



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**BOARD OF TRUSTEES  
INTERCOLLEGIATE ATHLETICS COMMITTEE**

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

**Wednesday, June 21, 2023  
10:00 a.m.**

**Board Room  
Tod Hall**

**AGENDA**

- A. Disposition of Minutes for Meeting**
- B. Old Business**
- C. Committee Items**

**1. Intercollegiate Athletics Discussion Items**

- C.1.a. = Tab 1**    **a. Overview of Athletics Personnel Actions**  
Ron Strollo, Director of Athletics, will report.
- C.1.b. = Tab 2**    **b. Report on Multi-Year Olympic Sports Contracts**  
Ross Miltner, Associate General Counsel, will report.
- C.1.c. = Tab 3**    **c. Report on DEI Strategic Plan Update**  
Jaysen Spencer, Director of Athletic Academic Services/Athletics Diversity and Inclusion Designee, will report.
- C.1.d. = Tab 4**    **d. Report on NCAA Compliance Audit**  
Rebecca Fink, Senior Associate Athletics Director, will report.
- C.1.e. = Tab 5**    **e. Introduction of Newly Appointed Faculty Athletic Representative**  
Chet Cooper, Faculty Athletic Representative, will report.
- C.1.f. = Tab 6**    **f. Division of Intercollegiate Athletics Receipt of the Horizon League McCafferty Trophy**  
Ron Strollo, Director of Athletics, will report.

**2. Intercollegiate Athletics Action Item**

- C.2.a. = Tab 7**    **a. Resolution to Approve Student Organization University Logo Use Policy, 3356-6-04**  
Dana Lantz, Executive Director of Human Resources, will report.

**D. New Business**

**E. Adjournment**



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**SUMMARY OF PERSONNEL ACTIONS**  
**Athletics Employees**  
**1/16/2023 through 4/15/2023**

**Separations – 4**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 2
- Externally Funded – 1

**Appointments – 6**

**Replacement Positions – 6**

- Professional Administrative Excluded – 6

**Salary Adjustments – 9**

- Professional Administrative Excluded – 9

**Reclassification – 2**

- Professional Administrative Excluded – 2

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 1/16/2023 THROUGH 4/15/2023  
SEPARATIONS**

| <b>EMPLOYEE NAME</b> | <b>EMPLOYEE TYPE</b> | <b>POSITION TITLE</b>                    | <b>DEPARTMENT</b>          | <b>DATE OF SEPARATION</b> | <b>FTE</b> | <b>SALARY</b> | <b>TYPE OF SEPARATION</b> |
|----------------------|----------------------|--|----------------------------|---------------------------|------------|---------------|---------------------------|
| Harden, Collin       | APAS                 | Coordinator Athletic Facility Operations | Athletic Facilities Rental | 2/15/2023                 | 1.00       | \$ 38,469.30  | Resignation               |
| Sinagoga, Joshua     | Excluded             | Assistant Coach Football                 | Football                   | 2/15/2023                 | 1.00       | \$ 60,000.00  | Resignation               |
| Spalding, Devon      | Excluded             | Assistant Coach Football                 | Football                   | 1/27/2023                 | 1.00       | \$ 54,060.00  | Resignation               |
| Hinkle, David        | Externally Funded    | Assistant Director                       | Athletic Administration    | 3/31/2023                 | 1.00       | \$ 49,111.53  | Resignation               |

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 1/16/2023 THROUGH 4/15/2023  
APPOINTMENTS**

| <b>EMPLOYEE NAME</b> | <b>EMPLOYEE TYPE</b> | <b>POSITION TITLE</b>                             | <b>DEPARTMENT</b>  | <b>CONTRACT/<br/>APPOINTMENT DATES</b> | <b>FTE</b> | <b>SALARY</b> |
|----------------------|----------------------|---|--------------------|--|------------|---------------|
| Berassa, Jelani      | Excluded             | Assistant Coach                                   | Football           | 2/16/2023                              | 1.00       | \$ 62,000.00  |
| Chiaro, Anthony      | Excluded             | Assistant Coach<br>Director of Player Development | Football           | 1/23/2023                              | 1.00       | \$ 42,000.00  |
| Gamble, Reginald     | Excluded             | Assistant Coach                                   | Football           | 3/1/2023                               | 1.00       | \$ 60,000.00  |
| Kotulock, Halle      | Excluded             | Assistant Coach                                   | Lacrosse - Women's | 1/17/2023                              | 1.00       | \$ 30,000.00  |
| Larkin, Jeremy       | Excluded             | Assistant Coach                                   | Football           | 2/16/2023                              | 1.00       | \$ 53,000.00  |
| Maryskova, Anita     | Excluded             | Assistant Coach                                   | Soccer - Women's   | 1/17/2023                              | 1.00       | \$ 30,450.00  |

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 1/16/2023 THROUGH 4/15/2023**  
**SALARY ADJUSTMENTS**

| <b>EMPLOYEE NAME</b> | <b>EMPLOYEE TYPE</b> | <b>POSITION TITLE</b> | <b>DEPARTMENT</b> | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>NEW<br/>FTE</b> | <b>NEW<br/>SALARY</b> | <b>OLD<br/>FTE</b> | <b>PREVIOUS<br/>SALARY</b> |
|----------------------|----------------------|-----------------------|-------------------|--|--------------------|-----------------------|--------------------|----------------------------|
| Brown, Jahmal        | Excluded             | Assistant Coach       | Football          | 2/1/2023                                   | 1.00               | \$ 100,000.00         | 1.00               | \$ 91,800.00               |
| Bujnoch, Austen      | Excluded             | Assistant Coach       | Football          | 2/1/2023                                   | 1.00               | \$ 78,835.00          | 1.00               | \$ 71,400.00               |
| Dukes, Christian     | Excluded             | Assistant Coach       | Football          | 2/1/2023                                   | 1.00               | \$ 53,000.00          | 1.00               | \$ 51,000.00               |
| Gibson, Deonte       | Excluded             | Assistant Coach       | Football          | 2/1/2023                                   | 1.00               | \$ 76,000.00          | 1.00               | \$ 66,300.00               |
| Haneline, John       | Excluded             | Assistant Coach       | Football          | 2/1/2023                                   | 1.00               | \$ 70,000.00          | 1.00               | \$ 58,507.20               |
| Harvey, Evan         | Excluded             | Assistant Coach QC    | Football          | 2/1/2023                                   | 1.00               | \$ 51,000.00          | 1.00               | \$ 48,960.00               |
| Phillips, Thomas     | Excluded             | Assistant Coach       | Football          | 2/1/2023                                   | 1.00               | \$ 64,000.00          | 1.00               | \$ 62,000.00               |
| Rothenbuhler, Troy   | Excluded             | Assistant Coach       | Football          | 2/1/2023                                   | 1.00               | \$ 100,000.00         | 1.00               | \$ 91,800.00               |
| Sinagoga, Joshua     | Excluded             | Assistant Coach       | Football          | 2/1/2023                                   | 1.00               | \$ 60,000.00          | 1.00               | \$ 56,100.00               |

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 1/16/2023 THROUGH 4/15/2023  
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

| <b>EMPLOYEE NAME</b> | <b>EMPLOYEE TYPE</b> | <b>NEW POSITION TITLE/<br/>OLD POSITION TITLE</b> | <b>DEPARTMENT</b>  | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>FTE</b> | <b>NEW<br/>SALARY</b> | <b>FTE</b> | <b>PREVIOUS<br/>SALARY</b> |
|----------------------|----------------------|---|--------------------|--|------------|-----------------------|------------|----------------------------|
| Echevarria, Jesus    | Excluded             | Associate Head Coach /<br>Assistant Coach         | Volleyball         | 2/1/2023                                   | 1.00       | \$ 50,000.00          | 1.00       | \$ 41,826.12               |
| Kotulock, Halle      | Excluded             | Interim Head Coach                                | Lacrosse - Women's | 3/16/2023                                  | 1.00       | \$ 50,000.00          | 1.00       | \$ 30,000.00               |

# Multi-year contracts

For Head Coaches  
In Olympic sports



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## YSU's Current/Historical Head Coach Contract Lengths

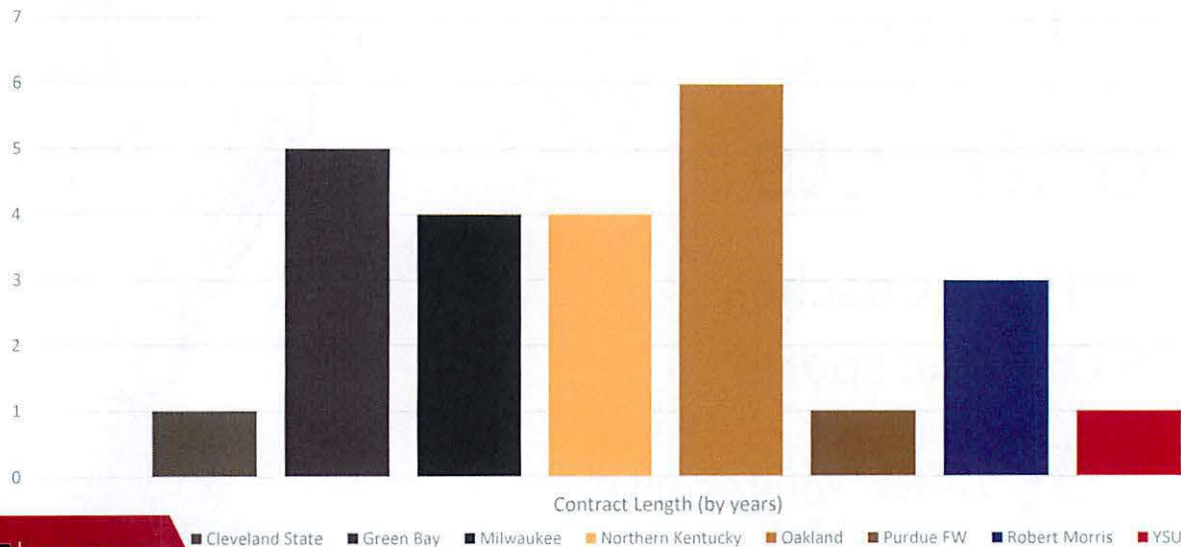
- Multi-year employment contracts reserved for head coaches of “revenue” sports:
  - *Football*
  - *Men's Basketball*
  - *Women's Basketball*
- All other coaches on year-to-year appointments



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## Horizon League Women's Volleyball Head Coach Contract Lengths



As reported by coaches, 2023

## Ohio Public Universities Head Coaching Contracts

- University of Akron: Multi-year for all sports
- University of Cincinnati: Multi-year for all sports
- University of Toledo: Revenue sports, plus 2
- Ohio University: Multi-year for all sports
- Miami University: Revenue Sports, plus 4



As reported by General Counsel Offices, 2023

## YSU's Updated Approach to Head Coach Contracts

- Continue Multi-year contracts with revenue sports
- Begin first Multi-year for an Olympic sport in 2023:
  - *Head Coach, Women's Volleyball (existing employee)*
  - *3-year contract (2023-2026)*
  - *Includes 60 day no-cause termination clause*
- Determine use in additional sports as time progresses



## Rationale for Multi-year Head Coach Contracts in Olympic Sports

- Aids in retention of human resource talent
  - *For Head Coach and their assistants*
- Bolsters sport program's recruiting efforts
  - *Prospective Student-Athletes weight their options carefully*
- Supports stability of the sport program
  - *Helps administration and students to plan*
  - *Less frequent turnover of staff and roster*



# YSU Athletics DEIAB Review Background

Building on the intent of the NCAA Presidential Pledge and Commitment to Promoting Diversity and Gender Equity in Intercollegiate Athletics, Division I adopted legislation that requires institutions to attest to completing a self-directed Diversity, Equity, Inclusion, Access, and Belonging review once every four years.



## Diversity, Equity, Inclusion, Access & Belonging Timeline

|  |   |  |  |   |   |
|--|---|--|--|---|---|
|   |    |   |   |    |    |
| <p><b>SUMMER 2022</b></p> <p>Using NCAA funds, the YSU Athletics Department partnered with InCompass Excellence, a well-respected consulting firm in the NCAA DEIAB space, to assess the Department's culture &amp; climate.</p> | <p><b>FALL 2022</b></p> <p>InCompass Excellence administered a culture &amp; climate survey, as well as six focus groups, to gather feedback on the Athletics Department's overall culture &amp; climate.</p> | <p><b>WINTER 2022</b></p> <p>YSU received final Culture &amp; Climate report from InCompass Excellence. Information from the report informed decision-making on areas of needed focus.</p> | <p><b>SPRING 2023</b></p> <p>YSU Athletics leadership completed three strategic planning workshops with InCompass Excellence to create strategic anchors and actions steps for the DEIAB strategic plan.</p> | <p><b>SPRING 2023</b></p> <p>YSU received final DEIAB strategic plan from InCompass Excellence. The strategic plan was shared with the entire Athletics Department during the May Departmental staff meeting.</p> | <p><b>NOVEMBER 2023</b></p> <p><b>ATTESTATION DUE TO NCAA:</b></p> <p>Required by new NCAA Bylaw 20.2.4.3 to complete a Departmental DEIAB review every four years.</p> |

## YSU Athletics DEIAB Strategic Anchors

1

### Recruitment, Development & Retention

- Recruit, retain and develop a diverse range of staff, coaches, and student-athletes that are supportive of and contribute to an inclusive and belonging environment

2

### Ongoing Learning & Engagement

- Prioritize continued education surrounding DEIAB to build knowledgeable leaders/stakeholder to support a diverse range of people capable of creating and maintaining inclusion and belonging

3

### Sustaining Impact

- Create and maintain outcome-based measures and channels to drive DEIAB accountability

4

### Strengthen Connection & Community

- Create and maintain meaningful campus, community, and alumni DEIAB engagements to strengthen our initiatives to give back to our greater society

## YSU Athletics Diversity, Equity, Inclusion, Access and Belonging

### 2022-23 Accomplishments:

- Several student-athletes participated in the Horizon League and NCAA Social Media Campaign.
- Informational Television & Bulletin Board Activations to bring awareness to DEIAB.
- Created the BIPOC student-athlete affinity group, **For The Culture**.
- 3 students and 2 staff attended the 2023 NCAA Inclusion Form in Indianapolis.
- YSU was the leader in establishing the Horizon League Athletics Diversity & Inclusion Designee (ADID) peer group, with the 1<sup>st</sup> virtual meeting completed on 5/4/23 with monthly meetings every 3<sup>rd</sup> Tuesday of each month.

YSU Athletics  
Diversity, Equity,  
Inclusion, Access  
and Belonging

## 2023-24 Goals:

- Create DEIAB Executive Steering Committee
  - Focus and accountability with achieving the goals within the strategic plan.
- Engage coaches and teams more in DEIAB Initiatives within the department as well as on campus.
- Continue to strengthen our relationship and collaboration with The Office of DEI and YSUnity for support and education.
- Grow the **For The Culture** group.
- Create student-athlete affinity groups for women and the LGBTQ+ community.
- Send additional students & staff to DEIAB related conferences such as the NCAA Inclusion Forum and the Black Student-Athlete Summit

## Transgender Student-Athlete Participation

NCAA Policy: sport-by-sport approach to transgender participation that preserves opportunity for transgender student-athletes while balancing fairness, inclusion and safety for all who compete

NCAA policy calls for transgender participation for each sport to be determined by the policy for the national governing body of that sport, subject to ongoing review by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports – similar to U.S. Olympic and International Olympic policies.

- Sport-specific testosterone thresholds that apply to any transgender woman (MTF) competing on an NCAA women's team as well as needing to have undergone testosterone suppression treatment for one calendar year

Need to continue to monitor State and Federal legislation that may conflict with NCAA policy

- 16 states currently have State laws that restrict transgender participation at the college level
- Ohio does have similar legislation in the works – House Bill 6

## **Summary of YSU Athletics 2023 Compliance Audit by the Brooks Element**

YSU athletics commissioned an external audit of NCAA compliance policies and operations. The auditor has experience working for the NCAA and has since worked as an athletic conference official and consultant for Division 1 athletics. Policy documents were analyzed, and staff (including coaches) were interviewed for qualitative feedback.

In sum, 21 total recommendations were made, organized into 5 categories:

### **1. Written Policies and Procedures**

- Link NCAA Bylaws and university policies cited in compliance policies.
  - Notes significant progress made in short amount of time on policies generally.
- Better distinguish between NCAA compliance-related policies and YSU administrative task-related policies.
- Consistently label individuals responsible for tasks by their title rather than by name.
- Include language re: monitoring in policies versus solely focusing on procedures and procedural workflows.
- Discouraged the compliance calendar document mixing NCAA compliance-related tasks and YSU administrative tasks.
- Improve policy formatting.
  - Some forms and workflows exist independent an accompanying policy within which to “live”.
- Continue loading additional compliance or other sport-related workflows into JumpForward.
  - Example: PSA official visit process.

### **2. Staffing and Structure**

- Discourages the department-related processes that compliance staff oversee as additional duties.
  - Notes that the current staffing level seems to support overall workload, but warns against adding additional duties in future.
- Recommends continuously monitor staff size and workload.
  - Notes that various individuals interviewed appreciate the current system of assigning compliance staff to specific sports.
  - Notes that changing D1 landscape and transformation committee requirements could add additional workload demand in near future.
- Recommends annual staff professional development at NCAA Regional Rules and NAAC conferences, as well as staff involvement with conference calls and meetings.

### **3. Rules Education Program**

- Continue “impressive” monthly rules education meetings.
  - Develop and implement innovative ideas discussed, such as compliance 101 and head coach responsibility bootcamp.
  - Review topics covered annually at Rules Ed to ensure all topics are covered in rotation.
  - Utilize interactive case studies.

- Develop and implement NCAA Rules Education with additional athletics department divisions and other offices on campus.
  - Notes this already occurs for athletics academics and sports performance.
  - Recommends a schedule for offices such as Financial Aid, Registrar, Admissions, ISO, Housing, etc.
- Explore integrating Rules Ed acknowledgments into JumpForward software.
- Better educate department staff on use of JumpForward software.

#### 4. Culture and Communication

- Continue to foster, build, and maintain healthy and trusting relationships with compliance staff and coaches.
  - Notes current working dynamic is healthy, collaborative and innovative.
  - Notes several coach's feedback was very complimentary of the staff.
- Incorporate sport administrators on compliance matters where appropriate.
- Continue to focus on active compliance staff communication with coaches.
  - Notes this is already occurring via multiple avenues on regular basis.
- Continue building casual relationships with nonathletic campus units, in addition to formal meeting and education opportunities.

#### 5. Other Topics and/or Recommendations to Note

- Develop and implement compliance onboarding of new coaching staff and volunteers.
  - Emphasize to coaches that volunteers carry the same liability as staff.
- Determine the best ways to communicate rapidly evolving NCAA changes to the department.
  - Evaluate the effectiveness of different methods such as email, text, group message, Microsoft Teams, etc.
- Continuously monitor and adapt to the evolving NCAA landscape in response to potential blind spots.
  - Adjust monitoring processes for transfer portal?
  - How best to support Mental Health?
  - Stay ahead of the curve on NIL monitoring and education.

**Note:** This audit allows athletics compliance to attest that an external compliance audit has been conducted, which will soon become an NCAA requirement at least every 4 years.

## **YSU Faculty Athletic Representative Position Description (Spring 2023)**

### Role of Faculty Athletic Representative:

- Help ensure a quality student-athlete experience and promote student-athlete well-being.
- Serve as an independent advocate for student-athletes.
- Help promote student-athlete success in the classroom, in athletics, and in the community by striking a balance among academic excellence, athletics competition, and social growth as they prepare for lifelong success.
- Assist in the oversight of intercollegiate athletics at the campus and conference levels to assure that activities and actions are conducted in a manner designed to protect and enhance the physical, psychological, and educational well-being of student-athletes.

### Job Description:

- Serve as liaison to faculty, Department of Intercollegiate Athletics, and President of Youngstown State University.
- Serve in advisory capacity on matters affecting the Intercollegiate Athletics Department.
- Have signature authority on required documents.
- Approve submission of appeals and waivers.
- Participate as an exit interviewer, upon request.
- Prepare legislation and recommend vote on appropriate conference and NCAA legislation.
- Attend meetings of the Horizon League, Missouri Valley Football Conference, and NCAA.
- Deliver an annual report to Faculty Senate.
- Participate in rules education of athletic staff and University staff.
- Participate in investigations and reporting of possible infractions of NCAA and/or conference regulations.
- Serve as a member of the Intercollegiate Athletic Council and the Academic Eligibility Committee.
- Serve as a liaison between student-athletes and the athletic administration on issues that may affect student-athlete welfare.
- Participate in athletics staff meetings and initial team meetings.
- Serve as a member of search committees for head coaches and athletics administrators to ensure commitment to the educational mission of the institution.
- Review travel and competition schedules to minimize missed class time.
- Work with coaches and student-athletes to minimize conflicts between practice and class schedules.
- Advocate for a climate of respect between coaches, faculty, and student-athletes.
- Oversee the nominations of student-athletes for Conference or NCAA grants/scholarships as well as recognition programs.
- Have access to complete budgetary information about the athletics department.
- Attend sporting events when possible, including travel with teams to away competitions.
- When possible, meet with prospective student-athletes at the request of a coach.
- Partner with the athletic advisors to ensure student-athletes are receiving a quality educational experience.
- Attend national/regional meetings and conferences that provide professional development opportunities for rules education.
- Seek service on NCAA committees where appropriate.





## YOUNGSTOWN STATE UNIVERSITY

### Intercollegiate Athletics

One University Plaza, Youngstown, Ohio 44555

# Youngstown State Wins 2022-23 McCafferty Trophy, Claims Second Horizon League All-Sports Award

Youngstown State University has earned the Horizon League's McCafferty Trophy for its excellence in the conference's 19 championship sports. YSU Faculty Athletics Representative Dr. Chet Cooper, along with President Dr. Helen K. Lafferty, Executive Director of Intercollegiate Ron Strollo, Senior Woman Administrator Rebecca Fink and student-athlete Mady Aulbach, accepted the award at the Horizon League's annual meetings in Indianapolis on Wednesday.

This is the second time in the last three academic years that Youngstown State has earned the league's all-sports trophy, and it is the first time that the university has won the prestigious award outright. The Penguins shared the McCafferty Trophy with Oakland in 2020-21, which was the first award for YSU since it joined the Horizon League in 2001-02.

Bolstered by seven Horizon League championships in 2022-23, Youngstown State earned 51 points to finish at the top of the McCafferty Trophy standings. That was 4.5 points higher than second-place Oakland, and only four schools had more than 26 points. YSU recorded a league-high 27 points in men's sports, 5.5 more than second-place Cleveland State, and the Penguins had the second-highest total in women's sports with 24 points.

"One of our chief goals as a department every year is to win the McCafferty Trophy, and we're so proud of our student-athletes and coaches for the grit and determination they displayed to achieve this great accomplishment!" said Ron Strollo, YSU's Executive Director of Intercollegiate Athletics. "The McCafferty Trophy rewards broad-based excellence across all sports, and we could not achieve that without our hard-working staff that supports our student-athletes."

"Adding in our bowling team's Elite Eight appearance, our football team making significant strides and our lacrosse team reaching the semifinals of the MAC Tournament, we had tremendous success in every season of competition. To top it off, we had a department-wide GPA





## YOUNGSTOWN STATE UNIVERSITY

### Intercollegiate Athletics

One University Plaza, Youngstown, Ohio 44555

of 3.51 in the fall and 3.43 in the spring, and it's amazing to see our student-athletes excel in the classroom while also competing at such a high level athletically.”

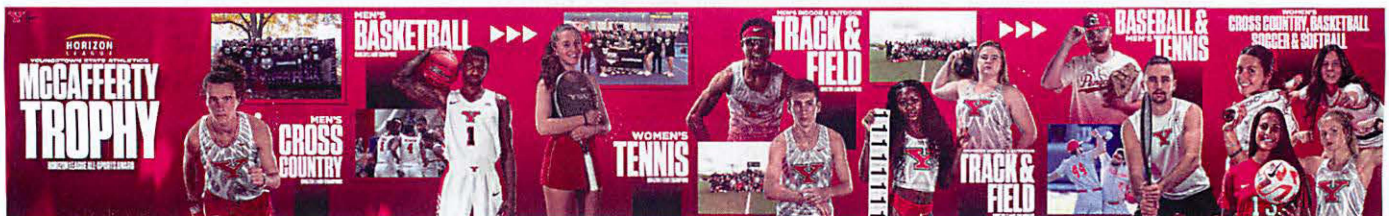
Youngstown State has finished among the top two in the McCafferty Trophy standings in each of the past three seasons. The Penguins won the Men's All-Sports Award for the first time in department history, and the men and women both placed in the top two for the first time ever. The 51 points are a school record, topping the previous mark of 45 in 2021-22.

The Penguins were third in the McCafferty Trophy standings after the fall season after winning the men's cross country championship, reaching their first women's soccer championship match and placing third at the League's women's cross country meet. An outstanding winter that featured a pair of indoor Horizon League Track & Field championships and the men's basketball team winning its first Horizon League regular-season crown allowed the Penguins to jump into first. YSU then pulled away in the spring with championships in men's and women's outdoor track & field and women's tennis, and a semifinal appearance in the men's tennis conference tournament.

In men's sports, Youngstown State received seven points in cross country, basketball and track & field, five points in tennis and one in baseball. On the women's side, the Penguins received seven points in track & field and tennis, three in both cross country and soccer, and two apiece in basketball and softball.

Named in honor of James J. McCafferty, who served as the conference's first commissioner from 1979-80, the McCafferty Trophy is awarded annually by the Horizon League to a member institution compiling the greatest number of performance points, based on its finish in the League's 19 championship sports.

For the sports of men's and women's soccer, volleyball, men's and women's basketball, softball and baseball, points are awarded based on combined regular-season (60 percent) and championship (40 percent) finishes. For all other sports, points are based on performance in the League championships.





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**Explanation of New *University Policy*:**

**3356-6-04 Student Organization University Logo Use.**

In accordance with section 3345.141 of the Revised Code, this policy establishes the procedure for which student organizations may request approval to use the university logos for use in activities, materials, publications, websites, or any other printed materials prepared and distributed by the student organization.

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



**YOUNGSTOWN  
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**RESOLUTION TO APPROVE  
STUDENT ORGANIZATION UNIVERSITY LOGO USE POLICY,  
3356-6-04**

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

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

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

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

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

**3356-6-04 Student organization university logo use.**

Responsible Division/Office: Intercollegiate Athletics; Student Experience  
Responsible Officer: Executive Director of Intercollegiate Athletics  
Revision History: New  
Board Committee: Intercollegiate Athletics  
**Effective Date: June 22, 2023**  
Next Review: 2028

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- (A) Policy statement. Youngstown state university (university) recognizes that student organizations foster a sense of belonging by creating inclusive campus programming and providing leadership development opportunities to enhance student success.
- (B) Purpose. In accordance with section 3345.141 of the Revised Code, this policy establishes the procedure for which student organizations may request approval to use the university logos for use in activities, materials, publications, websites, or any other printed materials prepared and distributed by the student organization.
- (C) Scope. This policy applies to all registered student organizations at Youngstown state university.
- (D) Definitions for purposes of this policy.
  - (1) “Student organization” – a student group or organization officially registered and recognized by the university.
  - (2) “University logo(s)” – logos that include, but are not limited to, official university letterhead stationery, university seal, and any trademarks registered by the university.
  - (3) “Organizational logo(s)” – logos created and used by student organizations that incorporate in part or in whole a university logo.
- (E) Parameters.

- (1) Student organizations are required to obtain prior approval in order to use any university logos for activities, materials, publications, websites, or any other printed materials.
  - (2) Student organizations shall not use the university logos for any activities, materials, publications, websites, or any other printed materials without the prior approval by the university, as set forth in this policy.
- (F) Procedure for requesting the use of university logos.
- (1) Student organizations requesting the use of university logos are required to submit a request through the “Student Org Logo Use Form” located on the university website.
    - (a) Students are encouraged, but not required, to utilize graphic services located in Kilcawley center to design their organizational logos.
    - (b) Any organizational logos created through graphic services still require prior approval as set forth herein.
  - (2) Requests for the use of a university logo will be reviewed by the marketing and promotions office inside of athletics for approval/disapproval via web form on the university website.
  - (3) The standards for approval/ disapproval prohibit the use of the university's logos to indicate the university's approval or disapproval of any political or social issue supported by the organization. The standards shall require a student organization to affirm that it will not violate that prohibition.
  - (4) Any student organization that has approval to use the university's logos must include a disclaimer on any website or printed or digital material if the website or material uses the university's logo and is not otherwise sponsored by the university. The disclaimer shall state both of the following:
    - (a) The student organization is registered with the university;  
and

- (b) Registration shall not be construed as the university's approval, endorsement, or sponsorship of the student organization's publications, activities, purposes, actions, or positions.
- (G) Disapproval of the use of university logos.
  - (1) A request for the use of university logos may be denied if the design does not meet the university standards as set forth in the [“Visual Standards, Brand, Social Media and Communications Guidelines.”](#)
  - (2) A student organization may also have their use of university logos disapproved for improper use if the student organization does any of the following:
    - (a) Uses a university logo without approval;
    - (b) Fails to include the disclaimer if it is required under paragraph (C)(5) of this policy; and/or
    - (c) Uses the university logo to indicate the university's approval, endorsement, or sponsorship of any of the student organization's publications, activities, purposes, actions, or positions that are not sanctioned by the university.
  - (3) Any disapproval of the use of university logos may be grieved through the appeal process detailed on the university website.
- (H) The university shall, each month, report on the university's website a copy of each approved or disapproved request form and each grievance report produced in that month. Each form and report shall be maintained in the depository for at least five years. The forms and reports are public records subject to section 149.43 of the Revised Code.
- (I) The university will provide information regarding this policy in any annual training the university provides to student organization leaders.