



Board of Trustees Meeting - THURSDAY - MARCH 7, 2024 Minutes
Youngstown State University - Board of Trustees
March 7, 2024 at 8:00 AM EST
Board Meeting Room, Tod Hall

Attendance

Present:

Members: Julie Centofanti, Natalie Dando, Sergul Erzurum, Richard Fryda, Charles T. George, Allen L. Ryan, Jr., J.D., Joseph J. Kerola, Jocelyne Linsalata, Laura Lyden, Anita A. Hackstedde, M.D., Michael A. Peterson, Molly S. Seals, Eric Spiegel

I. Call to Order

CHAIR PETERSON

*THE 394st MEETING OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY WILL PLEASE COME TO ORDER.
PLEASE RISE FOR THE PLEDGE OF ALLEGIANCE.
SECRETARY HACKSTEDDE, WILL YOU PLEASE CALL THE ROLL?*

II. Roll Call

SECRETARY HACKSTEDDE

MEMBERS OF THE BOARD OF TRUSTEES, PLEASE INDICATE YES WHEN I CALL YOUR NAME TO INDICATE YOUR ATTENDANCE:

1. Trustee George - Yes
2. Trustee Erzurum – Yes
3. Trustee Kerola - Yes
4. Trustee Lyden - Yes
5. Trustee Peterson - Yes
6. Trustee Ryan - Yes
7. Trustee Seals - Yes
8. Trustee Fryda - Yes
9. Trustee Spiegel - Yes
10. Trustee Linsalata - Yes
11. Trustee Centofanti - Yes
12. Trustee Dando - Yes
13. Trustee Hackstedde-I am recording myself as present

III. Proof of Notice of the Meeting

CHAIR PETERSON

WILL THE SECRETARY PROVIDE PROOF OF NOTICE OF TODAY'S MEETING?

SECRETARY HACKSTEDDE

PURSUANT TO ARTICLE II, SECTION 1, OF THE BOARD'S BYLAWS; WRITTEN NOTICE OF TODAY'S MEETING WAS TIMELY PROVIDED TO EACH OF THE TRUSTEES, STUDENT TRUSTEES, NATIONAL/GLOBAL TRUSTEES AND TO THE PRESIDENT, AS WELL AS IT WAS PUBLICALLY NOTICED ON THE BOARD OF TRUSTEES WEBSITE AND TO THE MEDIA

IV. Disposition of the Minutes for the Previous Meeting

CHAIR PETERSON

DRAFT COPIES OF THE MINUTES OF THE BOARD'S REGULAR MEETING(S) AND/OR SPECIAL MEETING(S) AND/OR EMERGENCY MEETING(S) HAVE BEEN PROVIDED TO THE TRUSTEES PRIOR TO THE RESPECTIVE MEETING(S). CORRECTIONS HAVE BEEN MADE AS SUGGESTIONS HAVE BEEN RECEIVED. ARE THERE ANY FURTHER ADJUSTMENTS TO THE MINUTES AS DISTRIBUTED? HEARING NONE, THE MINUTES OF THE MEETINGS ARE APPROVED AS PROVIDED.

V. Report of the President of the University

CHAIR PETERSON

PRESIDENT JOHNSON, DO YOU HAVE A REPORT FOR THE BOARD?

PRESIDENT JOHNSON

I do. I would just like to kind of put an exclamation point on what we talked about a little bit yesterday. We are making really good progress. Here at YSU over the last 45 days, we are focused on as I mentioned, many times since November 21, making YSU the anchor University here in Northeast Ohio.

We're focused on academic realignment, making sure that our programs are meeting the needs of our students and Chairman Peterson, our primary focus is our student experience, because that's what we're here for is for students.

Enrollment is a big focus. And we are putting the mechanisms in place to cast a wide net, from outreach to our military services across the world, our veterans, you name it, we're going to go where the students are. You heard yesterday, a lot of the activity around Eastern Gateway Community College, and YSU is uniquely positioned to be able to help in a situation that no one anticipated. But it's in the best interest of the students to be able to continue their education to graduate this spring, those that were scheduled to graduate. And then for those that want to continue their path for higher education, to be able to offer programs that can do that.

We're looking at strengthening our brand, not only here regionally but across our state, across the nation, and even across the world. Whether it be through better communication and better messaging.

So, I'm very excited to chair Peterson about where we're going.

VI. Presentations

CHAIR PETERSON

WE WILL NOW HEAR FROM OUR SPEAKERS WHO WILL BE INTRODUCED BY ASSOCIATE PROVOST KEVIN BALL, OUR STUDENT TRUSTEES, AND THE SENIOR ASSOCIATE ATHLETICS DIRECTOR, JEN TYMKEW.

A. Student Presentation

Avery Sandy (B.F.A. Studio Art, Graphic + Design senior)
Introduction by Associate Provost for Academic Programs and Planning, Dr. Kevin Ball

B. Student Organization Presentation

YSU Amateur Radio Program, Frank Sole (Advisor) and Ryan Pribulsky.
Introduction by Student Trustees Julie Centofanti and Natalie Dando

C. Coach and Student Athletic Presentation

Rob Harris and Jocelyn Fike - Women's Lacrosse
Introduction by Jen Tymkew, Senior Associate Athletic Director

VII. Reports of the Committees of the Board

CHAIR PETERSON

WE WILL NOW CONSIDER BY CONSENT ALL RESOLUTIONS RECOMMENDED FOR ADOPTION BY THE RESPECTIVE COMMITTEES OF THE BOARD, UNLESS ANY BOARD MEMBER REQUESTS A SEPARATE VOTE ON ANY RESOLUTION ASSOCIATED WITH ANY OF THE COMMITTEES OF THE BOARD.

ARE THERE ANY RESOLUTIONS THAT A MEMBER OF THE BOARD REQUESTS BE A SEPARATE VOTE?

A. Academic Excellence and Student Success Committee

CHAIR PETERSON

IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTIONS RECOMMENDED BY THE ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE AS LISTED IN THIS AGENDA?

HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

Resolution to Modify Faculty Tenure Policy, 3356-1-02

Resolution Faculty Tenure 3356-1-02 FINAL.pdf

Resolution to Authorize Recommendation of Candidates for Honorary Degrees/Commencement Speakers

Resolution AESS Honorary Degree Candidates Commencement Speakers 03-24 Tab 2 FINAL.pdf

B. Institutional Engagement Committee

CHAIR PETERSON

IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTIONS RECOMMENDED BY THE INSTITUTIONAL ENGAGEMENT COMMITTEE AS LISTED IN THIS AGENDA?

HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

Resolution to Modify Social Media Use on Official and Affiliated University Sites Policy, 3356-4-09.1

Resolution to Modify - Social Media Use on Official and Affiliated University Sites.pdf

C. Finance and Facilities Committee

CHAIR PETERSON

IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTIONS RECOMMENDED BY THE FINANCE AND FACILITIES COMMITTEE AS LISTED IN THIS AGENDA?

HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

Resolution to Modify Closed Circuit Television System Use Policy, 3356-4-11

Resolution to Modify - Closed Circuit Television System Use policy.pdf

Resolution to Modify Emergency Response Policy, 3356-4-20

Resolution to Modify - Emergency Response policy.pdf

Resolution to Approve Interfund Transfers

Resolution to Approve Interfund Transfers.pdf

D. University Affairs Committee

CHAIR PETERSON

*IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTIONS
RECOMMENDED BY THE UNIVERSITY AFFAIRS COMMITTEE AS LISTED IN THIS
AGENDA?*

HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

[Resolution to Modify Vacation Leave, Professional/Administrative Staff
and Department Chairpersons Not Covered by a Collective Bargaining
Agreement Policy, 3356-7-09](#)

[Resolution to Modify - Vacation leave PA staff & dept. Chairpersons not
covered by collective barg. Policy.pdf](#)

[Resolution to Modify University Holidays Policy, 3356-7-21](#)

[Resolution to Modify - University Holidays policy.pdf](#)

[Resolution to Modify Collective Bargaining and Negotiations Policy, 3356-
7-23](#)

[Resolution to Modify - Collective Bargaining & Negotiations policy.pdf](#)

[Resolution to Modify and Retitle Supplemental Pay for Faculty and
Professional/Administrative Staff Policy, 3356-7-46](#)

[Resolution to Modify & Retitle- Supplemental Pay for Faculty & PA staff
policy.pdf](#)

[Resolution Related to Personnel Actions](#)

[Resolution to Ratify Personnel Actions - Faculty & PA Staff including
Athletics.pdf](#)

[Board Summary 1-15-2024 Faculty.pdf](#)

[Board Report 1-15-2024 Faculty.pdf](#)

[Board Summary 1-15-2024 PA.pdf](#)

[Board Report 1-15-2024 PA.pdf](#)

[Board Summary 1-15-2024 Athletics.pdf](#)

[Board Report 1-15-2024 Athletics.pdf](#)

E. Governance Committee

No formal actions.

F. Executive Committee

No formal actions.

VIII. Communications, Memorials, and News Updates

CHAIR PETERSON

PRESIDENT JOHNSON, ARE THERE ANY COMMUNICATIONS OR MEMORIALS TO COME BEFORE THE BOARD?

PRESIDENT JOHNSON

The following names that I will read are individuals who have passed between December 2023 and March 2024. Our condolences are expressed to their friends and families.

- Olga Malmisur, Mother of YSU employee, Marty Hyden, Senior Athletic Advisor, 12-12-23
- Michael Ashby, Sr., Retired YSU Facilities employee, 12-17-23
- Dr. Kimberly Ballone, Retired Distinguished Professor in the Centofanti School of Nursing at YSU, 12-28-23
- Eileen Delucia, Mother of Angela Delucia, employee in McDonough Museum of Art, 1-14-24
- Herbert Mancini, Father of Chris Yankle, Executive Assistant in Information Technology, 1-28-24

IX. Unfinished Business

CHAIR PETERSON

IS THERE ANY UNFINISHED BUSINESS TO COME BEFORE THE BOARD?

X. New Business

CHAIR PETERSON

THERE IS ONE ITEM OF NEW BUSINESS TO COME BEFORE THE BOARD RELATED TO YOUNGSTOWN STATE UNIVERSITY AND EASTERN GATEWAY COMMUNITY COLLEGE.

C. Youngstown State University and Eastern Gateway Community College

The resolution expresses the Board's endorsement of YSU's expansion of offerings of Associate's degrees, certificates, alternative credentials

and workforce education initiatives, in consultation with the Ohio Department of Higher Education and the Higher Learning Commission to provide a continuity of educational access for the region.

PRESIDENT JOHNSON OFFERS COMMENTS

It's an unfortunate series of events and circumstances that led Eastern Gateway Community College to be in the position they are in but, Youngstown State University is uniquely positioned to be able to provide that seamless path for the continuum of education for the students for this region.

And I would just like to commend our executive on loan for this effort, Dr. Mike Sherman and the work that Dr. Pintar and our faculty have done to get us prepared to execute this plan. I'm just grateful that that Youngstown State has been so willing, from the board to our leadership team, to our faculty and staff.

Everyone involved has really leaned forward to bridge this gap and make sure that the young people of our region and those that want to continue their education are not left behind.”

[Resolution related to Youngstown State University and Eastern Gateway Community College - Serving the Mahoning Valley, Region, and Upper Ohio Valley.pdf](#)

Motion:

Motion to adopt the Resolution

Motion moved by Trustee George and motion seconded by Trustee Kerola.

Motion passed unanimously.

XI. Chairperson's Remarks

CHAIR PETERSON COMMENTS

Because of unfortunate circumstances at Eastern Gateway Community College (EGCC), Youngstown State University is stepping up to assure continued post-secondary educational opportunities for the Mahoning Valley and region, including the Upper Ohio Valley.

We are working closely with appropriate parties to optimize a seamless continuation pathway to degree completion for EGCC students.

We are also working to assure we have the appropriate Associate's degrees available at YSU.

It is our intention to have a location in Steubenville, preferably at the current location, at some point in time in the future.

We anticipate the likelihood of the need for additional personnel, at points in time in the future.

XII. Dates and Times of Upcoming Regular Meetings of the Board

CHAIR PETERSON

THE CHAIR WILL ENTERTAIN A MOTION SETTING THE FOLLOWING DATES AND TIMES FOR THE NEXT REGULAR MEETINGS OF THE BOARD OF TRUSTEES:

Thursday, June 6, 2024

Thursday, September 19, 2024

Thursday, December 5, 2024

Motion:

Motion to adopt the Resolution.

Motion moved by Trustee Hackstedde and motion seconded by Trustee Erzurum.

Motion passed unanimously.

XIII. ADJOURNMENT

CHAIR PETERSON

GIVEN THERE IS NO FURTHER BUSINESS OF THE BOARD OF TRUSTEES, I DECLARE THAT THIS MEETING IS ADJOURNED.



APPENDIX

YSU Board of Trustees

Committee Meetings

March 7, 2024

*Resolutions, Supporting
Documents and Background
Materials*

**RESOLUTION TO MODIFY
FACULTY TENURE, 3356-1-02**

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

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

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

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

3356-1-02 Faculty tenure.

Responsible Division/Office: Academic Affairs
Responsible Officer: Office of Academic Affairs
Revision History: March 2019
Board Committee: ~~Academic and Student Affairs~~ Academic Excellence and Student Success
Effective Date: ~~March 7, 2019~~ March 7, 2024
~~Minor Revision~~ ~~March 14, 2023 (rule number)~~
Next Review: ~~2024~~ 2029

- (A) Policy statement. Section 3345.45 of the Revised Code permits the board of trustees of each state university to review its policy on faculty tenure and update it to promote excellence in instruction (teaching), research, service, commercialization, or any combination of those areas. The law specifies that commercialization may be one of the included pathways to tenure. The following are examples of commercialization:
- (1) Creation of intellectual property.
 - (2) Protection of the intellectual property.
 - (3) Marketing of the intellectual property.
 - (4) Licensing of the intellectual property.
 - (5) Manufacturing a product based on the license.
 - (6) Sale of the technology covered by the license.
- (B) Purpose. To be in compliance with section 3345.45 of the Revised Code, the board of trustees is ensuring that commercialization is included as one of the areas for faculty to emphasize as a pathway to tenure.
- (C) Procedures. The tenure process is governed by the collective bargaining agreement between Youngstown state university and the Youngstown state university chapter of the Ohio education association and the policies of Youngstown state university board of trustees.

- (1) In granting tenure to eligible faculty, Youngstown state university recognizes and promotes excellence in instruction (teaching), research, service, commercialization or any combination thereof.
- (2) Faculty are evaluated in the areas of instruction (teaching), service, and scholarship, which may include commercialization activities.
- (3) Prior to the provost rendering a decision on tenure, the provost shall consult with the board of trustees at their December meeting.
- (4) The chief human resources officer will prepare and submit a summary of all personnel actions including tenure with promotion to the university affairs committee for recommendation for approval at the following March board of trustees meeting.

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3356-1-02 Faculty tenure.

Responsible Division/Office: Academic Affairs
Responsible Officer: Office of Academic Affairs
Revision History: March 2019
Board Committee: Academic Excellence and Student Success
Effective Date: March 7, 2024
Next Review: 2029

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**RESOLUTION TO AUTHORIZE RECOMMENDATION OF
CANDIDATES FOR HONORARY DEGREES/COMMENCEMENT
SPEAKERS**

WHEREAS, the policies of the Board of Trustees provide for the recommendation of candidates for honorary degrees/commencement speakers 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 commencement speakers in the 2024-2025 academic year be granted from the candidates listed in the roster attached hereto.

**Board of Trustees Meeting
March 7, 2024
YR 2024-46**

Potential Commencement Speakers pending Board Approval

Chris Allen

WCBA Alumni Service Award recipient. Allen is the North American Talent Acquisition Manager, Vallourec USA, the world leader in premium tubular solutions primarily serving the energy markets (oil and gas, powergen). He graduated from YSU with a bachelor's degree in Telecommunications Studies in 1992. Allen started his career with Vallourec Star in 2013 as HR staffing manager of the Youngstown Operations and was later promoted to the North American Talent Acquisition Manager to expand recruitment of external talent from Canada, the United States and Mexico. He is responsible for sourcing and recruiting of all external talent for interns as well as full-time employees. Allen has participated in many WCBA undergraduate student events serving as a mentor to business students. YSU students and graduates have been hired at Vallourec Star for both internships and full-time employment. Allen serves as a member of YSU's Pete's Pride and has assisted with enrollment, career development and community outreach efforts for the WCBA. Allen also serves as an executive board member for the American Red Cross, Lake to River Mahoning Valley Chapter.

Ashley Anderson

Ashley Anderson is a 2007 alumna with a Bachelor of Arts in Psychology, with a minor in Foreign Affairs. Her most recent position is Associate Communications Officer, UNHCR, the UN Refugee Agency. Her path to the UN included a position as a caseworker with Trumbull County Children's Services and volunteering with a nonprofit agency working with homeless children on the streets of India. Her master's thesis research at the Monterey Institute of International Studies in California led to an internship with the UN's High Commissioner for Refugees (UNHCR). She then became a consultant on the issues of migration, human trafficking and forced labor for the International Labour Organization, as well as other agencies in Geneva, Switzerland. In 2015, she left Geneva for Greece to help with the unfolding refugee crisis. Her experiences included participating in rescues of Syrian and Afghan refugees from boats in the Mediterranean Sea, to reuniting an Iraqi refugee family with their beloved pet "Kunkush", which made international news and turned into a children's book. She has worked in Ghana with the UN to aid refugees from the region. She was featured in the 2016 fall YSU magazine. She also was honored as part of the "Penguin Women on the Move" group of alumnae in 2018.

Bryan C. Brantley

A YSU alumnus with a BA in Political Science in 2001, Bryan Brantley is a partner at the law firm McGuire Woods in Pittsburgh, PA. He is a member of the firm's Board of Partners and the leader of the firm's Transportation Industry Group. He is a well-rounded litigator with national experience in a wide range of industries including transportation, retail, construction equipment, manufacturing and pharmaceuticals. Brantley has successfully resolved client's issues through dispositive motions, mediation, arbitration and favorable settlements. He currently serves as National Coordinating Counsel and manages a significant portfolio of litigation for a Fortune 50 transportation company as well as a major technology platform. Bryan serves as a member of the firm's Finance Committee and its Diversity and Inclusion Committee. In 2022, *The Legal*

Intelligencer, an American Lawyer Media publication, honored Brantley as a Professional Excellence Award winner. In 2014, he was elected as a fellow of the Leadership Council on Legal Diversity, an organization dedicated to identifying strong, diverse talent in the legal profession and providing them with leadership opportunities. He is also a recipient of the Distinguished Student Award, Katie Elizabeth Westbrook Award and CALI Excellence Award for the Future in Trial Advocacy. While earning his law degree, he was honored as a member of the Order of the Barristers.

Joe Mosca

Dr. Joseph Mosca worked at YSU from 1989 to 2019 as an assistant professor, associate professor, assistant to the dean, chair, associate dean, dean of the Bitonte College of Health and Human Services, and finally, interim provost and vice president of academic affairs. Following his retirement from YSU, Mosca served as interim executive director of Mahoning County Children Services. Mosca previously served on the board, including roles as board secretary and chairman. Mosca's awards include the Edna K. McDonald Cultural Awareness Award, the Watson Merit Award, the Distinguished Professorship, the Distinguished Service Award, and the 2023 Heritage Award, YSU's most prestigious award.

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.



**RESOLUTION TO MODIFY
SOCIAL MEDIA USE ON OFFICIAL AND AFFILIATED UNIVERSITY SITES
POLICY 3356-4-09.1**

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

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

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

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

**Board of Trustees Meeting
March 7, 2024
YR 2024-47**

3356-4-09.1 Social media use on official and affiliated university sites.

Responsible Division/Office: Office of Marketing and Communications
Responsible Officer: AVP of University Relations
Revision History: June 2014; March 2019; March 2024
Board Committee: Institutional Engagement
Effective Date: March 7, 2024
Next Review: 2029

- (A) Policy statement. The university recognizes the importance of social media as an evolving technology to communicate relevant information and enhance the university’s reputation and profile.
- (B) Purpose. To provide guidance for current and future use of official and affiliated university social media sites.
- (C) Scope. This policy applies to individuals including university faculty, staff, volunteers and students, including student employees, who create or contribute to official or affiliated university social media sites.
- (D) Definitions.
 - (1) “Social media” – internet-based applications, websites, platforms, blogs, wikis, networks, and mobile-based technologies that enable users to create and share information.
 - (2) “Official university social media site” - any social media sponsored, controlled, or managed by a university college, school, department, program, office, or unit.
 - (3) “Affiliated social media site” - site social media created as part of an individual’s work or university responsibilities or by a university-sponsored organization as part of its activities.
 - (4) “Post” - publication of content in any form on social media.
- (E) Parameters.

- (1) The university's office of marketing and communications shall establish, and when appropriate, revise guidelines and/or best practices for university-sponsored and affiliated social media sites. (Please refer to the [office of marketing and communications/marketing](#) webpage).
- (2) University sponsored and affiliated social media sites and postings are subject to all applicable state and federal regulations such as the Family Educational Rights and Privacy Act (FERPA) and copyright rights, university policies, guidelines, and best practices established by the office of marketing and communications, and "The Code of Student Rights, Responsibilities, and Conduct."
- (3) Individual departments, colleges, programs, or administrative offices may establish additional guidelines specific to their areas of study or responsibilities. However, these guidelines must be reviewed and approved by the university's information technology department and office of marketing communications prior to implementation.

**RESOLUTION TO MODIFY
CLOSED CIRCUIT TELEVISION SYSTEM USE POLICY, 3356-4-11**

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

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

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

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

**Board of Trustees Meeting
March 7, 2024
YR 2024-48**

3356-4-11 Closed circuit television system use.

Responsible Division/Office: YSU Police Department
Responsible Officer: VP for Finance and Business Operations
Revision History: March 2014; March 2019; March 2024
Board Committee: Finance and Facilities
Effective Date: March 7, 2024
Next Review: 2029

- (A) Policy statement. To standardize the installation and regulate the use of closed circuit television (CCTV) and any other related surveillance systems at Youngstown state university in order to deter crime, enhance campus security, and assist the Youngstown state university police department (YSU-PD) in its response to safety and security issues on university property.
- (B) Definitions.
- (1) “Equipment” - any item, system, technology device, or process, including software, used alone or in conjunction with a network for the purpose of gathering, monitoring, recording or storing an image, images, and/or audio. Images and/or audio may be viewed in real-time and/or captured and preserved for possible review at a later date.
 - (2) “Monitoring” - the process of observing or reviewing recordings that are captured by CCTV equipment either in real-time or that have been prerecorded and are reviewed at a later date and time.
 - (3) “Recording” - the process of capturing images and/or audio using CCTV systems and saving those images to a storage medium.
 - (4) “University property” - all land, structures, or other real property owned, operated, leased or controlled by Youngstown state university. This includes both internal and external areas, including but not limited to common spaces, grounds, and parking lots.

- (5) “Internet protocol (IP)” - the communication protocol used in the collection and transmission of recordings on the CCTV network. All surveillance devices shall utilize open internet protocols and standards.
 - (6) “Public areas” - any portion of university property that is operated and controlled by Youngstown state university, including buildings and facilities, in which a person does not have a reasonable expectation of privacy.
 - (7) “Private areas” - any portion of university property where a person would have a reasonable expectation of privacy, e.g., restrooms, residence rooms, personal offices, or locker rooms, or any other area designated as a clothing changing area. Personal offices do not include reception, informational or waiting areas.
 - (8) “Restricted access areas” - university property that is not accessible to the general public. Restricted access areas may be accessible to university employees, but do not include private areas.
- (C) Parameters.
- (1) The YSU-PD is responsible for implementation of this policy, including the approval, placement, and monitoring of all CCTV surveillance systems (CCTV system[s]) on university property.
 - (2) This policy does not apply to the use of video or visual surveillance, monitoring or recording, covert or otherwise, by the YSU-PD for criminal investigations or as authorized by a court of law.
 - (3) This policy does not apply to the legitimate academic use of cameras or video recordings for educational or journalism purposes, the general use of webcams by the university, the use of video recording for public performances, events, or interviews, or for university academic or research purposes
 - (4) This policy does not imply or guarantee that the CCTV system will be monitored in real time.

- (5) The CCTV system will be utilized in a professional, ethical and legal manner.
 - (6) Cameras may or may not transmit data to the video retention arrays. Live view only cameras will only provide a live view and will not provide any recorded data for the area where installed.
- (D) Procedures.
- (1) Any and all requests for use of CCTV systems and/or equipment will be requested in the university tech portal. The request will include the name of the college or department making the request, the purpose or reason for the request, and the desired installation area. YSU-PD will review each proposal and the review will consider security issues, institutional needs, technological standards, installation, wiring, networking, licensing, and cost. The chief of the YSU-PD will make the final decision on new equipment installations and changes to equipment placement.
 - (2) Cameras will only be permitted to be placed in public or restricted access areas and on university property. Cameras will not be placed in private areas or in a public area in order to view into private areas.
 - (3) Any equipment currently in place as of the date of this policy will come under the control and authority of YSU-PD. YSU-PD will determine if the equipment currently in place meets the institutional needs of the university and current technological standards for a CCTV recording system. YSU-PD will determine if any new equipment is permitted or if any current equipment is to be replaced or removed. No equipment is permitted unless recorded and controlled by YSU-PD or a specific exception is given by the YSU-PD. If an exception is given, the college or department is still required to comply with all other terms of this policy.
 - (4) All equipment, where able, will utilize IP technology to transmit recordings, unless an exception is granted by YSU-PD. All legacy equipment currently in use at Youngstown state university will be converted to university standard technology within twelve months

from the date of this policy, unless an extension is granted by YSU-PD.

- (5) When an incident is reported or circumstances raise safety or security issues, the YSU-PD may authorize others to observe or review recordings or images.
- (6) In those areas that require on-site viewing or monitoring of CCTV equipment such as student residence halls, the director of the applicable office or department will designate an appropriate individual to serve as the contact with YSU-PD regarding the equipment and will, at the beginning of the spring and fall semesters, provide a list to the YSU-PD of persons authorized to view or monitor the CCTV equipment. Viewing of these images shall be done only in restricted areas unless an exception is granted by the YSU-PD.
- (7) Each department or college with CCTV equipment will designate an appropriate individual within the department or college to serve as a contact with the YSU-PD regarding the equipment.
- (8) Each department or college will be responsible for the cost of the equipment, the cost of labor/installation, and software licensing.
- (9) The chief of the YSU-PD shall be notified of any future university construction or any upgrading of existing university facilities prior to approval of the final designs of said facility if said facility is to include CCTV equipment. The chief of the YSU-PD or a designee appointed by the chief of the YSU-PD shall provide input into the placement of CCTV equipment during the design phase. The chief of the YSU-PD will make the final decision on new equipment installations.
- (10) The chief of the YSU-PD, or their designee shall be responsible for contracting any services for the responsibility of repair and service of all equipment.
- (11) Any complaints involving violations of this policy shall be made to the university's office of general counsel and/or the chief of the YSU-PD.

- (E) Retention and release of information.
- (1) Retention of all recorded information is the responsibility of the YSU-PD except in the case of exceptions granted by the chief of the YSU-PD.
 - (2) It is the goal of the YSU-PD to retain recordings in a secure location and for thirty days; however, there are numerous factors that can limit retention, including but not limited to equipment capabilities. Specific image and/or audio files may be required to be kept for a longer period at the direction of the office of general counsel and/or YSU-PD.
 - (3) Recordings with information about a specific student are considered law enforcement records unless the university uses the recording for discipline purposes or makes the recording part of a student's education record.
 - (4) Requests to view or to receive recording files from persons not authorized to access the system will be reviewed by the office of general counsel and the YSU-PD. The files will be distributed in an appropriately secured method. A log shall be maintained by the YSU-PD indicating the date and time range of the files, camera views, and the identification of the person receiving the files.
 - (5) The recordings are considered security records under section 149.433 of the Revised Code because they are used to protect and maintain the security of the university. A record kept by a public office that is a security record is not a public record under section 149.43 of the Revised Code and is not subject to mandatory release or disclosure under that section. Any record requests, including subpoenas, will be directed to the office of general counsel for a response.
 - (6) Any documentation, written or electronic, which identifies the location of all cameras installed on campus are considered security records under section 149.433 of the Revised Code, because they are used to protect and maintain the security of the university. A record kept by a public office that is a security record is not a public record under section 149.43 of the Revised Code and is not subject to mandatory release or disclosure under that section. Any

record requests, including subpoenas, will be directed to the office of general counsel for a response. Information/location of cameras/recording parameters is considered a security record.

**RESOLUTION TO MODIFY
EMERGENCY RESPONSE POLICY, 3356-4-20**

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

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

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

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

**Board of Trustees Meeting
March 7, 2024
YR 2024-49**

3356-4-20 Emergency response.

Responsible Division/Office: Office of the President
Responsible Officer: President
Revision History: September 2013; March 2019; March 2024
Board Committee: Institutional Engagement
Effective Date: March 7, 2024
Next Review: 2029

- (A) Policy statement. In the event of an emergency, the president or designee are authorized to declare that an emergency situation exists and to invoke the university’s comprehensive emergency management plan.
- (B) Definitions.
 - (1) “Emergency” - an event or condition that presents an imminent risk of death, serious injury, or illness to the university community, suspension or significant disruption of university operations, significant physical or environmental damage, or significantly affects the university’s financial well-being. Specific emergencies or classes of emergencies are listed in the university’s comprehensive emergency management plan.
 - (2) “Comprehensive emergency management plan” - a statement of policy and procedures regarding emergency management. It assigns tasks and responsibilities to university officials specifying, and in some cases redefining, their roles during specific emergency situations. The comprehensive emergency management plan (plan) is also the university’s published authoritative strategies and directives to prepare for, mitigate, respond to, and recover from actual or potential emergencies university-wide. The plan references second-level “departmental emergency operations plans” that prescribe changes in functional responsibilities and operations by and/or within that specific department during an emergency.
- (C) Authorities and responsibilities.

- (1) Reacting to reported or predicted campus or environmental situations, the president or designee is authorized to declare that an emergency exists and to direct the implementation of the plan.
 - (2) The president or designee has the authority to invoke the full force of state and local laws and to exercise all necessary emergency authority to respond to any threat to lives and property and to restore normal university operations with minimal interruption.
 - (3) The plan may, depending upon the type of emergency, redefine authorities within the university during a specific emergency.
 - (4) With the declaration of a university emergency, all officers and essential personnel of the university are directed to undertake appropriate and rapid response to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and to comply with all university emergency procedures, applicable regulations, as well as state and local laws. Work rules and associated compensation will be governed by applicable labor contracts and university policy.
 - (5) All members of the university community (including faculty, students, staff, and visitors) are required to comply with emergency procedures, to cooperate with university response personnel as well as with public officials and emergency service operatives in executing emergency plans, and to obey and comply with the lawful directions of properly identified officers.
 - (6) In response to a specific emergency, and depending on the circumstances, the president may direct each executive officer where to report.
 - (7) The university will plan and implement an annual emergency management training program for identified members of the university community.
- (D) Implementation.
- (1) The president directs that the university, led by the chief of university police and the director of environmental health and safety, shall create, maintain, and annually update the university's

comprehensive emergency management plan. The plan shall include, at a minimum, the following:

- (a) The common goal to maximize human safety and survival, minimize danger, preserve and protect property and critical infrastructure, provide for responsible communication with the university community and the general public during and after an emergency, and restore normal activities;
 - (b) Plans, and the associated use of university resources, to prevent or otherwise mitigate potential emergencies;
 - (c) The establishment of a university emergency planning and response team;
 - (d) Collaboration with local emergency management partners;
 - (e) An effective means of public emergency notification;
 - (f) Departmental level emergency operations planning, education, and training;
 - (g) Adoption of the national incident management system; and
 - (h) A university communication and education plan for emergency response.
- (2) The president will direct each executive officer to ensure their awareness of, and compliance with, this policy and with the plan and to further ensure that such awareness and compliance is promulgated throughout each of their respective divisions.

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

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

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

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

**Board of Trustees Meeting
March 7, 2024
YR 2024-50**



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Third Quarter FY2024

FROM	TO	AMOUNT	REASON
Sick Leave Conversion Fund (Designated Fund)	Beeghly Center Renovation Gifts (Restricted Plant Fund)	\$705,500	Interest free interfund loan to provide bridge financing for Beeghly Center Bleacher Project. To be repaid with gift funds. Total project budget is \$1,800,500.

**RESOLUTION TO MODIFY
VACATION LEAVE, PROFESSIONAL/ADMINISTRATIVE STAFF AND
DEPARTMENT CHAIRPERSONS NOT COVERED BY A COLLECTIVE
BARGAINING AGREEMENT POLICY, 3356-7-09**

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

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

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

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

3356-7-09 Vacation leave, professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: May 1998; September 2009; October 2010; March 2016; September 2018; June 2023; March 2024
Board Committee: University Affairs
Effective Date: March 7, 2024
Next Review: 2029

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Scope. This policy applies to professional/administrative staff and department chairpersons who are not part of a recognized bargaining unit. Employees in externally funded positions are provided with benefits in accordance with rule 3356-7-43 of the Administrative Code (see university policy 3356-7-43, “Externally funded university positions”). Other employees covered by collective bargaining may refer to their respective labor agreement.
- (C) Parameters.
 - (1) Full-time professional/administrative staff and department chairpersons on twelve-month appointments earn 7.33 hours per pay period or one hundred seventy-six hours of paid vacation leave each fiscal year.
 - (2) Full-time staff with annual appointments less than twelve months and part-time staff with a .75 or greater full-time equivalent (FTE) earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.

- (3) Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
- (4) Vacation leave for full-time twelve-month staff may be accrued up to a maximum of three hundred twenty hours.
- (5) Employees whose vacation balance reaches three hundred twenty hours will not accrue vacation until the balance is reduced below the three hundred twenty hour maximum. Employees are responsible for monitoring the vacation balance.
- (6) Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE and should be requested in hours (e.g., a .75 FTE staff member would have a maximum accrual of two hundred forty hours).
- (7) Vacation leave accrual begins on the effective date of the initial employment. Vacation leave may be requested once the staff member has successfully completed ninety days of service, or as otherwise agreed to at the time of hiring.
- (8) Accrued vacation leave may be taken prior to the effective date of separation or a cash payment will be made for vacation accrued through the last day of work. Use of accrued vacation leave prior to effective date of separation is subject to supervisor approval based on university need including when and how much leave is requested. There will be no cash payment for accrued vacation hours made to employees separating from an externally funded position.
- (9) Department chairpersons and other administrators holding earned rank and tenure who revert to faculty status will receive a cash payment for accrued vacation earned through the last day of the administrative appointment (see rule 3356-9-05 of the Administrative Code, university policy 3356-9-05, "Faculty rank and tenure for designated administrators").
- (10) If an employee moves to a professional/administrative excluded status and their current available vacation balance exceeds the

maximum, a partial payout will be made to reduce the balance such that the employee will accrue the full accrual amount in the first pay period worked in the new position.

(D) Procedures.

- (1) Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
- (2) The staff member will request approval from the immediate supervisor in advance of the leave. The staff member will report the use of vacation leave, utilizing the electronic leave reporting system for the pay period in which the leave is utilized.
- (3) The supervisor approves the vacation leave as reported, utilizing the electronic leave reporting system.

**RESOLUTION TO MODIFY
UNIVERSITY HOLIDAYS POLICY, 3356-7-21**

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

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

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

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

**Board of Trustees Meeting
March 7, 2024
YR 2024-52**

3356-7-21 University holidays.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: March 1998; December 2009; March 2014;
March 2019; March 2024
Board Committee: University Affairs
Effective Date: March 7, 2024
Next Review: 2029

- (A) Policy statement. The board of trustees has been authorized by section 124.19 of the Revised Code to observe certain paid holidays on days other than their customary date of observance. Pursuant to state law, the board authorizes the president to move observance of these movable paid holidays to days that most favorably meet the needs of the university community.
- (B) Parameters. The below holidays may be observed as set forth in this paragraph or may be observed on another day, per section 124.19 of the Revised Code.
- (1) Martin Luther King, Jr. day (third Monday in January).
 - (2) Presidents' day (third Monday in February).
 - (3) Columbus day (second Monday in October).
- (C) Procedures.
- (1) The president, on the recommendation of the provost, will designate which of the paid holidays will be moved to better meet the needs of the academic calendar.
 - (2) The office of human resources is responsible for scheduling the annual holiday calendar after consulting with the president and the office of academic affairs. This schedule of holidays will then be provided to the registrar and the office academic affairs to set the academic calendar.

**RESOLUTION TO MODIFY
COLLECTIVE BARGAINING AND NEGOTIATIONS POLICY, 3356-7-23**

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

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

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

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

**Board of Trustees Meeting
March 7, 2024
YR 2024-53**

3356-7-23 Collective bargaining and negotiations.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: August 1998; December 2009; December 2014;
March 2019; March 2024
Board Committee: University Affairs
Effective Date: March 7, 2024
Next Review: 2029

- (A) Policy statement. Youngstown state university recognizes the right of eligible faculty and staff to be represented by an exclusive bargaining representative for purposes of collectively negotiating agreements defining the terms and conditions of employment. This recognition is extended solely to faculty and staff who are defined as “public employees” in section 4117.01 of the Revised Code.
- (B) Purpose. To establish a framework for the professional and collegial negotiation of successor agreements with each bargaining unit that achieve the goals of both the university and bargaining unit members.
- (C) Definitions.
- (1) Division (C) of section 4117.01 of the Revised Code defines “public employees” as “...any person holding a position by appointment or employment in the service of a public employer, including any person working pursuant to a contract between a public employer and a private employer and over whom the national labor relations board has declined jurisdiction on the basis that the involved employees are employees of a public employer...”
 - (2) Exceptions applicable to colleges and universities include: confidential employees, management level employees, supervisors, students whose primary purpose is educational training, including graduate assistants or associates, residents, interns, or other students working as part-time public employees less than fifty per cent of the normal year in the employee’s bargaining unit; and part-time faculty members of an institution of higher education.

- (D) Procedures. The board of trustees of Youngstown state university within its fiduciary responsibility provides oversight of collective bargaining between the university and the bargaining units that represent employee groups. The board and university administration shall fulfill the following responsibilities within the collective bargaining process:
- (1) The chairperson of the board of trustees or his/her designee will act as the sole spokesperson for the board of trustees on any matters related to negotiations.
 - (2) The university affairs committee shall be the committee through which collective bargaining issues are presented and discussed with the board of trustees. This committee will provide the necessary authorizations for administration negotiations teams and will establish parameters for board of trustees' participation and communications for each negotiation.
 - (3) The administration will present to the university affairs committee for its review and consideration the administration's recommendations for membership of the university negotiation team, the chief negotiator, the role of legal counsel and bargaining approach (e.g., traditional versus interest-based). The administration will also provide overviews of issues and outcomes of past negotiations, internal and external contexts, financial parameters, and university goals and priorities as well as anticipated bargaining unit goals and priorities.
 - (4) The university affairs committee will review overall financial parameters for each negotiation and any changes to those parameters during the course of each negotiation.
 - (5) During each negotiation, the administration will update the designated committee on overall progress, university and bargaining unit positions, proposed draft language, tentative agreements, and new issues.
 - (6) When a final tentative agreement is reached, and after legal review, the administration will provide to the university affairs committee a summary of major changes to the agreement and a complete redline version of the proposed agreement, including all appendices typically at least one week in advance of the scheduled meeting.

- (7) If a fact finder report is issued, the report shall be brought to the university affairs committee for discussion and vote.
- (8) The university affairs committee will recommend action on the proposed agreement or fact finder report to the full board of trustees.
- (9) The board of trustees must ratify all final collective bargaining agreements.
- (10) At the conclusion of each round of negotiations, the university affairs committee will prepare recommendations to guide the next round of negotiations.



**RESOLUTION TO MODIFY AND RETITLE
SUPPLEMENTAL PAY FOR FACULTY AND
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-46**

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

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

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

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

3356-7-46 Supplemental pay assignments for full and part-time faculty and professional/administrative staff and secondary appointments for full-time faculty.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: 1999; December 2003; June 2010; December 2015;
September 2018; September 2023; March 2024
Board Committee: University Affairs
Effective Date: March 7, 2024
Next Review: 2029

- (A) Policy statement. On occasion, it is necessary and appropriate to have employees perform services not included in the employee’s assigned duties and responsibilities and to pay employees for these additional services. This policy does not apply to supplemental payment compensation for externally funded grants, sponsored programs and contracts (see rule 3356-7-48 of the Administrative Code, university policy 3356-7-48).
- (B) Scope. This policy applies only to faculty and professional/administrative staff. For supplemental payment compensation for externally funded grants, sponsored programs and contracts, consult rule 3356-7-48 of the Administrative Code and/or university policy 3356-7-48, “Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff.”
- (C) Parameters.
 - (1) Supplemental pay assignments are intended to enable the university to generally deal with short-term staffing needs that require the assignment of work or additional duties beyond the scope of an employee’s primary position.
 - (2) Secondary appointments enable the university to generally deal with staffing needs that require the assignment of work or additional duties beyond the scope of a faculty member’s primary position to act as a director, associate director, program manager, coordinator, or similar position for programs, partnerships, or other department activities on a limited basis.
 - (3) Total payments for supplemental pay to an employee during any fiscal year shall not exceed five thousand dollars unless approved by the president. Total payments for secondary appointments to an employee

during any fiscal year shall not exceed five thousand dollars unless approved by the president.

- (4) To allow for accurate and transparent financial analysis and reporting and for audit purposes, supplemental and secondary appointment payments should be made from the appropriate account code in the university's financial system. Such payments shall be made to the employee on a semimonthly basis.
 - (5) Supplemental pay assignments and secondary appointments must be approved in advance by the employee or the faculty member's manager in any situation in which the assignment is for work for another university department.
 - (6) Supplemental pay assignments and secondary appointments are contingent upon board approval; however, employees may begin these assignments prior to board approval.
 - (7) The chief human resources officer will prepare and submit a summary of all personnel actions to include supplemental pay assignments and secondary appointments to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (D) Procedures. See human resources administrative policy 2024-1: "Supplemental pay assignments," and 2024-02: "Secondary appointments."

**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 December 7, 2023, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2023-2024 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-05, Faculty Rank and Tenure for Designated Administrators; 3356-9-02, Selection, Appointment, and Annual Evaluation of Administrative Officers; 3356-7-42, Selection, Appointment, and Evaluation of Professional/Administrative Staff; 3356-7-43, Externally Funded University Positions; and 3356-7-36, Hiring and Selection Process, Evaluation and Compensation for Intercollegiate Athletic Coaches;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the personnel actions, attached hereto.

**Board of Trustees Meeting
March 7, 2024
YR 2024-55**



SUMMARY OF PERSONNEL ACTIONS

Faculty

10/16/2023 through 1/15/2023

Separations – 5

- Faculty Tenured – 1
- Faculty Term – 4

Appointments – 3

New Positions – 1

- Faculty Term – 1

Replacement Positions – 2

- Faculty Term – 2

YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/ PROGRAM	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Tenure Track/Probationary Appointments							
Arntsen, Christopher	Faculty	Associate Professor	Chemistry	12/31/2023	1.00	\$ 69,026.00	Resigned
Term Appointments							
Lipscomb, Nora	Faculty - Term	Senior Lecturer	Nursing	12/31/2023	1.00	\$ 59,309.64	Retired
Reed, Andrae	Faculty - Term	Lecturer	Computer Science & Info Systems	12/31/2023	1.00	\$ 60,180.00	Resigned
Rock, Rodney	Faculty - Term	Lecturer	Teacher Education	12/31/2023	1.00	\$ 49,939.20	Resigned
Small, Jason	Faculty - Term	Lecturer	Management	12/31/2023	1.00	\$ 44,443.00	Resigned

YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/PROGRAM	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Tenure Track/Probationary Appointments						
Singer, Tyler	Faculty Tenure Track	Assistant Professor	Kinesiology and Sport Science	1/1/2024	1.00	\$ 60,000.00
Term Appointments						
Mikula, Vincent*	Faculty - Term	Lecturer	Nursing	1/1/2024	1.00	\$ 58,000.00
Nappi, Luke	Faculty - Term	Lecturer	Mathematics & Statistics	1/1/2024	1.00	\$ 48,000.00
* <i>New Position</i>						

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative - (Excludes Athletics)
10/16/2023 through 1/15/2024

Separations – 16

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 6
- Professional Administrative Externally Funded – 4

Appointments – 12

Replacement Positions – 11

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 2

New Positions – 1

- Professional Administrative Externally Funded – 1

Reclassifications/Position Adjustments – 6

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 2

Promotions – 6

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded - 1

Salary Adjustments – 3

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

Transfers – 2

- Professional Administrative Excluded – 2

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Baker, Stephanie	APAS	Case Manager	Dean of Students	11/30/2023	1.00	\$ 45,900.00	Resigned
Castner, Mary Lou	APAS	Coordinator Financial Systems	Controller's Office	12/31/2023	1.00	\$ 76,951.49	Retired
Duchon, Colleen	APAS	Reference Librarian HHS	Maag Library	12/31/2023	1.00	\$ 47,164.09	Resigned
Maruca, Susan	APAS	Interim Success Coordinator	Dean - Bitonte College of Health & Human Services	10/31/2023	1.00	\$ 46,512.00	Terminated
Mattiussi, Carla	APAS	Coordinator Career Development	Career Exploration & Development	12/31/2023	1.00	\$ 52,357.09	Resigned
Richard, LaTieya	APAS	Senior Technology Trainer	IT Training Services	12/8/2023	1.00	\$ 53,856.00	Resigned
Drennen, Jennifer	Excluded	Director HR Operations	Human Resources	10/26/2023	1.00	\$ 92,584.86	Resigned
Hungerman, Erin	Excluded	Assistant Dean of Students	Dean of Students	10/20/2023	1.00	\$ 67,795.59	Resigned
Lafferty, Helen	Excluded	Interim President	President	12/31/2023	1.00	\$ 400,000.00	Temporary Appt. Ended
Luscher, David	Excluded	Associate Director	WYSU - FM	1/12/2024	1.00	\$ 58,228.63	Resigned
Moring, Greg	Excluded	Acting Chair	Dean Cliffe College of Creative Arts	12/31/2023	0.45	\$ 40,800.00	Resigned
Rojas, Rolando	Excluded	Manager	Undergraduate Admissions	1/12/2024	1.00	\$ 46,403.42	Resigned
Delisio, Richard	Externally Funded	Procurement Consultant	Dean - WCBA	12/31/2023	1.00	\$ 61,200.00	Resigned
Lander, Natalie	Externally Funded	Instructor Networking and Telecommunications	Center for Workforce Education & Innovation	12/31/2023	1.00	\$ 75,000.00	Resigned
Marino, Nicole	Externally Funded	Museum Assistant and Educator	Industry & Labor Steel Museum	12/31/2023	0.25	\$ 16,972.80	Resigned
Wilson, Marcelle	Externally Funded	Museum Site Manager	History	12/21/2023	0.50	\$ 25,056.37	Resigned

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Herzberger, Brent	APAS	Technology Trainer	IT Training Services	1/2/2024	1.00	\$ 48,000.00
Levonyak, Alexis	APAS	Success Coordinator	First Year Student Services	1/8/2024	1.00	\$ 43,000.00
McEldowney, Cara	APAS	Technology Trainer	IT Training Services	1/2/2024	1.00	\$ 48,000.00
Reidy, Emily	APAS	Senior Financial Analyst	Controller's Office	12/1/2023	1.00	\$ 51,000.00
Scott, Aaron	APAS	Coordinator	Undergraduate Admissions	12/16/2023	1.00	\$ 40,000.00
Trifonoff, Jaccob	APAS	Coordinator Theatrical Production and Facilities Support	Theatre and Dance	1/2/2024	1.00	\$ 47,791.00
Clowes, Josephine	Excluded	Temporary Executive Assistant to the Provost	Provost VP - Academic Affairs	11/1/2023	0.50	\$ 26,004.00
Memaj, Eron	Excluded	Director International Studies and Programs	International Programs Office	11/1/2023	1.00	\$ 107,000.00
Williams, Randall	Excluded	Deputy Chief of Police	YSU Police	1/1/2024	1.00	\$ 85,000.00
Davies-Anderson, Kali	Externally Funded	Program Coordinator Grants and Evaluation	Community Engagement	1/8/2024	1.00	\$ 46,500.00
Pickel, Dillan	Externally Funded	Government Procurement Specialist	Dean - WCBA	1/8/2024	1.00	\$ 60,000.00
Tullis, Jenny*	Externally Funded	Assistant Director WYSU	WYSU - FM	12/4/2023	1.00	\$ 40,000.00
<i>*New Position</i>						

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE/ PREVIOUS POSITION TITLE	NEW DEPARTMENT/ PREVIOUS DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Alexander, Anne	APAS	Academic Advisor 2/Academic Advisor 1	Dean - WCBA	7/15/2023	1.00	\$ 38,093.33	\$36,279.36
Fabry, Dina	APAS	Assistant Director Fitness Wellness and Special Events/ Coordinator Fitness & Wellness	Andrews Student Recreation & Wellness Center	9/1/2023	1.00	\$ 43,813.69	\$41,727.32
Henline, Emily	APAS	Academic Advisor 2/Academic Advisor 1	Dean - WCBA	7/15/2023	1.00	\$ 41,233.50	\$39,270.00
McCurry, Rebecca	APAS	Senior Counselor Penguin Service Center/Counselor Penguin Service Center	Registration & Records	8/16/2023	1.00	\$ 48,000.00	\$44,108.88
Christiansen Erb, Joy	Excluded	Acting Chair and Professor/ Associate Dean	Art/Dean Cliffe College of Creative Arts	1/1/2024	1.00	\$ 103,458.00	\$ 111,322.80
Pintar, Jennifer	Excluded	Interim Provost & Vice President of Academic Affairs/Vice Provost	Provost VP - Academic Affairs	1/1/2024	1.00	\$ 220,000.00	\$ 163,200.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE / PREVIOUS POSITION TITLE	NEW DEPARTMENT/ PREVIOUS DEPARTMENT	CONTRACT APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Shargo, Megan	APAS	Coordinator Continuous Improvement/Executive Assistant - Provost	Institute for Teaching & Learning/Provost - VP Academic Affairs	10/16/2023	1.00	\$ 50,386.00	\$ 46,464.26
D'Amato, Joseph	Excluded	Associate Director International Student and Scholar Services/Associate Director	International Programs Office/English Language Institute	10/16/2023	1.00	\$ 63,448.12	\$ 60,426.78
Gaston, Christopher	Excluded	Assistant Registrar Technology/Student Systems Administrator	Registration & Records	11/1/2023	1.00	\$ 65,000.00	\$ 58,080.33
Massaro, Megan	Excluded	Director HR Operations & Technical Systems/Business Systems Administrator	Human Resources/IT Data Analytics	11/1/2023	1.00	\$ 95,000.00	\$ 73,440.00
Natoli, Krystle	Excluded	Business Systems Administrator/ Human Resources Generalist	IT Data Analytics/Human Resources	10/22/2023	1.00	\$ 68,500.00	\$ 44,969.60
Binsley, Jenna	Externally Funded	Associate Director Marketing and Communications/Manager TILT	Center for Workforce Education & Innovation	10/16/2023	1.00	\$ 68,500.00	\$ 61,200.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT / APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Tervo, Kellie	APAS	Senior Academic Advisor 2	Dean Bitonte College Health & Human Services	6/16/2023	1.00	\$ 56,327.32	1.00	\$53,645.07
Reichert, Lisa	APAS	Special Assistant to AVP and Controller	Controller's Office	1/1/2024	0.75	\$ 64,746.90	0.50	\$43,176.60
Chapman, Gabrielle	Externally Funded	Instruction Specialist	Rich Center for Autism	1/1/2024	0.60	\$ 13,041.60	0.80	\$17,278.80

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
TRANSFERS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE/PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE/PREVIOUS POSITION TITLE	NEW DEPARTMENT/PREVIOUS DEPARTMENT	CONTRACT APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Bell, Cynthia	Excluded	Executive Assistant to the Provost/Executive Assistant to President	Provost- VP Academic Affairs/President	1/16/2024	1.00	\$ 69,985.54	\$ 69,985.54
Smith, Brien	Excluded	Special Assistant to the President/Provost - VP Academic Affairs	President/ Provost VP - Academic Affairs	1/5/2024	1.00	\$ 264,001.50	\$ 264,001.50

**SUMMARY OF PERSONNEL ACTIONS
Athletic Employees
10/16/2023 through 1/15/2024**

Separations – 1

- Professional Administrative Excluded – 1

Reclassification/Position Adjustments – 2

- Professional Administrative Excluded – 2

Salary Adjustments – 3

- Professional Administrative Excluded – 3

Multi-Year Appointments – 1

- Professional Administrative Excluded – 1

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	TYPE OF SEPARATION
Lindley, Tory	Excluded	Deputy Athletic Director Sports Medicine	Training Room	10/30/2023	1.00	\$ 95,716.80	Resigned

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
RECLASSIFICATIONS AND POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Klekner-Alt, Kiersten	Excluded	Associate Athletic Director & Director of Compliance/Assistant Athletic Director	Athletic Administration	11/16/2023	1.00	\$ 65,545.20	\$ 62,424.00
Tymkew, Jennifer	Excluded	Senior Associate Athletic Director for Integrated Healthcare & Performance/ Associate Athletic Director	Training Room	11/16/2023	1.00	\$ 80,414.08	\$ 73,103.71

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Fink, Rebecca	Excluded	Senior Associate Athletic Director for Internal Operations Senior Women's Administrator	Athletic Administration	11/16/2023	1.00	\$ 77,197.68	\$ 72,828.00
Pinciario, Steven	Excluded	Assistant Athletic Director	Ticket Office	11/16/2023	1.00	\$ 65,954.86	\$ 62,814.15
Stuart, Timothy	Excluded	Senior Associate Athletic Director for External Operations	Athletic Facilities Rental	11/16/2023	1.00	\$ 77,197.68	\$ 72,828.00

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 10/16/2023 THROUGH 1/15/2024
MULTI-YEAR APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	SALARY
Duncan, Kody	Excluded	Head Coach Men's Tennis	Tennis - Men's	10/16/2023 - 06/30/2026	1.00	\$ 50,000.00



**RESOLUTION RELATED TO YOUNGSTOWN STATE UNIVERSITY AND
EASTERN GATEWAY COMMUNITY COLLEGE**

**SERVING THE MAHONING VALLEY, REGION,
and UPPER OHIO VALLEY**

WHEREAS, Youngstown State University (YSU) is the anchor comprehensive post-secondary institution in the Mahoning Valley and the broader region, including the Upper Ohio Valley;

WHEREAS, YSU offers Associate's, Bachelor's, Master's, and Doctoral degrees, as well as certificates, alternative credentials, and workforce education to enhance and advance the workforce of the Valley and region;

WHEREAS, due to extenuating circumstances and the decision by the Board of Eastern Gateway Community College (EGCC) to not offer classes and academic programs beyond spring 2024, YSU has engaged EGCC and the Ohio Department of Higher Education (ODHE), and ODHE with the accrediting Higher Learning Commission (HLC), to expand YSU's offerings of Associate's degrees, certificates, alternative credentials and workforce education initiatives;

WHEREAS, YSU's Academic Senate has acted, and academic programs and support areas are engaged to optimize a seamless continuation of academic program progress of students towards degree, certificate and credential completion for EGCC students;

WHEREAS, YSU has engaged with the superintendents of the region's Educational Service Centers to engage with district superintendents to assure EGCC College Credit Plus offerings are accommodated and others become engaged with YSU at a cost per credit hour initially equivalent to EGCC;

WHEREAS, YSU recognizes the need for phasing various initiatives to YSU, particularly considering the differences in fee structures;

WHEREAS, YSU desires to provide a continuity of educational access for the region that is not limited to and that includes in-person instructional offerings, and has therefore applied to the HLC to establish additional locations in Steubenville over the long-term, preferring if practicable to utilize a current EGCC location in that regard, and using Youngstown in the immediate near-term.

NOW THEREFORE BE IT RESOLVED, the YSU Board of Trustees supports the YSU administration, faculty, and staff engagement in activities to facilitate seamless degree continuation for current EGCC students, and expansion of YSU academic programs to serve the post-secondary and career needs of the Valley and region, with the combination of such actions likely to create future employment opportunities at YSU for highly qualified individuals in various occupational categories;

BE IT FURTHER RESOLVED, the YSU Board of Trustees authorizes YSU administration to engage with ODHE and other State agencies concerning processes to financially administer such a transition to assure that the undertaking is financially viable and sustainable at YSU.

**Board of Trustees Meeting
March 7, 2024
YR 2024-56**