to the Original Purchaser. The Bond Purchase Agreement shall have such terms as

shall be consistent with this Resolution and not materially adverse to the University, as shall be approved by the Fiscal Officer, and his or her execution of the Bond Purchase Agreement shall constitute conclusive approval of any such changes on behalf of the University and that such changes are not materially adverse to the University. The Certificate of Award shall be incorporated in and form a part of the Fourth Supplemental Trust Indenture and any supplemental indentures authorized under this Resolution.

(b) Official Statement. The Fiscal Officer is authorized and directed, on behalf of the University, and in his or her official capacity, to prepare or cause to be prepared, a preliminary official statement and any necessary supplement thereto relating to the original issuance of the Series 2021 Bonds; to determine, and to certify or otherwise represent, when such preliminary official statement is “deemed final” for purposes of Securities and Exchange Commission Rule 15c2-12(b)(1); and to use and distribute, or authorize the use and distribution of such preliminary official statements and any supplements in connection with the original issuance of each series of Series 2021 Bonds until an official statement is prepared. All actions previously taken by the Fiscal Officer in this regard relating to a preliminary official statement are hereby approved, ratified and confirmed.

The Fiscal Officer is further authorized and directed, on behalf of the University, and in his or her official capacity, to prepare or cause to be prepared an official statement, and any necessary supplements thereto, relating to the original issuance of each Series 2021 Bond; to determine, and to certify or otherwise represent, when such official statement is a final official statement for purposes of Securities and Exchange Commission Rule 15c2-12(b)(3) and (4); to use and distribute, or authorize the use and distribution of such official statement, and any supplements thereto, in connection with the sale of each Series 2021 Bond; and to sign and deliver the official statements.

The Fiscal Officer is further authorized and directed, on behalf of the University, and in his or her official capacity, to sign and deliver such certificates in connection with the accuracy of the preliminary official and the final official statements and any supplements thereto as may, in his or her judgment, be necessary or appropriate.

Section 6. Allocation of Proceeds of the Series 2021 Bonds.

(a) Allocation. All of the proceeds from the sale of the Series 2021 Bonds shall be received and receipted for by the Fiscal Officer or by his or her authorized representative for that purpose, and shall be allocated, deposited and credited as follows, as further set out in the Fourth Supplemental Trust Indenture or Certificate of Award, and such proceeds are hereby appropriated for the purposes of the respective funds and accounts into which such proceeds are deposited:

(i) To the Series 2021 Bonds Account in the Debt Service Fund, any portion of the proceeds representing accrued interest, capitalized interest and premium, if any;

(ii) To the Series 2010 Bond Account of the Debt Service Fund, such amount as set forth in the Fourth Supplemental Indenture or the Certificate of Award as is necessary to defease, redeem and refund the related Series 2010 Bonds that are Refunded Bonds; and

(iii) To the Series 2011 Bond Account of the Debt Service Fund, such amount as set forth in the Fourth Supplemental Indenture or the Certificate of Award as is necessary to defease, redeem and refund the related Series 2011 Bonds that are Refunded Bonds; and

(iv) To the Series 2021 Costs of Issuance Account of the Project Fund to be established by the Fourth Supplemental Indenture, such amount as set forth in the Fourth Supplemental Indenture or the Certificate of Award as is necessary to pay costs associated with the issuance of the Series 2021 Bonds and the defeasance, redemption and refunding of the Refunded Bonds.

(b) Debt Service Reserve. Unless otherwise provided in a Certificate of Award, no provision shall be made for a debt service reserve account with respect to the Series 2021 Bonds, and there shall be no required reserve for the Series 2021 Bonds.

(c) Additional Special Funds and Accounts. The Fiscal Officer is hereby authorized to create such additional Special Funds and Special Accounts in connection with the Series 2021 Bonds and the security therefor and the remarketing thereof as the Fiscal Officer deems necessary. Any such Special Funds and Accounts and the permitted investment thereof shall be described in a Certificate of Award or the Fourth Supplemental Trust Indenture.

Section 7. Tax Covenants; Rebate Fund.

(a) Covenants. The University hereby covenants that:

(i) It will restrict the use of the proceeds of the Series 2021 Bonds in such manner and to such extent, if any, as may be necessary so that the Series 2021 Bonds will not constitute arbitrage bonds under Section 148 of the Code. The Fiscal Officer, or any other officer of the University having responsibility for the issuance of the Series 2021 Bonds, alone or in conjunction with any other officer or employee of or any consultant to the University, shall give an appropriate certificate of the University, for inclusion in the transcript of proceedings for the Series 2021 Bonds, setting forth the reasonable expectations of the University regarding the amount and use of all the proceeds of the Series 2021 Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on the Series 2021 Bonds.

(ii) It (a) will take or cause to be taken such actions that may be required of it for the interest on the Series 2021 Bonds to be and remain excluded from gross income for federal income tax purposes, and (b) will not take or authorize to be taken any actions that would adversely affect that exclusion, and that it, or persons acting for it, will, among other acts of compliance, (1) apply the proceeds of the Series 2021 Bonds to the governmental purpose of the borrowing, (2) restrict the yield on investment property acquired with those proceeds, (3) make timely rebate payments to the federal government, (4) maintain books and records and make calculations and reports, and (5) refrain from certain uses of those proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code. The Fiscal Officer and other appropriate officers are authorized and directed to take any and all actions, make calculations and rebate payments to the

federal government, and make or give reports and certifications, as may be appropriate to assure such exclusion of that interest.

(b) **Rebate Fund.** There is hereby created the Series 2021 Bonds Rebate Fund (the “Rebate Fund”), to be in the custody of the Trustee, which shall be continuously invested in Eligible Investments by the Trustee at the oral direction (confirmed in writing) of the Fiscal Officer. The Rebate Fund shall be held, administered and disposed of in accordance with the provisions of the Fourth Supplemental Trust Indenture and any other supplemental indentures relating to the Series 2021 Bonds. Amounts credited to the Rebate Fund are not General Receipts and shall be free and clear of any lien under the Fourth Supplemental Trust Indenture, any supplemental indentures or under the Trust Indenture.

Section 8. Insurance; Other Agreements and Certificates; Optional Redemption of Refunded Bonds. If he or she determines it in the best interest of the University in order to achieve maximum cost savings on the Series 2021 Bonds, the Fiscal Officer may make application for a policy of municipal insurance from the Insurer to insure all or any portion of the Series 2021 Bonds.

The Fiscal Officer is authorized to enter into such agreements and to make such changes to the Fourth Supplemental Trust Indenture and any other supplemental indentures relating to the Series 2021 Bonds and the Bond form as may be required by the Insurer in order to issue said policy.

The Fiscal Officer is further authorized to enter into such agreements, including one or more Refunding Bonds Escrow Agreements, Continuing Disclosure Agreements and Bond Purchase Agreements setting forth the purchase price and terms of sale of the Series 2021 Bonds, and to execute and deliver such certificates as may be required in connection with the issuance, sale and delivery of the Series 2021 Bonds.

The Fiscal Officer or Secretary of the Board shall furnish to the Original Purchaser a true and certified transcript of all proceedings taken with reference to the authorization and issuance of the Series 2021 Bonds along with other information as is necessary or proper with respect to the Series 2021 Bonds.

The Refunded Bonds shall be and hereby are ordered called for optional redemption according to their terms on the first optional redemption date following the delivery of the notice of such redemption at the redemption prices set forth therein. The Fiscal Officer and other appropriate officers and employees of the University are each hereby separately authorized to engage a firm of certified public accountants to verify the sufficiency of the moneys and investments in a Refunded Bonds Escrow Fund and to subscribe for and purchase, or to authorize bond counsel to the University or the Trustee to subscribe for and purchase, such United States Treasury obligations, including such obligations of the State and Local Government Series, as shall be required by such Refunded Bonds Escrow Agreement, and to pay for the services of such accountants and for such obligations with the proceeds of the related Bonds, and any such actions heretofore taken by such officers or the Original Purchaser of the related Bonds or bond counsel in connection with such subscription and purchase are hereby approved, ratified and confirmed.

Section 9. Fourth Supplemental Trust Indenture. The Chairperson of the Board or the President of the University, and the Fiscal Officer, or any one or more of them, are authorized and directed to execute and deliver to the Trustee, in the name of and on behalf of the University, and the Secretary to the Board is authorized and directed to attest, supplemental indentures pursuant to the Trust Indenture, including the Fourth Supplemental Trust Indenture, in connection with the issuance of the Series 2021 Bonds.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

d. Resolution to Approve Changes to Tuition and Fees for the 2021-22 Academic and Fiscal Year
(Presenters: Neal McNally, Vice President for Finance and Business Operations)

Motion: To approve the Resolution to Approve Changes to Tuition and Fees for the 2021-22 Academic and Fiscal Year

Motion moved by Charles T. George and motion seconded by Anita A. Hackstedde, M.D. The resolution was unanimously approved.

Before the vote, McNally said the resolution includes a 2 percent increase for undergraduate students who are not part of Penguin Promise, a program that guarantees annual tuition over four years. For the incoming class of Penguin Promise students, tuition will be set at a rate that equals a 0.9-percent annual increase over four years. McNally emphasized that YSU's tuition will remain the third lowest in the state.



**RESOLUTION TO APPROVE CHANGES TO TUITION AND FEES FOR THE 2021-22
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 Exhibit ____, to become effective for the 2021-22 academic year and shall not exceed what is permitted by the final enacted version of the state of Ohio budget bill for the FY 2022 and FY 2023 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;
3. Service charges for loans to students;
4. A special fee for programs under contract (e.g., a training program). It shall be understood that such special fees, if authorized, shall provide for all related costs of the program and that the budget for such a fund shall be subject to approval in the same manner as other University operating budgets; and
5. Fees for credit courses offered by the Office of College Access and Transition under contract to established groups as provided for in Resolution YR 2001-03.

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 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)

	FY 2021 Actual	FY 2022 Proposed	FY 2022 \$ Change	% Change
UNDERGRADUATE				
Continuing students, per semester				
Resident	\$4,206.96	\$4,291.20	\$84.24	2.00%
Non-resident:				
Affordable Tuition Advantage ²	\$4,386.96	\$4,471.20	\$84.24	1.92%
Penguin Promise cohort 4, per semester				
Resident	N/A	\$4,976.40	New	New
Non-resident:				
Affordable Tuition Advantage ²	N/A	\$5,156.40	New	New
GRADUATE³				
Masters-Level, per semester				
Resident	\$6,195.12	\$6,452.88	\$257.76	4.16%
Non-resident:				
Affordable Tuition Advantage ²	\$6,375.12	\$6,632.88	\$257.76	4.04%
Doctoral-Level, per semester				
Resident	\$6,569.04	\$6,826.80	\$257.76	3.92%
Non-resident:				
Affordable Tuition Advantage ²	\$6,749.04	\$7,006.80	\$257.76	3.82%

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 assess the ATA surcharge on 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 6 credit hours and above.

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

<u>Fee Description</u>	FY 2021 Actual	FY 2022		
		Proposed	\$ Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$3,370.92	\$3,438.36	\$67.44	2.00%
General Fee (per semester, 12-18 credit hours)	\$711.24	\$725.52	\$14.28	2.01%
Information Services Fee (per semester, 12-18 credit hours)	\$124.80	\$127.32	\$2.52	2.02%
Full-time tuition & mandatory fees	\$4,206.96	\$4,291.20	\$84.24	2.00%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$280.91	\$286.53	\$5.62	2.00%
General Fee (per credit hour)	\$59.27	\$60.46	\$1.19	2.01%
Information Services Fee (per credit hour)	\$10.40	\$10.61	\$0.21	2.02%

YOUNGSTOWN STATE UNIVERSITY
Resident Undergraduate Tuition & Fees
Penguin Promise Tuition Guarantee

BULK-RATE TUITION & MANDATORY FEES	Cohort 4*	Change from Prior Cohort	
	FY 2022	%	\$
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

BULK-RATE TUITION & MANDATORY FEES	Cohort 3	Change from Prior Cohort	
	FY 2021	%	\$
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

BULK-RATE TUITION & MANDATORY FEES	Cohort 2	Change from Prior Cohort	
	FY 2020	%	\$
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

BULK-RATE TUITION & MANDATORY FEES	Cohort 1	Change from Prior Cohort	
	FY 2019	%	\$
Instructional Fee (per semester, 12-18 credit hours)	\$3,434.40	N/A	(FY19 is first cohort)
General Fee	\$1,015.19	N/A	(FY19 is first cohort)
Full-time Penguin Promise tuition	\$4,449.59	N/A	(FY19 is first cohort)
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$286.20	N/A	(FY19 is first cohort)
General Fee (per credit hour)	\$84.60	N/A	(FY19 is first cohort)
Penguin Promise tuition per credit hour	\$370.80	N/A	(FY19 is first cohort)

* Cohort 4 rate set in accordance with Exec. Budget Bill which allows for a 2% adjustment, in addition to an adjustment that is based on the average inflation of the Consumer Price Index (all urban consumers, all items) for the 36-month period ending December 31st pursuant to ORC §3345.48. The CPI inflation for cohort 4 is 1.8%.

YOUNGSTOWN STATE UNIVERSITY
Undergraduate College Fees

Fee Description	FY 2021 Actual	FY 2022		
		Proposed	\$ Change	% Change
COLLEGE FEES				
Beeghly College of Liberal Arts, Social Sciences & Education				
Undergrad with Junior Standing and Above (per credit hour)	\$8.00	\$8.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$96.00	\$96.00	\$0.00	0.00%
Bitonte College of Health & Human Services				
Undergrad with Junior Standing and Above (per credit hour)	\$12.50	\$12.50	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$150.00	\$150.00	\$0.00	0.00%
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%
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%

YOUNGSTOWN STATE UNIVERSITY
Masters-Level Graduate Tuition & Fees

Fee Description	FY 2021 Actual	FY 2022		
		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)	\$711.24	\$1,093.80	\$382.56	53.79%
Information Services Fee (per semester, 12-18 credit hours)	\$124.80	\$0.00	(\$124.80)	-100.00%
Full-time tuition & mandatory fees	\$6,195.12	\$6,452.88	\$257.76	4.16%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$446.59	\$446.59	\$0.00	0.00%
General Fee (per credit hour)	\$59.27	\$91.15	\$31.88	53.79%
Information Services Fee (per credit hour)	\$10.40	\$0.00	(\$10.40)	-100.00%
ADDITIONAL GRADUATE FEES				
Master of Public Health¹ (per credit hour)	\$610.00	\$621.00	\$11.00	1.80%
Master of Fine Arts¹ (per credit hour)	\$570.00	\$570.00	\$0.00	0.00%
Nurse Anesthetist Program Fee² (per semester)	\$3,011.14	\$3,011.14	\$0.00	0.00%
Graduate Workshops (per credit hour)				
Resident	\$161.42	\$168.13	\$6.72	4.16%
Non-Resident	\$172.14	\$179.31	\$7.16	4.16%

1. The MPH and MFA fees are set by consortia of several Ohio public universities of which YSU is a member. MPH rates apply to related certificate programs.

2. 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 2021	FY 2022		
	Actual	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)	\$711.24	\$1,093.80	\$382.56	53.79%
Information Services Fee (per semester, 12-18 credit hours)	\$124.80	\$0.00	(\$124.80)	-100.00%
Full-time tuition & mandatory fees	\$6,569.04	\$6,826.80	\$257.76	3.92%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$477.75	\$477.75	\$0.00	0.00%
General Fee (per credit hour)	\$59.27	\$91.15	\$31.88	53.79%
Information Services Fee (per credit hour)	\$10.40	\$0.00	(\$10.40)	-100.00%
ADDITIONAL DOCTORAL FEES				
Nurse Anesthetists Program Fee¹ (per semester)	N/A	\$1,746.19	New	New

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

YOUNGSTOWN STATE UNIVERSITY
Accelerated Online Programs¹

Fee Description	AY 2021	AY 2022		
	Actual	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	N/A	\$24,900.00		New
Non-resident	N/A	\$25,200.00		New
Registered Nurse to Bachelor of Science in Nursing²				
In-state	\$9,800.00	\$8,820.00	(\$980.00)	-10.0%
Non-resident	\$9,940.00	\$8,960.00	(\$980.00)	-9.9%
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 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)	N/A	\$415.00		New
Non-resident (per credit)	N/A	\$420.00		New
Preceptor Technology Fee, per credit hour³				
	N/A	\$4.00		New

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. Unless otherwise noted, these amounts represent total program charges to enrolled students. The number of required credit hours varies by program.

2. Up to 19 additional general education credits may be required at \$350 per credit hour.

3. Fee applicable to programs that require specialized preceptor software, including Nurse Practitioner and Adult Gerontology programs.

**YOUNGSTOWN STATE UNIVERSITY
Non-Resident Tuition Surcharge**

Schedule 4

	FY 2021 Actual	FY 2022		
		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%
Non-Regional				
Part-time (per credit, 1-11 credits)	\$250.00	N/A	N/A	N/A
Full-time (per semester, within bulk)	\$3,000.00	N/A	N/A	N/A
Credits in excess of bulk (per credit)	\$250.00	N/A	N/A	N/A
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%
Non-Regional				
Below bulk-rate (per credit, 1-11 credits)	\$250.00	N/A	N/A	N/A
Within bulk-rate (per semester)	\$3,000.00	N/A	N/A	N/A
Credits in excess of bulk (per credit)	\$250.00	N/A	N/A	N/A
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 Arts				
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 will assess 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 6 credit hours and above.

YOUNGSTOWN STATE UNIVERSITY
Distance Education Program Fees

Fee Description	FY 2021	FY 2022		
	Actual	Proposed	\$ Change	% Change
UNDERGRADUATE, continuing students, non-Penguin Promise				
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$3,304.80	\$3,438.36	\$133.56	4.04%
Information Services Fee (per semester, 12-18 credit hours)	\$122.40	\$127.32	\$4.92	4.02%
Full-time tuition & mandatory fees	\$3,427.20	\$3,565.68	\$138.48	4.04%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour, 1-11 hours)	\$275.40	\$286.53	\$11.13	4.04%
Information Services Fee (per credit hour)	\$10.20	\$10.61	\$0.41	4.02%
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)	\$122.40	\$127.32	\$4.92	4.02%
Full-time tuition & mandatory fees	\$5,481.48	\$5,486.40	\$4.92	0.09%
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)	\$10.20	\$10.61	\$0.41	4.02%
WEB-BASED PROGRAM				
Per Web-Based Course	\$100.00	\$100.00	\$0.00	0.00%

YOUNGSTOWN STATE UNIVERSITY
Housing Charges FY2022

Fee Description	FY2021 Actual	FY 2022		
		Proposed	\$ Change	% Change
Room & Board (per academic year) fall 2021 cohort	N/A	\$9,775.00	New	New
<i>Room</i>	N/A	\$5,730.00	New	New
<i>Board (12 meals plan)</i>	N/A	\$4,045.00	New	New
Room & Board (per academic year) fall 2019 & 2020 cohort	\$9,700.00	\$9,700.00	\$0.00	0.00%
<i>Room</i>	\$5,772.00	\$5,655.00	(\$117.00)	-2.03%
<i>Board (12 meals plan)</i>	\$3,928.00	\$4,045.00	\$117.00	2.98%
Room & Board (per academic year) fall 2018 Cohort & Continuing Students	\$9,400.00	\$9,400.00	\$0.00	0.00%
<i>Room</i>	\$5,472.00	\$5,355.00	(\$117.00)	-2.14%
<i>Board (12 or 8 meal plans)</i>	\$3,928.00	\$4,045.00	\$117.00	2.98%
Residence Hall Application Fee (academic year and/or summer)	\$35.00	\$35.00	\$0.00	0.00%
Residence Hall Pre-Payment	\$250.00	\$250.00	\$0.00	0.00%
Single Room Upcharge (per semester)	\$1,440.00	\$1,440.00	\$0.00	0.00%
*Reduced COVID Rate	\$500.00	\$500.00	\$0.00	0.00%
Weller House small one-bedroom apartment (per month, room only)	\$600.00	\$600.00	\$0.00	0.00%
Weller House large one-bedroom apartment (per month, room only)	\$650.00	\$650.00	\$0.00	0.00%
Weller House small two-bedroom apartment (per month, room only)	\$750.00	\$750.00	\$0.00	0.00%
Weller House large two-bedroom apartment (per month, room only)	\$800.00	\$800.00	\$0.00	0.00%
Weller House three-bedroom apartment (per month, room only)	\$900.00	\$900.00	\$0.00	0.00%
Expanded Housing Rate (over-occupied rooms)	\$4,100.00	\$4,100.00	\$0.00	0.00%
Student Housing During Academic Break				
Nightly room rate (no meals)	\$27.00	\$27.00	\$0.00	0.00%
Flat fee room rate for winter break (no meals)	\$250.00	\$250.00	\$0.00	0.00%
Cancellation Fee				
After April 1 and before June 15 (academic year)	\$250.00	\$250.00	\$0.00	0.00%
After June 15 and before August 1 (academic year) or after December 15 and before move-in day (spring only)	\$300.00	\$300.00	\$0.00	0.00%
After August 1 and before move-in day (academic year/fall only)	\$350.00	\$350.00	\$0.00	0.00%
Summer				
Room and Board (per week, meals included)	\$340.00	\$340.00	\$0.00	0.00%
Summer Event Housing Rates				
Rooms with community bathrooms (per night)	\$40.00	\$40.00	\$0.00	0.00%
Rooms with private or semi-private bathrooms (per night)	\$60.00	\$60.00	\$0.00	0.00%
Apartment-style housing (weekly rates only)				
One-bedroom apartment	\$150.00	\$150.00	\$0.00	0.00%
Two-bedroom apartment	\$200.00	\$200.00	\$0.00	0.00%
Three-bedroom apartment	\$225.00	\$225.00	\$0.00	0.00%
Linens (for rent, per set)	\$25.00	\$25.00	\$0.00	0.00%
Bed adjustment fee (per bed)	\$10.00	\$10.00	\$0.00	0.00%
Additional staffing (per night, all groups with minors, or as requested by others)	\$120.00	\$120.00	\$0.00	0.00%
Late check-in or check-out fee (per hour)	\$50.00	\$50.00	\$0.00	0.00%

**YOUNGSTOWN STATE UNIVERSITY
University Courtyard Apartments**

Fee Description	FY 2021 Actual	FY 2022		
		Proposed	\$ Change	% Change
Monthly Rates				
1 bed / 1 bath room	\$835.00	\$835.00	\$0.00	0.00%
2 bed / 2 bath room	\$710.00	\$710.00	\$0.00	0.00%
4 bed / 2 bath room	\$620.00	\$620.00	\$0.00	0.00%
Annual 12-Month Lease Rates				
1 bed / 1 bath room	\$10,020.00	\$10,020.00	\$0.00	0.00%
2 bed / 2 bath room	\$8,520.00	\$8,520.00	\$0.00	0.00%
4 bed / 2 bath room	\$7,440.00	\$7,440.00	\$0.00	0.00%

*Expanded room rates apply to rooms that have been converted to additional beds to allow for increased occupancy (when demand exceeds supply).

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2021 Actual	FY 2022 Proposed	Change
ACT Test Fee	\$55.00	\$55.00	\$0.00
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
Online instruction by YSU faculty	\$83.28	\$83.28	\$0.00
On-campus 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
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00
Credit Card Convenience Fee (student accounts only)	2.85%	2.85%	\$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	\$50.00	\$50.00	\$0.00
Graduate Student Application Fee	\$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 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
Internal Revenue Service / 1098T Fee (IRS penalty for incorrect name/SSN match)	\$100.00	\$100.00	\$0.00

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2021 Actual	FY 2022 Proposed	Change
Jump Start (rates apply only to initial summer semester and select courses):			
One 1-credit lab	\$200.00	N/A program suspended	
One 3-credit course	\$500.00	N/A program suspended	
One 4-credit course	\$650.00	N/A program suspended	
One 5-credit course	\$850.00	N/A program suspended	
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 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	\$85.00	\$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
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00
Program Fees:			
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

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2021 Actual	FY 2022 Proposed	Change
Bachelor of Science in Engineering (per student-per semester)	\$50.00	\$50.00	\$0.00
Master of Business Administration (per credit hour)	\$50.00	\$50.00	\$0.00
Master of Accountancy (per credit hour)	N/A	\$50.00	New
Applied / Performance Music (per credit hour course)	\$75.00	\$75.00	\$0.00
Reading Tutoring Fee	\$38.00	\$38.00	\$0.00
Returned Check or Credit Card Fee	\$30.00	\$30.00	\$0.00
Rich Autism Center Pre-School Program (per week)	\$125.00	\$125.00	\$0.00
Student Code of Conduct Fines for Violations:			
Failure to attend conduct hearing	\$25.00	\$25.00	\$0.00
Failure to complete disciplinary sanction	\$25.00	\$25.00	\$0.00
Restitution for lost/stolen/damaged property	\$50.00	\$50.00	\$0.00
Alcohol abuse violation - 1st offense	\$75.00	\$75.00	\$0.00
Alcohol abuse violation - 2nd offense	\$125.00	\$125.00	\$0.00
Alcohol abuse violation - 3rd+ offense	\$175.00	\$175.00	\$0.00
Drug/controlled substance abuse violation - 1st offense	\$100.00	\$100.00	\$0.00
Drug/controlled substance abuse violation - 2nd offense	\$150.00	\$150.00	\$0.00
Drug/controlled substance abuse violation - 3rd+ offense	\$250.00	\$250.00	\$0.00
Violation for violent or threatening behavior	\$150.00	\$150.00	\$0.00
Violation for theft	\$150.00	\$150.00	\$0.00
Violation for weapons	\$150.00	\$150.00	\$0.00
Violation for drugs sales or distribution	\$250.00	\$250.00	\$0.00
Other violations	up to \$250	up to \$250	\$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 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 (per credit hour)	\$114.21	\$118.55	\$4.34

YOUNGSTOWN STATE UNIVERSITY
Fee Waivers

Section 381.170 of Am. Sub. House Bill 166 of the 133rd GA, states in part:

“The board of trustees of a state institution of higher education shall not authorize a waiver or nonpayment of instructional fees or general fees for any particular student or any class of students other than waivers specifically authorized by law or approved by the Chancellor [of the Ohio Department of Higher Education].”

Each waiver is intended to achieve certain strategic goals, namely growth and stability vis-

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
Distance Education	General Fee	\$60.46	\$0.00
Youngstown Early College	Blended to create special YEC fate	\$239.05	\$118.55
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

e. Resolution to Approve the Annual Operating Budget for FY 2022 (Presenters: Neal McNally, Vice President for Finance and Business Operations)

Motion: To approve the Resolution to Approve the Annual Operating Budget for FY 2022

Motion moved by John R Jakubek and motion seconded by Anita A. Hackstedde, M.D. The resolution was unanimously approved.

Prior to the vote, McNally reviewed the FY 2022 budget book with the board. Among his observations: the budget plan is guided and shaped by the university's strategic plan; the budget is "flat, stagnant," increasing a mere 0.3 percent; that increase, nevertheless, is "pretty amazing," considering that enrollment is projected to drop by 5 percent; expenses are trending up, including a 4 percent increase in personnel costs; state funding, driven mostly by student success indicators, is projected to increase nearly \$4 million; the budget is "truly extraordinary" in its reliance on one-time federal COVID-19 relief money, providing "a temporary lifeline" and buying some time for the university to prepare for the future. "We cannot stress enough the temporary nature of these funds," he added.



**RESOLUTION TO APPROVE
THE ANNUAL OPERATING BUDGET FOR FY 2022**

WHEREAS, the proposed Fiscal Year 2022 Annual Budget has been reviewed by the Finance and Facilities Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Annual Operating Budget for Youngstown State University's general and auxiliary funds for Fiscal Year 2022, shown on Exhibit ____, and as presented to the Finance and Facilities Committee of the Board of Trustees, is hereby approved for the period of July 1, 2021 through June 30, 2022.

**Board of Trustees Meeting
June 3, 2021
YR 2021-**

Fiscal Year 2022 Operating Budget



Youngstown State University
Finance & Business Operations
June 2021

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, 2021. 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 2022 budget plan is also aligned with [Resolutions](#) adopted by the Board of Trustees that guided and shaped the Plan:

- March 7, 2019 - [Resolution to approve "Taking Charge of Our Future" related to strategic planning](#)
- June 6, 2019 - [Resolution to assure the strategic planning process culminates with an effectiveness framework to implement the plan and thereby to "Take Charge of Our Future"](#)
- September 5, 2019 - [Resolution to "Take Charge of Our Future" for sustainability](#)
- March 4, 2020 - [Resolution related to the strategic allocation, and reallocation and distribution of resources](#)
- April 9, 2020 - [Resolution responding to demographic shifts, a pandemic, and other disruptions to sustain a vibrant future for Youngstown State University: an anchor institution essential to the prosperity of the region](#)

While these Resolutions provided guidance for developing the Plan, they also provide guidance for distributing resources for its successful implementation. In addition, the 2020 Resolutions specifically addressed the sustainability of the future-state of YSU.

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 the Rich Center for Autism and federal COVID relief funds depicted in this document, this budget plan consists exclusively 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 is hereby submitted to the Board of Trustees for approval, and will thereafter serve as the University's financial governing document for FY 2022. 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. For this reason, it is important to reiterate that this budget is a financial *plan*.

Executive Budget Summary

Youngstown State University's proposed operating budget for FY 2022 is summarized in the table below, along with comparative information from the prior year's budget.

General Fund	FY 2021 Modified Budget	FY 2022 Proposed Budget	Percent Change	Dollar Change
Revenue:				
Tuition & Fees	\$107,100,866	\$101,783,084	-5.0%	(\$5,317,782)
State Appropriations	40,643,835	44,571,389	9.7%	3,927,554
Other Sources	4,855,299	6,645,527	36.9%	1,790,228
	<u>\$152,600,000</u>	<u>\$153,000,000</u>	<u>0.3%</u>	<u>\$400,000</u>
Expenses:				
Personnel	\$94,248,097	\$98,145,389	4.1%	\$3,897,292
Operations & Transfers	63,989,443	65,455,313	2.3%	1,465,870
Fed. COVID Relief & other adj.	(5,637,540)	(10,600,702)	88.0%	(4,963,162)
	<u>\$152,600,000</u>	<u>\$153,000,000</u>	<u>0.3%</u>	<u>\$400,000</u>
Auxiliary Funds				
Net of Gen. Fund support	\$18,860,698	\$19,612,881	4.0%	\$752,183
Total Operating Budget	<u>\$171,460,698</u>	<u>\$172,612,881</u>	<u>0.7%</u>	<u>\$1,152,183</u>

Major Revenue Assumptions:

1. A 5% decline in full-time equivalent (FTE) student enrollments. This projected decline is largely attributable to declining regional demographics, as well as lingering uncertainty related to the COVID-19 pandemic.
2. A 2% increase in undergraduate tuition rates for continuing students, and a 3.8% increase in undergraduate tuition for incoming students as part of the *Penguin Promise* tuition guarantee program. For Penguin Promise students, this 3.8% adjustment equates to annualized increase of just 0.9% per year over the next four academic years, which is well below the rate of inflation.
3. A reduction in revenue from non-resident surcharges resulting from a planned consolidation of the non-regional surcharge with the regional Affordable Tuition Advantage surcharge.
4. A 9.7% or \$3.9 million increase in State Share of Instruction funding appropriations, based on preliminary estimates provided by the Ohio Department of Higher Education in May 2021.
5. A 37% or \$1.8 million increase in other revenue sources, largely due to the University's ability to capture indirect costs related to the administration of federal COVID relief funds.

Executive Budget Summary (continued)**Major Expense Assumptions:**

1. A 4% increase in personnel costs attributable to the following factors:
 - A 2% salary increase for full-service faculty pursuant to the collective bargaining agreement with the Ohio Education Association;
 - A 1.25% wage increase for civil service hourly staff pursuant to the collective bargaining agreement with the Association of Classified Employees.
 - The cessation of prior year austerity measures that included furloughs for union staff and salary reductions for administrators.
 - A 7% or \$1.8 million increase in employee fringe benefits, driven largely by anticipated increases in costs for employee healthcare insurance.
2. A \$500,000 reserve for strategic investments to pursue University priorities, particularly those focused on student success.
3. A \$1 million transfer from the University's Budget Stabilization Reserve to help balance and stabilize the FY 2022 general fund budget.
4. The ability to utilize one-time federal COVID relief funding to mitigate what would otherwise be a deficit in the general fund budget. This will be accomplished by:
 - Shifting certain eligible expenses from the general fund budget to the federal COVID relief funds; and
 - Recovering revenues lost due to the pandemic, including revenue losses from declining student enrollment.

Major Takeaways:

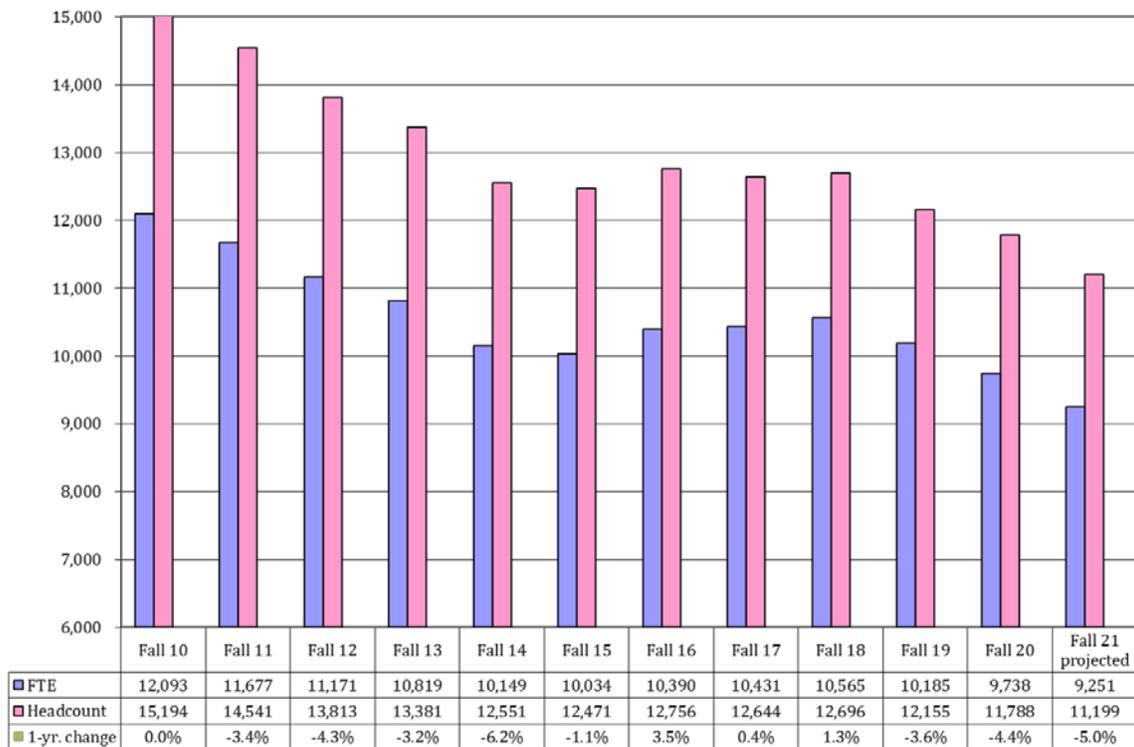
1. The FY 2022 budget is heavily reliant on temporary, one-time funding in the form of federal COVID relief funding that, pursuant to U.S. Department of Education guidelines, will be available only until May 2022.
2. Despite the fact that FY 2022 budget is balanced, a structural operating deficit remains, ranging between \$5 million and \$10 million, and which may be larger depending on actual fall 2021 student enrollment levels.
3. The *Plan to Take Charge of Our Future* will guide the FY 2022 budget plan, including adjustments necessary to maintain a balanced budget, sustain University operations and cover ongoing commitments, including contractual salary increases and rising employee healthcare insurance.

Student Enrollment Levels

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 several years, the University’s enrollment levels have fluctuated from as high as 15,194 students in fall 2010 to as low as 11,788 last fall 2020. Enrollment levels next fall are again projected to decline, in part due to lingering uncertainty related to the COVID-19 pandemic but largely due to unfavorable regional demographics characterized by a declining number of high school graduates in northeast Ohio and western Pennsylvania.

To arrive at the FY 2022 enrollment projection, variables analyzed include the total number of students who have applied and been admitted; the number of scholarships awarded; the number of resident and non-resident students admitted; and the number of transfer students who have applied and been admitted.



General Fund Revenues

As depicted in the table below, FY 2022 budgeted general fund revenues total \$153 million, an increase of just 0.3% relative to the prior year's budget. Tuition and fee income is expected to decline by \$5.3 million in FY 2022, largely due to a projected 5% decline in student enrollments.

In addition, tuition and fee revenue is projected to decline in FY 2022 in part due to a planned reduction in the non-regional nonresident surcharge. Prior to the 2021-22 academic year, the lower Affordable Tuition Advantage (ATA) surcharge rate was assessed to non-resident students from certain nearby/border counties in, Pennsylvania, New York State and West Virginia. Effective fall 2021, the University will assess the ATA surcharge on *all* non-resident students. This will negatively impact gross revenue by roughly \$3 million but will reduce costs associated with graduate assistantships and scholarships, especially athletic scholarships. Moreover, this change is expected to eventually lead to enrollment growth by enhancing the University's ability to gain market share, especially in central and eastern Pennsylvania.

Other revenue sources are budgeted to increase by nearly 37% or \$1.8 million, mainly due to the University's ability to recover indirect costs related to the administration of federal COVID relief funding. (Indirect cost recoveries are recorded as revenue on the general ledger.)

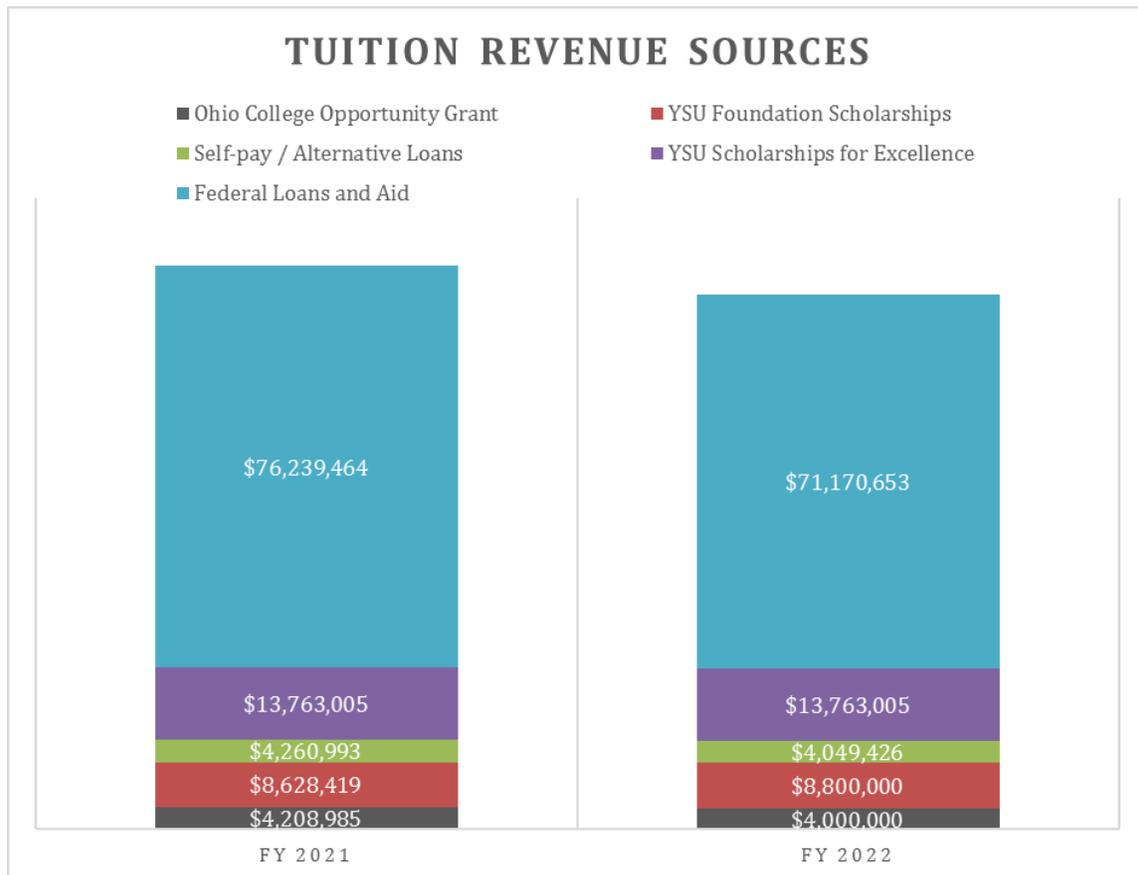
General fund revenues are summarized in the table below. See Appendix A for greater detail.

Source	FY 2021	FY 2022	Percent Change	Dollar Change
	Modified Budget	Proposed Budget		
<i>Tuition, Fees & Other Student Charges</i>				
Instructional & Mandatory Fees	\$92,745,716	\$91,521,002	-1.3%	(\$1,224,714)
Other Tuition, Fees & Charges	14,355,150	10,262,082	-28.5%	(4,093,068)
Total Tuition & Fees	<u>\$107,100,866</u>	<u>\$101,783,084</u>	-5.0%	<u>(\$5,317,782)</u>
<i>State Share of Instruction</i>				
Total State Funding	\$40,643,835	\$44,571,389	9.7%	\$3,927,554
<i>Other Sources</i>				
	\$4,855,299	\$6,645,527	36.9%	\$1,790,228
Total General Fund Revenue	<u>\$152,600,000</u>	<u>\$153,000,000</u>	0.3%	<u>\$400,000</u>

Tuition & Fee Revenues

Tuition and fees account for 67% of annual operating income, by far the University's largest source of revenue. Totalling approximately \$101 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.

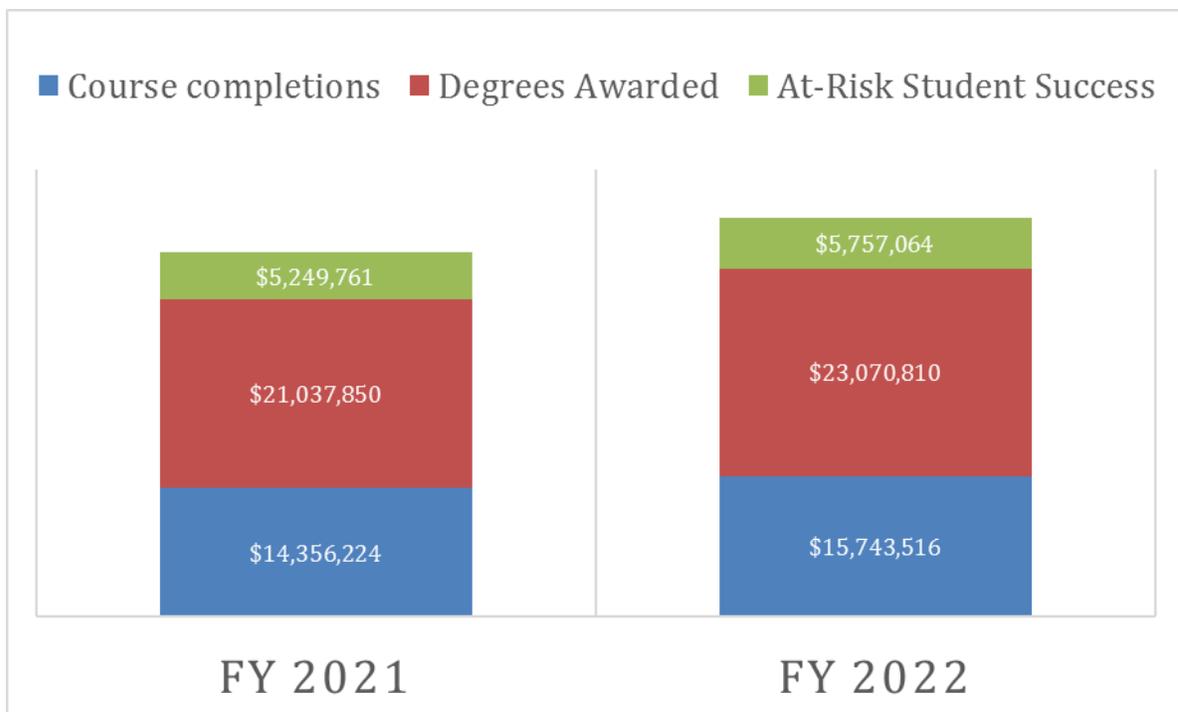
The graph below depicts the estimated sources of tuition and fee revenues for FY 2021 and FY 2022.



At more than \$70 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 on the basis of (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. When aggregate SSI levels remain unchanged, YSU's allocation may diminish if student success rates do not keep pace with or improve relative to other Ohio state universities. Typically, SSI funding only increases when the aggregate statewide SSI appropriation is increased through state budget legislation, as will be the case in FY 2022.



As the University's second-largest source of revenue, State Share of Instruction funding is essential to the University's financial wellbeing. Student success not only represents a vital component to YSU's mission, it also serves as the catalyst for millions of dollars in annual state funding. Therefore, it is imperative that student success remains at the forefront of the University's priorities, and that the value of a YSU degree continue to be broadly communicated.

General Fund Expenses

General fund expenses are summarized by functional expense category in the table below. Overall, budgeted expenses in FY 2022 are generally flat at just 0.3% higher than in the prior fiscal year.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>1-Year Flux</u>	
Academic Excellence & Support	\$82,722,564	\$81,048,966	-2.0%	(\$1,673,597)
Student Success & Student Experience	29,046,675	30,925,912	6.5%	1,879,237
Institutional Support	16,888,346	19,447,629	15.2%	2,559,283
Plant Operation & Maintenance	16,802,019	17,418,224	3.7%	616,205
Intercollegiate Athletics	12,950,654	13,835,654	6.8%	885,000
Federal COVID Relief & other adjustments	(5,810,257)	(9,676,384)	<i>Estimated, subject to change</i>	
Total General Fund Allocation	<u>\$152,600,000</u>	<u>\$153,000,000</u>	0.3%	\$400,000

Academic Excellence & Support includes expenses directly associated with classroom instruction, academic administration, curriculum development, and instructional information technology. The 2% reduction in this category is mainly enrollment-driven; the anticipated decline in enrollments will drive down revenue from academic fees (course fees, lab fees, college and program fees), which provide direct funding support for academic colleges and departments.

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 6.5% increase in this category is largely the result of the University having invested in new staff positions dedicated to student success, including the addition of 5.0 FTE Student Success Coordinators, and 1.0 FTE mental health counselor.

Institutional Support includes fiscal operations, general administration, executive management, administrative information technology, and public relations. The 15% increase here is the result increased costs for and reliance on information technology, as well as an essential strategic expansion in the University's marketing strategy that includes a \$1.3 million budget augmentation in FY 2022.

Plant Operation & Maintenance (POM) includes building repairs, custodial services, grounds-keeping, and utilities, i.e., electricity, water, and natural gas. The 3.7% increase in FY 2022 is due to inflationary growth in costs for maintenance service agreements and custodial services, as well as new POM costs associated with the new 52,000 square-foot Excellence Training Center.

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 6.8% increase in FY 2022 is due to rising scholarship costs resulting from the phase-in of three new sports programs (Women's Lacrosse, Men's Swimming, Women's Bowling) and the expansion of Cross Country, which have driven an increase in the number of student athletes from 400 in 2019 to 533 today.

One-time Federal COVID-19 Emergency Relief Funding

As shown in the table on the preceding page, the University anticipates utilizing federal COVID relief funding to mitigate its budget challenges. However, it is important to note that these federal dollars represent interim one-time funding that will expire in May 2022. Moreover, federal guidelines restrict the University’s ability to use COVID relief funding and established minimum thresholds that must be disbursed directly to students in the form of financial aid.

To date, the University has been awarded \$64.6 million in special federal funding, primarily in the form of Higher Education Emergency Relief Funds (HEERF) appropriated by Congress through the Coronavirus Aid, Relief, and Economic Security Act (CARES), the Coronavirus Relief & Recovery Supplemental Appropriations Act (CRRSAA) of 2020, and the American Rescue Plan Act (ARP) of 2021.

The following table summarizes the University’s federal COVID relief funding. With approximately \$20 million in institutional HEERF funding still available, management is confident that the University will be able to maintain a balanced FY 2022 budget, in part by recovering lost revenues with institutional HEERF dollars, and by shifting eligible expenses from the general fund budget to the restricted HEERF funds. Additionally, updated federal guidelines stipulate that a portion of HEERF funds must be used to “implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines.”

Legislation	Program Award	Total Award	FY 2020 Expensed	FY 2021 Expensed*	Cumulative Total Spend*	Available Award Balance
CARES Act	HEERF 1 - Student Aid	\$5,188,231	\$3,200,000	\$1,988,231	\$5,188,231	\$0
CRRSA Act	HEERF 2 - Student Aid	5,188,231	0	5,097,000	5,097,000	91,231
ARP Act	HEERF 3 - Student Aid	15,342,446	0	0	0	15,342,446
CARES Act	HEERF 1 - Institutional Aid	5,188,231	2,845,135	2,322,722	5,167,857	20,374
CRRSA Act	HEERF 2 - Institutional Aid	12,164,951	0	7,419,245	7,419,245	4,745,706
ARP Act	HEERF 3 - Institutional Aid	15,124,854	0	0	0	15,124,854
CARES Act	Coronavirus Relief Fund	3,924,395	1,079,230	2,572,047	3,651,278	273,118
CARES Act	Coronavirus Relief Fund	1,962,223	0	1,962,223	1,962,223	0
CARES Act	Mental Health - CRF	124,202	0	124,202	124,202	0
CARES Act	Mental Health GEER	211,140	0	71,477	71,477	139,663
CARES Act	PBS Emergency Stabilization	75,000	18,457	3,379	21,836	53,164
ARP Act	PBS Stabilization Grant	148,564	0	0	0	148,564
		\$64,642,468	\$7,142,822	\$21,560,526	\$28,703,348	\$35,939,120

*FY 2021 expensed amounts include expenses and encumbrances.

General Fund Expenses by Functional Category

The following table provides additional detail showing the functional activities included in the various expense categories budgeted for FY 2022. Taken together, Academic Excellence/Support and Student Success/Experience comprise 73% of total budgeted expenses in FY 2022, totaling nearly \$112 million.

	<u>FY 2022</u>	<u>% of Total</u>	
Academic Excellence & Support			
General Academic Instruction	\$58,537,405	38.3%	73% of resources are allocated for Academic Excellence and Student Success
Community Education	7,676	0.0%	
Preparatory Remedial Instruction	48,669	0.0%	
Instructional Information Tech	1,124,237	0.7%	
Institutes and Research Centers	107,100	0.1%	
Individual and Project Research	399,961	0.3%	
Community Service	8,569	0.0%	
Public Broadcasting Services	370,619	0.2%	
Library	2,810,952	1.8%	
Museums and Galleries	232,903	0.2%	
Educational Media Services	5,323,041	3.5%	
Academic Support Information Tech	177,269	0.1%	
Ancillary Support	1,278,368	0.8%	
Academic Administration	10,287,548	6.7%	
Academic Personnel Development	153,350	0.1%	
Course and Curriculum Development	181,300	0.1%	
	<u>\$81,048,966</u>	<u>53.0%</u>	
Student Success & Student Experience			
Scholarships	\$14,007,536	9.2%	
Auxiliary Enterprises Student	4,447,664	2.9%	
Social and Cultural Development	2,748,255	1.8%	
Counseling and Career Guidance	2,287,464	1.5%	
Student Service & Financial Aid Administration	1,446,301	0.9%	
Student Admissions	3,028,594	2.0%	
Student Records	2,574,998	1.7%	
Student Health Services	385,100	0.3%	
	<u>\$30,925,912</u>	<u>20.2%</u>	
Institutional Support			
Fiscal Operations	\$1,695,155	1.1%	
General Administration & Exec. Management	8,253,498	5.4%	
Administrative Information Tech	4,684,885	3.1%	
Public Relations & Advertising	4,814,091	3.1%	
	<u>\$19,447,629</u>	<u>12.7%</u>	
Plant Operation & Maintenance			
Building Maintenance	\$5,554,427	3.6%	
Custodial Services	2,595,825	1.7%	
Utilities	4,905,977	3.2%	
Landscape and Grounds Maintenance	914,684	0.6%	
Security and Safety	3,447,310	2.3%	
	<u>\$17,418,224</u>	<u>11.4%</u>	
Intercollegiate Athletics	\$13,835,654	9.0%	
Institution-wide, non-divisional			
Fed. COVID Relief & other one-time adjustments	(\$9,676,384)		
Grand Total General Fund	<u><u>\$153,000,000</u></u>	<u><u>100.0%</u></u>	

General Fund Expenses by Natural Classification

The following table depicts general fund expenses arranged by natural classification. The reduction in faculty personnel expenses is the result of natural attrition and does not include the effects of the Voluntary Separation Incentive Program for which the University is accepting applications through June 15, 2021. The increase in staff expenses is mainly due to the cessation of prior year austerity measures that included staff layoffs, and temporary furloughs for union staff and salary reductions for administrators.

	FY 2021	FY 2022	1-Year Flux	
	Modified	Proposed	%	\$
Personnel				
Full-service faculty	\$29,098,299	\$28,552,324	-1.9%	(\$545,975)
Part-time faculty	6,393,935	6,716,158	5.0%	322,223
Dept. Chairperson Stipends	396,140	404,063	2.0%	7,923
Faculty vacancy reserve	1,698,777	1,487,764	-12.4%	(211,013)
Subtotal - Faculty	\$37,587,151	\$37,160,310	-1.1%	(\$426,841)
Staff	\$28,103,252	\$29,536,145	5.1%	\$1,432,893
Furloughs for union staff*	(676,584)	0		676,584
Tiered salary reductions for excluded staff*	(281,453)	0		281,453
Reductions in Force*	Reflected above	0		
Subtotal - Net Staff	\$27,145,215	\$29,536,145	8.8%	\$2,390,930
Temporary Staff and Student Wages	4,469,122	4,621,270	3.4%	152,148
Fringe Benefits	25,046,609	26,827,664	7.1%	1,781,055
Total Personnel	\$94,248,097	\$98,145,389	4.1%	\$3,897,292
Operating Expenses				
Supplies	\$1,572,411	\$1,635,147	4.0%	\$62,736
Business-Related Expenses and Travel	1,155,161	1,242,187	7.5%	87,026
Dues and Memberships	280,670	292,979	4.4%	12,309
Public Relations & Communications	923,774	2,330,905	152.3%	1,407,131
Repairs and Maintenance	3,015,363	3,552,356	17.8%	536,993
Utilities	4,575,782	4,710,241	2.9%	134,459
Library Acquisitions	1,092,445	1,092,445	0.0%	0
Equipment	348,041	344,661	-1.0%	(3,380)
Contracted Fees & Services	4,241,391	6,998,670	65.0%	2,757,279
Chargebacks Campus Security	(39,089)	(39,089)	0.0%	0
Revenue Sharing	489,042	489,042	0.0%	0
Miscellaneous	341,610	341,064	-0.2%	(546)
Bad Debt	400,000	400,000	0.0%	0
Rentals Non Facilities	272,770	64,817	-76.2%	(207,953)
Scholarships & Awards	13,763,005	13,763,005	0.0%	0
Plan for Strategic Actions	423,536	500,000	18.1%	76,464
Match Funds & Reserve Accounts	2,341,572	1,939,409	-17.2%	(402,163)
	\$35,197,484	\$39,657,839	12.7%	\$4,460,355
Transfers				
Transfers to Academic Colleges for operations	\$6,255,526	\$4,928,321	-21.2%	(\$1,327,205)
Transfers to Auxiliaries for operations	16,757,263	18,283,318	9.1%	\$1,526,055
Transfers to other funds	4,326,850	2,585,835	-40.2%	(1,741,015)
	\$27,339,639	\$25,797,474	-5.6%	(\$1,542,165)
One-time Adjustments				
Transfer from Budget Stabilization Reserve	\$0	(\$1,004,898)		
Transfer from FY 2021 Operating Carry-Forward	\$0	(\$4,295,804)		<i>Estimated, subject to change</i>
Federal COVID Relief - recovery of lost revenue	(2,301,871)	(3,500,000)		<i>Estimated, subject to change</i>
Federal COVID Relief - recovery of elig. expenses	(1,883,349)	(1,800,000)		<i>Estimated, subject to change</i>
	(\$4,185,219)	(\$10,600,702)		
Total General Fund	\$152,600,000	\$153,000,000	0.3%	\$400,000

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 shown in the table below, the combined FY 2022 budgets for the University's auxiliaries total \$35.8 million, which includes \$16.2 million in general fund support and \$19.6 million in income generated by each auxiliary.

Auxiliary Services:	FY 2022 Budget	1-Year Flux	
		%	\$
Intercollegiate Athletics	\$17,790,127	10.22%	\$1,649,593
Housing Services	11,084,834	3.87%	412,702
Parking Services	3,701,100	19.64%	607,507
Kilcawley Center	1,935,696	12.95%	221,936
Andrews Recreation and Wellness Center	1,334,442	3.27%	42,193
Total Auxiliary Budgets	\$35,846,199	8.91%	\$2,933,931
Less: Support from General Fund	(16,233,318)	15.53%	(2,181,748)
Total Earned Income	\$19,612,881	3.99%	\$752,183

The \$17.7 million Athletics budget is indicative of the long-standing institutional decision to support an NCAA-compliant Division I intercollegiate athletic program. The 10.2% increase in FY 2022 is fueled in part by a \$1.4 million increase in athletic income that, due to the COVID-19 pandemic, had been disrupted during the prior fiscal year.

The budget for Housing Services is based on a planned occupancy rate of 95% in the University's inventory of residence halls and apartments, which total 1,254 beds. The projected growth in FY 2022 is partially due to planned increases to room and board, as well a return to near-normal occupancy levels that, due to the COVID-19 pandemic, had been intentionally de-densified during the prior year.

The 19.6% increase in Parking Services' budget is inflated due to the fact that the prior year's budget was based on an overly-conservative enrollment estimate, combined with the fact that Parking's FY 2021 budget was not modified to reflect actual enrollment levels that fell last year by 4.4% (instead of the 15% decline budgeted).

The budgets for Kilcawley Student Center and the Andrews Recreation & Wellness Center are projected to increase, in part due to the ability to capture sales and services revenue that had been disrupted by the COVID-19 pandemic during the prior year.

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 2010 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 2022 is based on a 6.2% increase in revenue, and includes a 2% salary increase for Rich Center employees.

<u>Rich Center for Autism</u>	FY 2021	FY 2022	1-Year Flux	
	ACTUAL[^]	Budget	%	\$
Revenues				
Noncredit Tuition	\$1,394,218	\$1,610,151	15.5%	\$215,934
Cash Gifts	393,377	154,042	-60.8%	(239,335)
Misc. Income	66,286	205,000	209.3%	138,714
Total Revenues	\$1,853,880	\$1,969,193	6.2%	\$115,313
Expenses				
Personnel				
Full- and Part-time Staff	\$1,195,411	\$1,217,800	1.9%	\$22,389
Temporary Staff	18,864	25,000	32.5%	6,136
Fringe Benefits	447,320	467,743	4.6%	20,423
Total Personnel	\$1,661,594	\$1,710,543	2.9%	\$48,949
Operating Expenses				
Supplies	\$18,819	\$38,800	106.2%	\$19,981
Travel and Related Expenses	0	2,250	100.0%	2,250
Information & Communication	13,981	20,500	46.6%	6,519
Facility Maintenance/Repairs	0	500	100.0%	500
Fees & Services	148,676	168,500	13.3%	19,824
Volunteer Services	0	14,000	100.0%	14,000
Events & Promotions	948	3,600	279.7%	2,652
Miscellaneous / Reserve	9,862	10,500	6.5%	638
Total Operating Expenses	\$192,286	\$258,650	34.5%	\$66,364
Total Rich Center Expenses	\$1,853,880	\$1,969,193	6.2%	\$115,313

[^]Projection, based on year-to-date experience through 3rd quarter at March 31, 2021.

APPENDIX A – Revenue Detail, General Fund Budget

	FY 2021	FY 2022	Annual change	
			%	\$
STUDENT TUITION & FEES				
Instructional Fee	\$71,968,308	\$69,252,002	-3.9%	(\$2,716,306)
General Fee	18,166,737	18,000,000	-1.1%	(166,737)
Info. Services Tech. Fee	802,003	369,000	-75.6%	(433,003)
Accelerated Online Tuition	1,808,668	3,900,000		2,091,332
Subtotal - Tuition & Fees	\$92,745,716	\$91,521,002	-1.4%	(\$1,224,714)
OTHER STUDENT FEES				
Non-resident Tuition Surcharge	\$4,582,621	\$627,500	-89.2%	(\$3,955,121)
Academic Fees	7,322,891	7,216,532	-1.5%	(106,359)
Career Services Fee	159,638	155,000	-2.7%	(4,638)
Non-credit Instructional Fees	21,750	14,850	-28.4%	(6,900)
Miscellaneous Fees	156,335	155,400	-0.5%	(935)
Application Fees	253,349	221,000	-14.5%	(32,349)
College Credit Plus/Jump Start	1,076,881	1,023,000	-4.8%	(53,881)
Subtotal - Other Tuition & Fees	\$13,573,465	\$9,413,282	-31.3%	(\$4,160,183)
STUDENT CHARGES				
Fines & Penalty Assessments	\$243,750	\$281,300	6.0%	\$37,550
Service Charges	537,935	567,500	5.6%	29,565
Subtotal - Student Charges	\$781,685	\$848,800	5.8%	\$67,115
Total - Tuition, Fees & Other Chrgs.	\$107,100,866	\$101,783,084	-5.3%	(\$5,317,782)
STATE SHARE OF INSTRUCTION				
Subtotal - State Appropriations	\$40,643,835	\$44,571,389	11.3%	\$3,927,554
OTHER SOURCES				
Investment Income for Operations	\$2,000,000	\$2,555,414	27.8%	\$555,414
Administrative Charge - Auxiliaries	1,266,413	1,266,413	0.0%	0
Alumni Relations	10,000	12,000	12.5%	2,000
Sales & Services of Educational Activities	850	3,000	39.8%	2,150
Private Gifts, Unrestricted	90,000	90,000	0.0%	0
Facility Rental, Athletics and University	470,666	445,000	-5.3%	(25,666)
Indirect Cost Recoveries - Grants	615,000	680,000	11.4%	65,000
Indirect Cost Recoveries - Fed. COVID Relief	0	1,000,000		1,000,000
Other-Miscellaneous	402,370	593,700	59.2%	191,330
Subtotal - Other Sources	\$4,855,299	\$6,645,527	37.6%	\$1,790,228
TOTAL GENERAL FUND REVENUE	\$152,600,000	\$153,000,000	0.3%	\$400,000

APPENDIX B – Auxiliary Budgets

<u>INTERCOLLEGIATE ATHLETICS</u>				
	FY 2021	FY 2022	PERCENT	
	<u>Budget (modified)</u>	<u>Budget</u>	<u>CHANGE</u>	<u>CHANGE</u>
REVENUE RECORDED IN THE GENERAL FUND*				
Tuition & Fees from Student Athletes	\$8,658,658	\$8,745,244	1.0%	\$86,587
State Share of Instruction Funding	1,312,014	2,112,604	61.0%	800,591
Total Athletic Revenue in Gen. Fund*	\$9,970,671	\$10,857,848	8.9%	\$887,177
REVENUE				
Football Tickets	\$42,500	\$375,000	782.4%	\$332,500
Basketball Tickets	42,500	145,000	241.2%	102,500
Guarantees	0	840,000	N/A	840,000
Program Sales	3,000	4,500	50.0%	1,500
Medical Services Commissions	50,000	45,000	-10.0%	(5,000)
Concession Commissions	45,000	45,000	0.0%	0
Royalty Commissions	50,000	60,000	20.0%	10,000
NCAA Revenue Sharing	1,150,000	1,050,000	-8.7%	(100,000)
Program Ad. Sales/Recognition	175,000	275,000	57.1%	100,000
Radio/Television Income	100,000	10,000	-90.0%	(90,000)
Pouring Rights & Miscellaneous	135,000	155,000	14.8%	20,000
Football Tailgate	60,000	90,000	50.0%	30,000
Scoreboard Advertising:				
Football	120,000	235,000	95.8%	115,000
Basketball	40,000	105,000	162.5%	65,000
Stadium Loge Rentals	519,973	519,973	0.0%	0
Total Revenue	\$2,532,973	\$3,954,473	56.1%	\$1,421,500
TOTAL REVENUE	<u>\$12,503,644</u>	<u>\$14,812,321</u>	<u>18.5%</u>	<u>\$2,308,677</u>
GENERAL FUND ALLOCATION				
Total General Fund Support**	\$2,979,983	\$2,977,806	-0.1%	(\$2,177)
TOTAL RESOURCES	<u>\$15,483,627</u>	<u>\$17,790,127</u>	<u>14.9%</u>	<u>\$2,306,500</u>
EXPENSES				
Permanent Staff	\$3,704,583	\$4,616,175	24.6%	\$911,592
Temporary Staff	436,902	482,210	10.4%	45,308
Fringe Benefits	1,607,229	2,046,550	27.3%	439,321
Scholarships	5,611,012	5,868,461	4.6%	257,449
Operating	4,093,901	4,746,731	15.9%	652,830
Transfer, Inst. Work Study	30,000	30,000	0.0%	0
TOTAL EXPENSES	<u>\$15,483,627</u>	<u>\$17,790,127</u>	<u>14.9%</u>	<u>\$2,306,500</u>
*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 2022 general fund allocation for Athletics is \$13,835,654.				

APPENDIX B – Auxiliary Budgets

<u>KILCAWLEY CENTER</u>				
	<u>FY 2021 Modified Budget</u>	<u>FY 2022 Budget</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
REVENUES				
Food Services Commissions	\$97,250	\$355,000	265.0%	\$257,750
Bookstore Commissions	442,000	328,974	-25.6%	(113,026)
Pete's Treats Candy Counter	64,000	68,000	6.3%	4,000
Duplicating Services	2,400	0	-100.0%	(2,400)
Graphic Center	24,750	35,000	41.4%	10,250
Recreation Room	0	3,000		3,000
Room Rental	0	2,000		2,000
Vending and Misc. Sales & Service	31,500	24,500	-22.2%	(7,000)
Total Revenue	<u>\$661,900</u>	<u>\$816,474</u>	<u>23.4%</u>	<u>\$154,574</u>
OTHER RESOURCES				
General Fund Allocation	\$978,360	\$1,119,222	14.4%	\$140,862
TOTAL RESOURCES	<u>\$1,640,260</u>	<u>\$1,935,696</u>	<u>18.0%</u>	<u>\$295,436</u>
EXPENSES				
Permanent Staff	\$450,025	\$461,504	2.6%	\$11,479
Temporary Staff	150,000	305,000	103.3%	155,000
Fringe Benefits	179,675	202,003	12.4%	22,328
Administrative Charge	126,000	126,000	0.0%	0
Operating	677,581	781,690	15.4%	104,109
Inst. Work Study transfer	55,979	58,499	4.5%	2,520
Transfer for Capital Improvements	1,000	1,000	0.0%	0
TOTAL EXPENSES	<u>\$1,640,260</u>	<u>\$1,935,696</u>	<u>18.0%</u>	<u>\$295,436</u>

APPENDIX B – Auxiliary Budgets

ANDREWS RECREATION AND WELLNESS CENTER				
	Modified FY 2021 Budget	FY 2022 Budget	PERCENT CHANGE	CHANGE
REVENUES				
Faculty & Staff Memberships	\$18,000	\$20,000	11.11%	\$2,000
Guest Passes/Locker Rentals	1,000	6,000	500.00%	5,000
Program Fees	5,000	15,000	200.00%	10,000
Sponsorship income	10,000	15,000	50.00%	5,000
Total Revenues	\$34,000	\$56,000	64.71%	22,000
OTHER RESOURCES				
General Fund Allocation	\$1,203,249	\$1,278,442	6.25%	\$75,193
TOTAL RESOURCES	\$1,237,249	\$1,334,442	7.86%	\$97,193
EXPENSES				
Permanent Staff	\$364,642	\$361,663	-0.82%	(\$2,979)
Temporary Staff	205,758	312,302	51.78%	106,544
Fringe Benefits	154,766	164,365	6.20%	9,599
Administrative Charge	77,600	77,600	0.00%	0
Operating	379,201	398,512	5.09%	19,311
Inst. Work Study Transfer	20,000	20,000	0.00%	0
Transfer for Capital Improvements	35,282	0	-100.00%	(35,282)
Total Expenses	\$1,237,249	\$1,334,442	7.86%	\$97,193

APPENDIX B – Auxiliary Budgets

HOUSING SERVICES				
	FY 2021 Modified Budget	FY 2022 Budget	PERCENT CHANGE	CHANGE
REVENUES				
Room Rentals	\$10,140,332	\$10,418,834	2.7%	\$278,502
Meal Plans	488,750	575,000	17.6%	86,250
Food Commissions	5,000	10,000	100.0%	5,000
Misc. Fees	13,050	56,000	329.1%	42,950
Rentals-Guests and Special Groups	25,000	25,000	0.0%	0
Total Revenue	\$10,672,132	\$11,084,834	3.9%	\$412,702
EXPENDITURES				
Permanent Staff	\$764,373	\$622,896	-18.5%	(\$141,477)
Temporary Staff	295,893	355,000	20.0%	59,107
Fringe Benefits	341,261	310,359	-9.1%	(30,902)
Administrative Charge	912,813	912,813	0.0%	0
Operating	6,487,366	7,098,879	9.4%	611,512
Scholarships	387,000	300,000	-22.5%	(87,000)
Inst. Work Study (transfer)	30,000	30,000	0.0%	0
Debt Service transfer	1,378,426	1,379,888	0.1%	1,462
Capital Improvements (transfer)	75,000	75,000	0.0%	0
Total Expenses	\$10,672,132	\$11,084,834	3.9%	\$412,702

APPENDIX B – Auxiliary Budgets

<u>PARKING SERVICES</u>				
	FY 2021 Modified Budget	FY 2022 Budget	PERCENT CHANGE	CHANGE
REVENUES				
Faculty & Staff Permits	\$530,000	\$530,000	0.0%	\$0
Student Transportation Fee/Permits	666,493	825,000	23.8%	158,507
Penguin Promise Transportation Fee*	1,625,000	2,050,000	26.2%	425,000
Parking Fines	50,000	75,000	50.0%	25,000
Parking Fees-Special Events	110,000	110,000	0.0%	0
Daily Parking Fees	51,000	51,000	0.0%	0
Parking Meters	6,000	5,000	-16.7%	(1,000)
Parking Permits-Contracted Service	40,000	40,000	0.0%	0
Control Card Replacement	100	100	0.0%	0
Weekly Permits	15,000	15,000	0.0%	0
Total Revenues	<u>\$3,093,593</u>	<u>\$3,701,100</u>	<u>19.6%</u>	<u>\$607,507</u>
EXPENDITURES				
Permanent Staff	\$449,798	\$424,359	-5.7%	(\$25,439)
Temporary Staff	417,000	417,000	0.0%	0
Fringe Benefits	246,848	243,328	-1.4%	(3,520)
Administrative Charge	150,000	150,000	0.0%	0
Shuttle Service	363,000	363,000	0.0%	0
Other Operating	1,056,744	1,156,744	9.5%	100,000
Debt Service	395,203	395,203	0.0%	0
Transfers Capital Improvements	0	536,466	N/A	536,466
Inst. Work Study Transfer	15,000	15,000	0.0%	0
Total Expenses	<u>\$3,093,593</u>	<u>\$3,701,100</u>	<u>19.6%</u>	<u>\$607,507</u>

**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)	\$650
With Masters degree	\$800
With Doctorate or Juris Doctor	\$1,050
<i>Doctoral 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>	
Student Assistants	\$8.80
Student Exception Rates (<i>as approved by the Assoc. Provost for Student Success</i>)	\$8.80 - \$12.00
*Note: Student employee hourly wage rates are subject to revision, pending any applicable cost of living adjustments, as required by Ohio minimum wage law.	

f. Resolution to Approve Interfund Transfers (Presenters: Katrena Davidson, Associate Vice President for Finance and Controller)

Motion: To approve the Resolution to Approve Interfund Transfers

Motion moved by Molly S. Seals and motion seconded by Joseph J. Kerola. The resolution was unanimously approved.



**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

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

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

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

**Board of Trustees Meeting
June 3, 2021
YR 2021-**



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Third & Fourth Quarter FY2021

FROM	TO	AMOUNT	REASON
Third Quarter 2021			
Coronavirus Relief Funds (CRF) 1 & 2 (Restricted Funds)	Stabilization Reserve Fund (Designated Fund)	\$1,004,898	Transfers for reimbursement of FY2020 payroll expenses attributed to COVID-19. Amount is reflected as a resource in the FY2022 Operating Budget.
Higher Education Emergency Relief Fund (HEERF2) - Institutional Portion (Restricted Fund)			
Fourth Quarter 2021			
General Fund Plant Reserve (Unrestricted Plant Fund)	Property Acquisition Fund (Unrestricted Plant Fund)	\$570,000	Transfer to fund property acquisitions that are being presented for Board approval this quarter.

3. Finance and Facilities Discussion Items

a. Quarterly Update on the FY 2021 Operating Budget (Presenters: Neal McNally, Vice President for Finance and Business Operations)

McNally presented what he called “a very positive report” on the FY 2021 operating budget, noting that the university is operating within a balanced budget even without adjustments related to federal COVID relief funding.

b. Creation of a Campus Master Plan Committee (Presenters: Neal McNally, Vice President for Finance and Business Operations)

McNally and President Tressel said the university is going to start the process of putting together a committee to create a new Campus Master Plan. McNally said it has been at least 20 years since the university has developed such a plan. If the pandemic has taught YSU anything, he said, it’s that YSU probably has more space than it needs. McNally also said that, with enrollment trending down, YSU should be preparing to be a smaller university. Finally, he said the future of Kilcawley Center, built in the late 1960s, also should be considered. Tressel agreed and called for an “aggressive planning” initiative focusing on Kilcawley Center and the rest of campus. He said Joy Polkabra Byers, associate vice president of Student Experience, will lead the on-campus master planning effort, with trustees Mike Peterson and Capri Cafaro taking the lead for the Board of Trustees.

c. Planning and Construction Projects Update (Presenters: John Hyden, Associate Vice President, University Facilities, Rich White, Director of Planning and Construction)

White updated the board on various improvement projects underway on campus, including Fedor Hall, Tod Hall, restrooms in Kilcawley Center and Cushwa Hall, parking deck maintenance, HVAC updates in Ward Beecher Hall and sidewalk improvements. Hyden said major improvements on Fifth Avenue should be mostly completed by the end of July, in time for the official opening on the Excellence Training Center.

d. IT Update. This presentation was tabled.

e. Report of Audit Subcommittee (Presenters: Michael A. Peterson) Trustee Peterson summarized actions and discussions at the board's Audit Subcommittee meeting that took place earlier in the day.

f. Report of Investment Subcommittee (Presenters: Capri S. Cafaro). Trustee Cafaro briefly summarized actions and discussions at the board Investment Subcommittee that took place earlier in the day.

4. Background Materials

- **Budget and Interfund Transfers for the Quarter Ending March 31, 2021 Reportable under Policy Number 3356-3-11.1.**
- **Third Quarter Diversity and EDGE Spend Report FY21 Q3**

Finance and Facilities Committee Background Materials

Quarterly Update on FY 2021 Operating Budget

The fiscal year *Budget to Actual Report* presented on the following page is a summary analysis of year-to-date actuals compared to budgets in standard account categories. This report displays financial information for the University's general fund and is summarized in a "dashboard" format using color-coded business indicators.

The attached report is for the first three fiscal quarters of FY 2021 that encompasses the 9-month period of July 1, 2020, through March 31, 2021.

Revenue highlights:

- Year-to-date, revenues are tracking below the prior year but are generally on or above target, as denoted by the green business indicator assigned to all income categories.
- In accordance with the amended FY 2021 budget approved by the Board of Trustees in December 2020, the budgets for tuition and fees have been updated to reflect receipts based on actual fall semester student enrollment levels.
- Actual state appropriations are tracking above budget as a result of Governor DeWine's third quarter restoration of state funding to pre-COVID levels.
- Compared to the prior fiscal year, total actual revenues at March 31st were approximately \$4.1 million lower, which is mainly attributable to a decline in tuition and fee income resulting from the decline in student enrollments this academic year.
- The ability to use federal COVID relief funding to recover lost revenue from declining enrollment is expected to positively impact general fund revenues. These adjustments will be made in accordance with the U.S. Department of Education's guidelines and will occur during the fourth quarter of FY 2021 and/or during year-end closing.

Expenses highlights:

- Expenses are on or below target in all categories.
- Wages and benefits are tracking well below prior year spending by \$7 million and \$1.9 million, respectively. This is mainly attributable to:
 - Staff retrenchment implemented as part of the original FY 2021 budget plan; and
 - The reallocation of roughly \$1.9 million in safety personnel expenses from the general fund to the restricted federal COVID relief fund, as permitted by U.S. Department of Education guidelines.
- Spending on operations is below budget and below the prior year, partially due to reductions in spending on travel and business-related expenses resulting from COVID travel restrictions.
- Total expenses and transfers are nearly \$12.7 million lower than at this same time last year.

Key takeaway:

- Even without the adjustments related to federal COVID relief funding, the University is operating within a balanced budget.

YOUNGSTOWN STATE UNIVERSITY
Budget to Actual Comparison for the University General Fund
For the 9-month period of 7/1/20 - 3/31/21

FY2021 Revenue 3rd Quarter, 3/31/21	Fiscal Year 2021		Actual as a % of Budget	Business Indicator	Actual Compared to Prior Year
	Budget	Actual			
Tuition and mandatory fees	\$ 92,745,716	\$ 87,696,618	94.6%	●	↓
Other tuition and fees	13,573,465	12,740,515	93.9%	●	↓
Student charges	781,185	988,468	126.5%	●	↓
State appropriations	40,643,835	31,883,643	78.4%	●	↓
Recovery of indirect costs	1,931,413	1,648,385	85.3%	●	↑
Investment income	2,000,000	1,430,486	71.5%	●	↓
Other income	924,386	694,073	75.1%	●	↓
Total	\$ 152,600,000	\$ 137,082,188	89.8%	●	↓

● On/Above target

● Caution

● Warning

FY2021 Expenses 3rd Quarter, 3/31/21	Fiscal Year 2021		Actual as a % of Budget	Business Indicator	Actual Compared to Prior Year
	Budget	Actual			
Wages	\$ 71,031,204	\$ 50,515,114	71.1%	●	↓
Benefits	25,009,311	19,360,896	77.4%	●	↓
Scholarships	13,682,793	10,639,908	77.8%	●	↓
Operations	14,029,901	9,682,129	69.0%	●	↓
Plant & maintenance	7,523,746	4,993,179	66.4%	●	↓
Fixed asset purchases	300,353	69,224	23.0%	●	↓
Transfers	21,084,681	20,909,774	99.2%	●	↑
Total	\$ 152,661,989	\$ 116,170,224	76.1%	●	↓

● On/Below target

● Caution

● Warning

Projects in Progress:

ETC - Innovation and Commercialization Center
YSU 1718-14

\$11.5M (Capital Funds C34554, Grants) SSOE Group, Brock Builders
This project will be the purchase and renovation of property adjacent to YSU's campus on Commerce Street along with the construction of new high-bay and low-bay space to ultimately create an Excellence Training Center. This project is proceeding well despite COVID, material and weather issues. Final project completion will be early May 2021.

Fedor Hall Renovations
YSU 1920-22

\$1M (Capital Funds) Olsavsky Jaminet, Murphy Contracting
This project will be the partial renovation of Fedor Hall. Sprinkler piping will be installed, new flooring will be installed and part of the roof will be replaced. Additionally, a grant received by the Rich Center will be used to upgrade and modernize the elevator. The main part of the project is complete but additional work requested by the Rich Center is still ongoing. We anticipate this work to be complete by June 2021.

Tod Hall Renovations

\$215k (Gift Funds) YSU Staff, Ryan Carpet, Masterpiece Painting
This project is the replacement of carpet on two floors along with the painting of the walls. We anticipate this work to be complete by May 2021.

Projects Currently At Controlling Board:

- Ward Beecher Science Hall Renovations 3 – *B&B Contractors*
- Cushwa Hall Physical Therapy Renovations 3 – *Murphy Contracting*
- Campus Development – *Daniel Terreri and Son*
- Edmund J. Salata Complex Renovations – *United Contractors*
- Elevator Safety Repairs and Replacements – *Domokur Architects, Design Services for 2022 project.*

RFQ's Posted to OFCC Website for Design Services:

- None at this time.
- Previous postings:
 - Building Envelope Renovations – *Perspectus Architects selected*
 - Utility Distribution Upgrades and Expansion – *GPD Group selected*
 - Elevator Safety Repairs and Replacements – *Domokur Architects selected*
 - General Pre-Qualifications – *On file*

Projects Currently Advertised for Bids:

- Kilcawley Center Restroom Upgrades - \$300k

Projects in Development for 2021:

Edmund J. Salata Complex Renovations

YSU 2021-1

\$360k (Capital Funds) YSU Staff. United Contractors

The Salata Complex is home to Facilities, Grounds, Planning and Construction, Central Receiving and the Mail Room. This project will replace inefficient windows, renovate the restrooms, replace stairs, upgrade some finishes and also will include minor HVAC upgrades. This project was successfully bid and United Contractors was the low bidder. This project will start in May 2021.

Cushwa Hall Physical Therapy Renovations 3

YSU 2021-2

\$327k (Capital Funds) YSU Staff. Murphy Contracting

This project will use the remaining funds in the Cushwa Hall Physical Therapy capital line to continue work in restrooms, stairwells and other support areas. This project was successfully bid and Murphy Contracting is the low bidder. This project will start in May 2021.

Storm Water Upgrades

YSU 2021-3

\$250k (Capital Funds) YSU Staff.

This project will fix areas that are prone to flooding during heavy or prolonged rain events. Areas in Melnick Hall and the Physical Plant Motor Pool will be addressed. This project will bid in late Summer 2021 and will be complete late Fall 2021.

Parking Deck Renovations

YSU 2021-4

\$600k (Local Funds) Walker Consultants. Ram Construction

This project will be the maintenance and upgrades to the M30 and M60 parking decks. This project was successfully bid and Ram Construction was the low bidder. This project will begin May 2021 and will be complete for the start of Fall semester.

Ward Beecher Science Hall Renovations 3

YSU 2021-5

\$290k (Capital Funds) YSU Staff. B&B Contractors

This project will use remaining capital funds to continue upgrades in Ward Beecher. Work on the entryways, stairwells and minor HVAC upgrades will be completed. This project was successfully bid and B&B Contractors had the low bid. This project will begin in May and be complete by the Fall semester.

Campus Development

YSU 2122-10

\$750k (Capital Funds) YSU Staff. Daniel Terreri and Son

This project will be the upgrade and/or replacement of concrete walks, brick walks, drive entrances, retaining walls, accessibility ramps and exterior stairs and railings across campus. This project was successfully bid and Daniel Terreri and Son are the low bidders. This project will start in May and will be complete before the start of Fall classes.

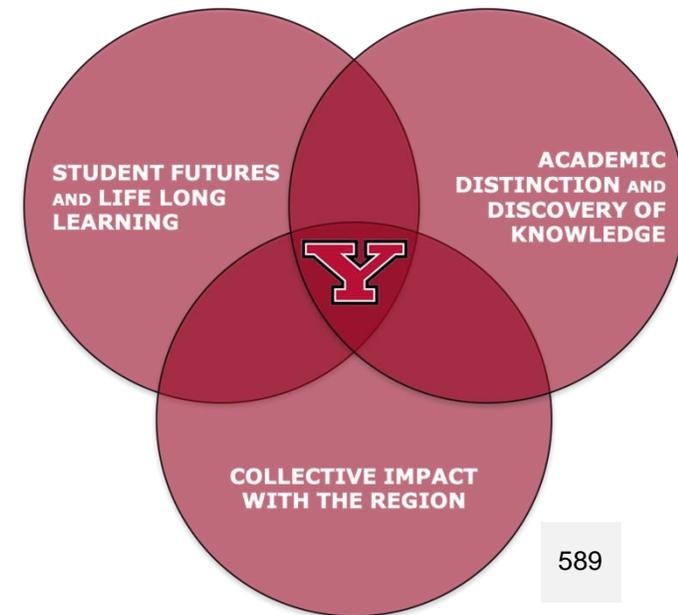
Projects in Development for 2021/2022:

• Building Envelope Renovations	\$2,100,000
• Utility Distribution Upgrades/Expansion	\$2,250,000
• Moser Hall Renovations	\$2,500,000
• Elevator Safety Repairs and Replacements	\$1,500,000
• IT Infrastructure Upgrades	\$1,000,000
• Lincoln Building Renovations	\$500,000
• Stambaugh Stadium Classroom	\$500,000
• Beeghly Center Physical Therapy	\$400,000
• Air Quality Upgrades related to COVID-19	TBD

YSU IT Strategic Technology Plan

*Technological Innovation for
Strategic Transformation*

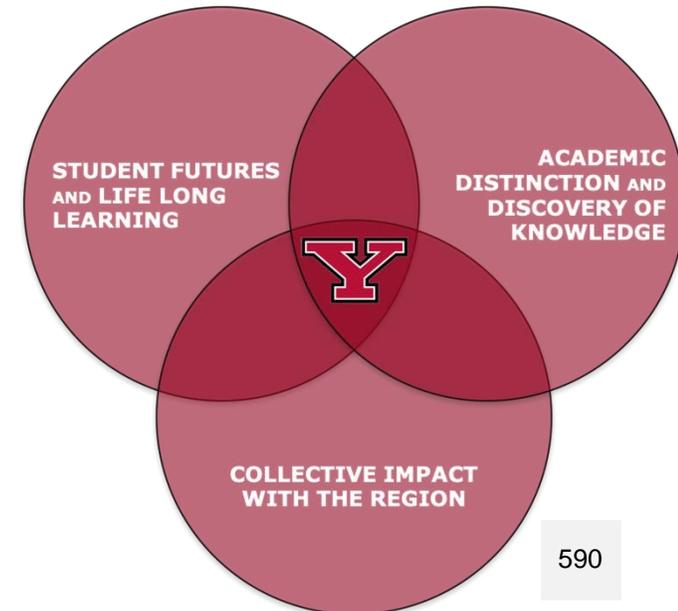
Board of Trustees Meeting
June 2021



Take Charge of Our Future Resolution

Technology-related statements:

- Attain a level of technological capacity and competency
- Integrated systems in order to achieve strategic objectives including:
 - Program optimization and prioritization
 - Student success strategies - including degree maps and auditing
 - Teaching and learning outcomes assessment
 - Student portfolios
 - Accreditation, and other quality and effectiveness enhancement technologies
- Use reliable data created through a governance structure to generate and analyze information to create insights for well-informed decision-making



IT Guiding Principles:

FY21-FY23

Student Success & Experience

- Improving student capabilities and experience by implementing and optimizing enabling technologies for academic achievement.

Optimization

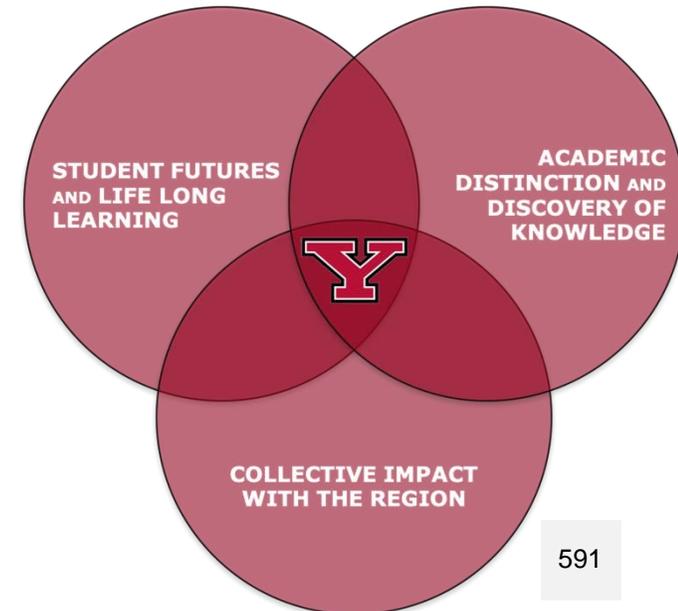
- Implementing new, or enhancing existing, technologies to generate a positive Return on Investment (ROI) and enable process transformation.

Engagement

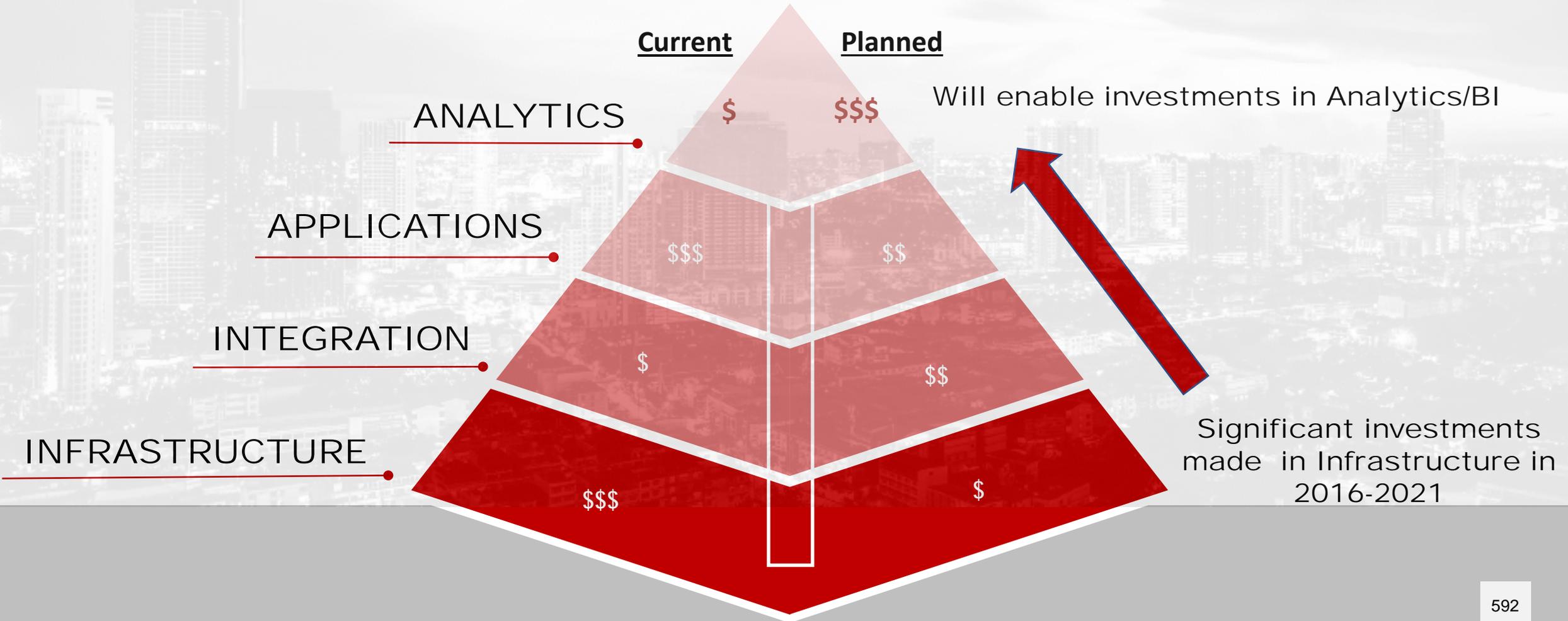
- Engage Internally & Regionally to promote standardization and consolidation of IT services.

Innovation

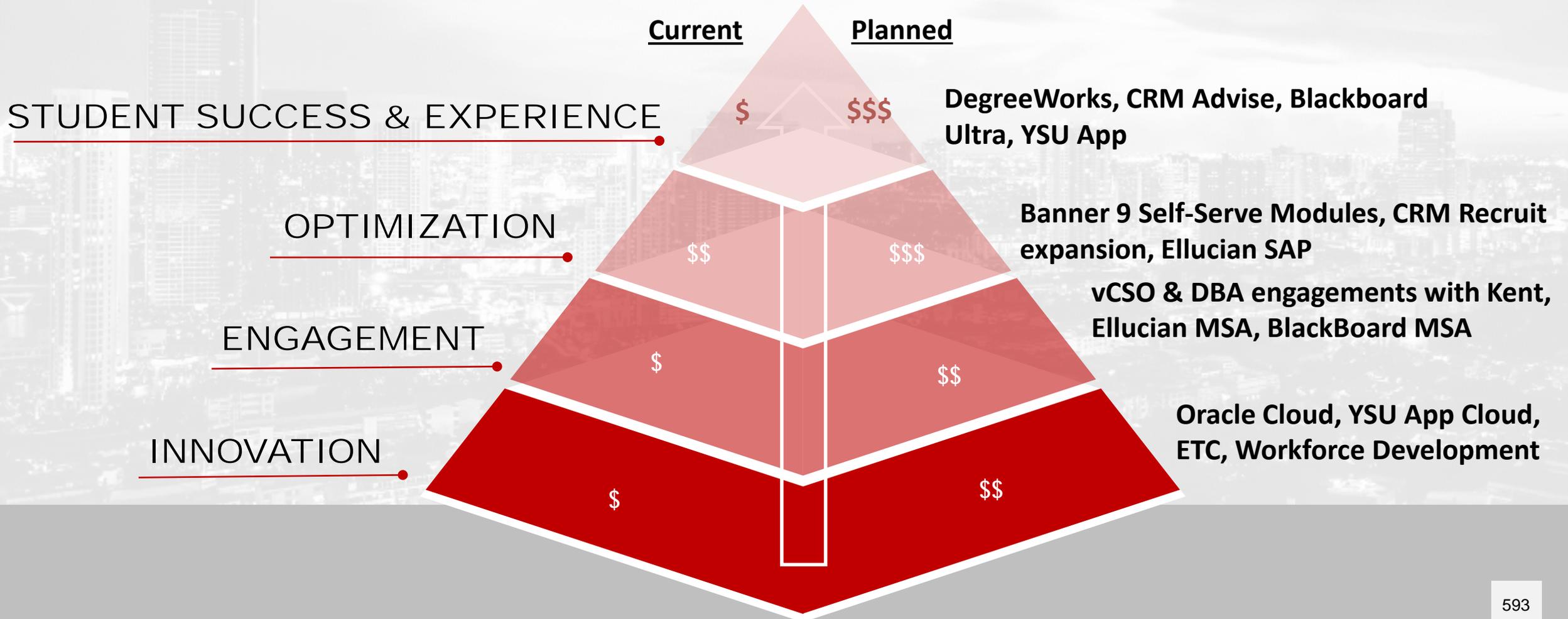
- Implement forward-looking technologies that address the educational and research needs of faculty, graduate students, undergraduates and research partners.



Traditional Technology Investment Pyramid



Technology Investment IT Guiding Principles

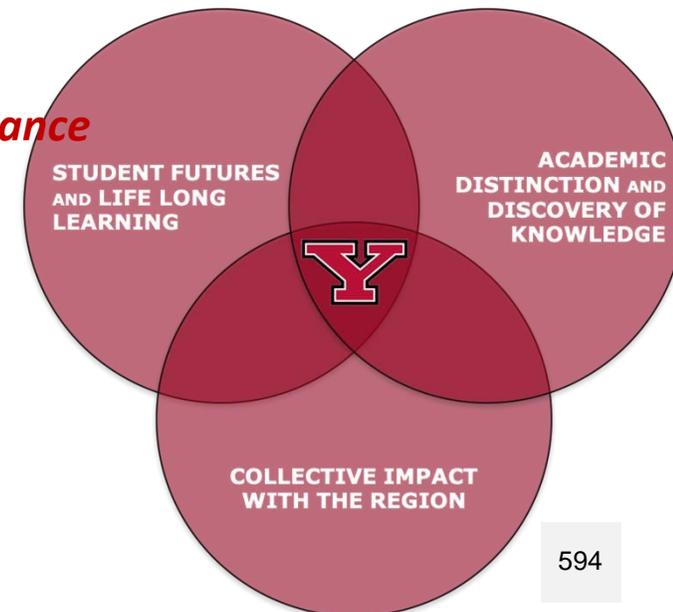


Higher Education Technology

Key Challenges

1. Data Security => *vCSO, Investment in IT Security resources and tools*
2. Student Success Support => *CRM Recruit/Advise/Advance & Banner 9 Self-serve*
3. IT Staffing => *ITS Career Ladder, Flexible Work Policy*
4. Data-enabled Culture Creation => *Take Charge of our Future Resolution*
5. Digital Integration => *Core “First” approach, Ellucian Ethos*
6. Data Governance => *Addressing Integrity through IT Governance*
7. Adapting to Change => *Leadership as “Change Agents”*

All of these “Key Challenges” are addressed in the IT Strategic Plan



Information Technology Services

Key Performance Indicators (KPI's)

- How has IT supported the academic mission of YSU?
- How has IT helped advance academic excellence?
- How has IT impacted the teaching-learning process?

How do we quantify these metrics?

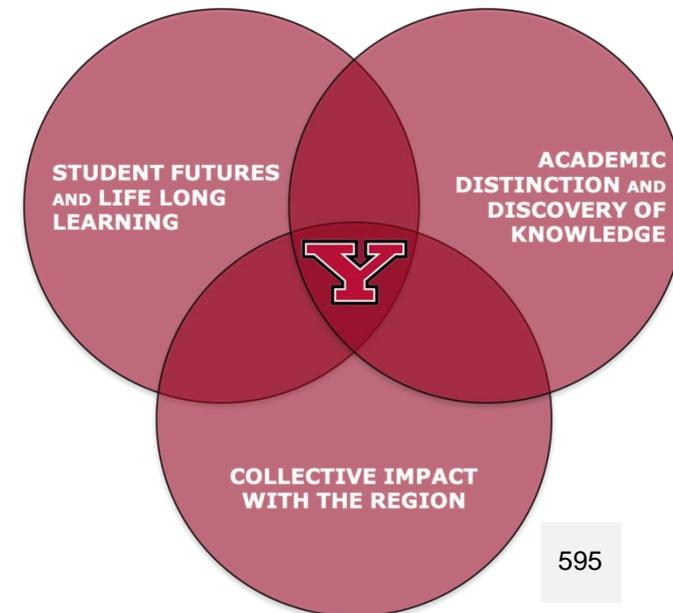
Total number of training programs offered and the total number of participants

% of IT investment by academic & business initiatives

% of IT efforts committed towards student experience and success initiatives

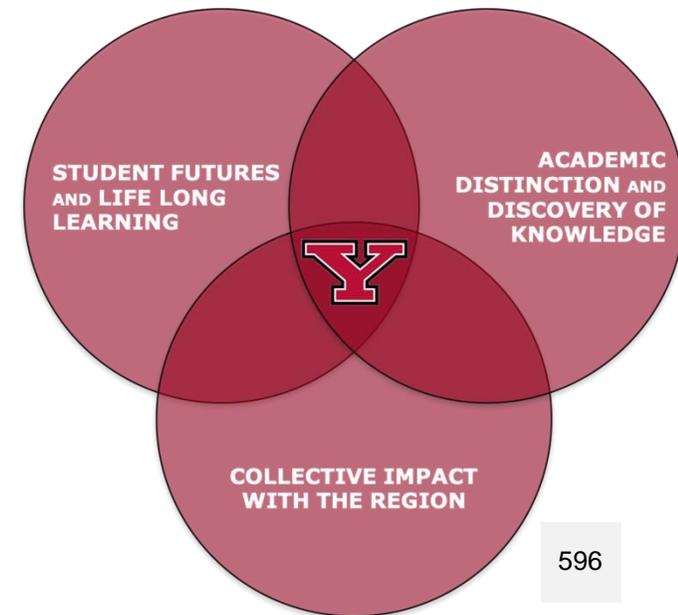
IT Customer Satisfaction Scores (CSAT) delineated by Faculty, Students & Staff

Availability of core systems



Appendix

- Mapping YSU ITS Tactics to Take Charge of Our Future Resolution
(not presented at Board of Trustees Meeting)



PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: IMPLEMENT BEST PRACTICES THAT ADDRESS STUDENT NEEDS THROUGHOUT THE STUDENT LIFE CYCLE TO INCREASE PERSISTENCE, COMPLETION AND POSTGRADUATE SUCCESS

BUSINESS STRATEGIES:

Strategy: Ensure all students benefit from holistic, relational and developmental academic advising

Strategy: Develop and deploy comprehensive, integrated and proactive student intervention strategies

Strategy: Enhance student experiences through implementation of specific initiatives designed to actively engage them in co-curricular and extra-curricular

Strategy: Improve support and resources for students facing non-academic challenges

Strategy: Focus on post-graduation planning across the student life cycle to reinforce the value of completion

SUPPORTING IT TACTICS:

- **CRM Advise implementation (In-process)**
- **Banner Self-Service Advisement module (Planned)**
- **DegreeWorks implementation (In-process)**
- **Assess Blackboard Analytics capabilities (Planned)**
- **TeleHealth Counseling Solution (Complete)**
- **eSports Initiative Start-up (In-process)**
- **Develop IT student internships (Planned)**
- **Student Laptop Loaner Program (Complete)**
- **CRM Advance implementation (Planned)**
- **IT Support of Mercy Health Clinic (Complete)**

PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: DEVELOP A RECRUITMENT AND ENROLLMENT STRATEGY THAT ALIGNS WITH A COMPLETION STRATEGY

BUSINESS STRATEGIES:

Strategy: Develop an integrated and comprehensive market and brand communication strategy to distinguish the value of the YSU degree.

Strategy: Develop an enrollment cultivation strategy linked to the value proposition of earning a YSU degree for each program of study

Strategy: Expand and enhance outreach and engagement with students prior to enrollment

Strategy: Develop innovative approaches to increase enrollment and completion of under-represented

Strategy: Develop and enhance partnerships and collaboration agreements with international Universities

SUPPORTING IT TACTICS:

- **CRM Recruit Implementation (In-process)**
- **ZeeMee System implementation (Complete)**

GOAL: CREATE FRAMEWORKS TO OPTIMIZE STUDENT AND POSTGRADUATE SUCCESS

BUSINESS STRATEGIES:

Strategy: Institute specific initiatives to help guide student success objectives and strategies: create the working group to implement the strategy

Strategy: Establish consultation and timely reporting expectations to inform the campus community about institutional progress related to student

Strategy: Create timely reports and dashboards related to student

Strategy: Create a structure of feedback to assess the impact and influence of student success objectives and strategies

SUPPORTING IT TACTICS:

- **CRM Advise Reporting (In-process)**
- **Degreeworks Implementation (In-process)**
- **Banner HEI Reporting (Complete)**
- **Videoconferencing and Learning Management System tools provide student engagement metrics (Complete)**
- **Banner Faculty Load and Compensation for Program Costing (Planned)**
- **WebFOCUS Dashboarding (In-process)**

PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: BRING INNOVATIVE, STUDENT-CENTERED TEACHING TO SCALE IN ORDER TO PROMOTE LIFE-LONG LEARNING AND INCREASE RETENTION

BUSINESS STRATEGIES:

Strategy: Define expectations and provide training opportunities for faculty to learn and apply best pedagogical practices

Strategy: Enhance the quality and capacity of technological support that promotes learning. Provide faculty and students with the support and infrastructure needed to excel in technology-based learning

Strategy: Coordinate with the Institute for Teaching and Learning to develop tools for the improvement, evaluation and assessment of teaching and

Strategy: Implement a faculty development and mentoring plan

SUPPORTING IT TACTICS:

- **Develop Technology for Teaching knowledge base (In-process)**
- **Develop short video based instructional material (In-process)**
- **Develop student resources knowledge base (In-process)**
- **Coordinate assessment of training programs with ACT (Planned)**
- **Redesign full-time and part-time faculty orientations (Planned)**
- **Develop Faculty Certification program (Planned)**

PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: DEVELOP A CULTURE OF ASSESSMENT THAT ENSURES THE QUALITY OF ACADEMIC PROGRAM MAJORS, MINORS, AND OTHER CREDENTIALS

BUSINESS STRATEGIES:

Strategy: Complete program effectiveness and enhancement review including rubrics for recommendations regarding actionable outcomes

Strategy: Develop a mechanism to continually identify, assess, and implement new academic programs, badges, credentials, certifications or coursework integration

SUPPORTING IT TACTICS:

- **Annual WebFOCUS reporting for Student Success (Complete)**
- **SmartEvals automation and optimization (Complete)**
- **Genius SIS with Blackboard LMS integration to track Workforce Development Program participation (Planned)**
- **NeoEd Talent Management System implementation (Planned)**
- **Banner data provided for Gray Associates Program Assessment (Complete)**

PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: ESTABLISH UNIVERSAL LEARNING OUTCOMES TO ENHANCE THE VALUE OF A YSU DEGREE

BUSINESS STRATEGIES:

Strategy: Develop a plan to integrate diversity, equity, and inclusion throughout the university, including in purchasing, hiring, and in the curriculum

Strategy: Revise General Education Requirements to reflect the learning outcomes approved by Academic Senate

SUPPORTING IT TACTICS:

- **Assess and remediate internal and public-facing documents for EIT compliance (In Process)**
- **ACT Program initiatives to address DEI in the classroom (Planned)**

PENULTIMATE Plan for Strategic Actions to Take Charge of Our Future Resolution



GOAL: CONDUCT AND SUPPORT RESEARCH THAT PROVIDES RELEVANT AND MEANINGFUL EDUCATIONAL EXPERIENCES FOR STUDENTS AND FACULTY THAT ADDS VALUE TO AREA CITIZENS AND REGIONAL PARTNERS.

BUSINESS STRATEGIES:

Strategy: Identify areas of research, service, and scholarship, in alignment with the Mahoning Valley Innovation and Commercialization Consortium, that focus on teaching and life-long learning and mutually beneficial community engagement

Strategy: Establish definitions and evaluation criteria for the designation and continuance of university centers and institutes. Inventory, document, and periodically evaluate all campus Centers, Institutes for outcomes, impact, and continued relevance

Strategy: Update University policies and guidelines, including promotion and tenure documents, to reflect the importance of the scholarship of teaching, life-long learning and community-based research

SUPPORTING IT TACTICS:

- **Facilitate installation of all technology components in the ETC (Complete)**
- **IT Services continued support of all academic research initiatives (Ongoing)**

GOAL: YSU WILL BE RECOGNIZED AS A COMMUNITY-ENGAGED CAMPUS BY THE CARNEGIE FOUNDATION IN EDUCATION; HEALTH; PROSPERITY AND EQUITY; AND ARTS AND CULTURE.

BUSINESS STRATEGIES:

Strategy: Aggressively pursue and secure regional, state, national, and foundation funding in support of university and community priorities

Strategy: Inventory, communicate, and coordinate all community engagement activities

Strategy: Develop a framework to optimize, coordinate, and manage community engagement

Strategy: Establish community engagement and experiential learning as key components of the YSU educational experience through an enhanced new student experience, and enhanced coordination of community and business engagement initiatives

Strategy: Update University policies and guidelines for tenure, advancement, and promotion across departments and divisions to reflect the importance of community engagement initiatives and activities

Strategy: Broadly incorporate community engagement and experiential learning into curriculum

SUPPORTING IT TACTICS:

- **Established Guest WiFi campus-wide to enable community engagement for campus visitors (In process)**
- **Activate guest accounts for limited access to YSU computing resources (Ongoing)**
- **IT Engagement with Workforce Development Program (In-process)**
- **IT Engagement with Excellence Training Center (ETC) (In-process)**
- **IT Support of numerous community outreach initiatives (On-going)**



YOUNGSTOWN STATE UNIVERSITY
Reportable Budget and Interfund Transfers
Quarter Ended March 31, 2021

BUDGET TRANSFERS WITHIN THE OPERATING BUDGET (i.e., General Fund and Auxiliaries):

FROM	TO	AMOUNT	REASON
Institution Wide Budget Reserve	Marketing and Communications	\$500,000	Support for Marketing Campaign.
Institution Wide Budget Reserve	Facilities	\$250,000	Support for Facilities Maintenance Agreements.

TRANSFERS OUTSIDE OF THE OPERATING BUDGET:

FROM	TO	AMOUNT	REASON
Higher Education Emergency Relief Fund - Institutional Portion (Restricted Fund)	Operating Funds	\$480,106	Approved by Board in March. Note that original funding source of transfer was modified from CARES (CRF) Round 2 to Higher Education Emergency Relief Fund (HEERF) - Institutional Portion.
Housing Services Plant Reserve (Auxiliary Plant Fund)	Kilcawley House Chiller Replacement (Auxiliary Plant Fund)	\$142,000	Transfer to fund project.
Perkins Loan Fund (Restricted Fund)	Scholarship Reserve Fund (Designated Fund)	\$58,588	Transfer of service cancellation reimbursement and the non-federal share of excess liquid capital back to the University.
General Fund	SBDC Fed Cash Match Year 34 (Restricted Fund)	\$41,870	Transfer required match.
YSUF Williamson College Fund (Restricted Fund)	SBDC Fed Cash Match Year 34 (Restricted Fund)	\$34,134	Transfer required match.

Youngstown State University
Fiscal Year 2021 Third Quarter Diversity Spend Report
January 1, 2021 through March 31, 2021

	FY2021				FY2020			
	3rd QTR	Percent of Addressable	YTD	Percent of Addressable	3rd QTR	Percent of Addressable	YTD	Percent of Addressable
Diversity Spend - Goods and Services (excludes EDGE and construction)								
MBE - Ohio Certified	\$ 60,647	1.58%	\$ 234,274	1.76%	\$ 246,294	5.54%	\$ 1,048,519	7.09%
MBE - Other Certified	35	0.00%	428	0.00%	49	0.00%	123	0.00%
Disability Challenged	145,229	3.78%	338,921	2.55%	133,104	2.99%	426,881	2.89%
Recycled Materials	260	0.01%	65,663	0.49%	13,542	0.30%	19,013	0.13%
Veteran Owned	3,278	0.09%	3,506	0.03%	15,815	0.36%	35,498	0.24%
Woman Owned	4,825	0.13%	25,653	0.19%	10,301	0.23%	26,026	0.18%
Total Diversity Spend	\$ 214,274	5.57%	\$ 668,445	5.03%	\$ 419,105	9.42%	\$ 1,556,060	10.52%
Total Addressable Spend - Goods and Services	\$ 3,845,215	100.00%	\$ 13,279,217	100.00%	\$ 4,446,748	100.00%	\$ 14,796,029	100.00%
EDGE Spend - Goods, Services, and Construction								
EDGE - Ohio Certified - Construction	\$ 304,500	5.71%	\$ 385,000	2.22%	\$ -	0.00%	\$ 360,147	1.36%
Total EDGE Spend	\$ 304,500	5.71%	\$ 385,000	2.22%	\$ -	0.00%	\$ 360,147	1.36%
Total Addressable Spend - Goods, Services, and Construction	\$ 5,334,408	100.00%	\$ 17,368,634	100.00%	\$ 7,187,178	100.00%	\$ 26,479,845	100.00%

Definitions:

MBE (Minority Business Enterprise): The MBE program is designed to assist minority businesses in obtaining state government contracts for goods and services. (Unlike the Encouraging Diversity, Growth and Equity program, the MBE program does not apply to construction contracts.) The State of Ohio developed the program because it recognized the need to encourage, nurture and support the growth of minority businesses to foster their development and increase the number of qualified competitors in the marketplace.

EDGE (Encouraging Diversity, Growth, and Equity Program): The EDGE program is designed to assist socially and economically disadvantaged businesses in obtaining state government contracts in the following areas: construction, architecture and engineering; professional services; goods and services; and information technology services. (In contrast to the Minority Business Enterprise program, the EDGE program does apply to construction contracts.) The State of Ohio developed the program because it recognizes the need to encourage, nurture, and support the growth of economically and socially disadvantaged businesses to foster their development and increase the number of qualified competitors in the marketplace.

Youngstown State University (YSU) does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit YSU's Commitment to Accessibility webpage for contact information for persons designated to handle questions about this policy.

Youngstown State University
Diversity Spend Detail Report - Goods and Services
 (excludes EDGE and construction)
 January 1, 2021 through March 31, 2021

Minority Business Enterprise (MBE) - Ohio Certified

Name	Address	Type of Contract	Purchases
Brown Enterprise Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Computer Supplies	\$ 47,880
BES Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Office/Janitorial Supplies	12,767
Subtotal - MBE - Ohio Certified			\$ 60,647

Minority Business Enterprise (MBE) - Other Certified

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$ 35
Subtotal - MBE - Other Certified			\$ 35

Disability Challenged

Name	Address	Type of Contract	Purchases
Compass Family Services	535 Marmion Avenue, Youngstown, Ohio 44502	Janitorial Services	\$ 145,229
Subtotal - Disability Challenged			\$ 145,229

Recycled Materials

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$ 260
Subtotal - Recycled Materials			\$ 260

Veteran Owned

Name	Address	Type of Contract	Purchases
McRoyal Industries Inc.	1421 Lilac Street, Youngstown, Ohio 44502	Maintenance Supplies	\$ 2,401
Techsmith	P.O. Box 26095, Lansing, Michigan 48909	Computer Software Services	\$877
Subtotal - Veteran Owned			\$ 3,278

Youngstown State University
Diversity Spend Detail Report - Goods and Services
(excludes EDGE and construction)
January 1, 2021 through March 31, 2021

Woman Owned			
Name	Address	Type of Contract	Purchases
Protect-N-Shred	P.O. Box 85, Cortland, Ohio 44410	Document Shredding	1,175
The Workroom	301 Superior Street, Rossford, Ohio 43460	Sewing Service	3,159
Roar Postal Supplies & Solutions	10600 W. 108th Terrace, Overland Park, Kansas 66210	Postal Supplies	262
Union Eyes Optical Inc.	Suite B, 229 Churchill Hubbard Road, Youngstown, Ohio 44505	Public Safety Supplies	230
	Subtotal - Woman Owned		\$ 4,825
	Total Diversity Spend		\$ 214,274

Youngstown State University
EDGE Spend Detail Report
January 1, 2021 through March 31, 2021

Encouraging Diversity, Growth, and Equity (EDGE) - Ohio Certified

Name	Address	Project	Purchases
Brock & Assoc. Builders Inc.	11201 South Avenue, North Lima, OH 44452	Excellence Training Center	298,450
Domokur Architects	4651 Medina Road, Akron, OH 44321	Pedestrian Bridge Renovations	5,400
Domokur Architects	4651 Medina Road, Akron, OH 44321	Ward Beecher Science Hall Struct. Imp.	650
	Total EDGE Spend		<u>\$ 304,500</u>

End of Finance and Facilities Committee Background Materials

Continuation of Finance and Facilities Committee Agenda

D. New Business

No New Business

E. Adjournment

The meeting adjourned at 5:25 p.m.

End of Finance and Facilities Committee Meeting

IX. EXECUTIVE COMMITTEE

Anita A. Hackstedde, Chair
John R. Jakubek, Vice Chair
James E. "Ted" Roberts
Molly S. Seals
Michael A. Peterson
Charles T. George

The meeting commenced at 5:26 p.m.

A. Disposition of the Minutes for the Previous Meeting on March 3, 2021

Draft copies of the minutes of the committee's meeting held March 3, 2021, were provided to the trustees prior to the meeting. There being no corrections, additions or deletions thereto, the minutes of the meetings were approved as provided.

B. Old Business

No Old Business

C. Committee Item

1. Executive Committee Discussion Item

a. Presidential Goals

Motion: That the Board of Trustees of Youngstown State University enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion and/or compensation of one or more university employees, pursuant to O.R.C. §121.22 (G) (1); to review collective bargaining negotiations with university employees concerning their compensation or other terms and conditions of their employment, pursuant to O.R.C. §121.22 (G) (4), to confer with legal counsel concerning matters that are the subject of pending or imminent court action, pursuant to O.R.C. 121.22 (G)(3), and consideration of the purchase of property for public purposes, or the sale of property at competitive bidding, pursuant to O.R.C. §121.22 (G)(2).

Motion moved by Anita A. Hackstedde, M.D. and motion seconded by Charles T. George. Roll call vote: Yes - Hackstedde, Jakubek, George, Cafaro, Kerola, Peterson, Roberts, Ryan and Seals. No - none.

The committee entered Executive Session at 5:27 p.m.

The committee left Executive Session and re-entered public session at 6:17 p.m.

D. New Business

No New Business

E. Adjournment

The meeting adjourned at 6:20 p.m.

End of Executive Committee Meeting

Conclusion of YSU Board of Trustees' June 2, 2021, Committee Meetings