



**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

**Allen L. Ryan, Jr., Chair
Sergul A. Erzurum, Vice Chair
All Trustees are Members**

**Wednesday, September 18, 2024
3:46 p.m. or immediately following
previous meeting**

**Board Room
Tod Hall**

AGENDA

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

1. Consent Items*

- C.1.a. = Tab 1 a. Resolution to Modify Travel on Behalf of the University Policy, 3356-3-05**
- C.1.b. = Tab 2 b. Resolution to Modify Operating Budget Approval and Modification Policy, 3356-3-11**
- C.1.c. = Tab 3 c. Resolution to Modify Acceptable Use of University Technology Resources Policy, 3356-4-09**

2. Action Items

- C.2.a. = Tab 4 a. Resolution to Rescind Designation of the University's Official Bank Policy, 3356-3-07**
Neal McNally, Vice President for Finance and Business Operations, will report.
- C.2.b. = Tab 5 b. Resolution to Approve FY26 Housing and Courtyard Rates**
Joy Polkabra Byers, Associate Vice President for Student Experience, will report.
- C.2.c. = Tab 6 c. Resolution to Approve Interfund Transfers Related to FY 2024 Year-End Operating Performance**
Neal McNally, Vice President for Finance and Business Operations, will report.
- C.2.d. = Tab 7 d. Resolution to Approve a Revision to Associate Degree Tuition for the 2024-25 Academic and Fiscal Year**
Neal McNally, Vice President for Finance and Business Operations, will report.

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

- C.2.e. = Tab 8** **e. Resolution to Approve Tuition for Undergraduate Programs Marketed by Risepoint**
Jennifer Pintar, Provost and Vice President for Academica Affairs, will report.

3. Discussion Items

- C.3.a. = Tab 9** **a. Student Center Update**
Joy Polkabila Byers, Associate Vice President for Student Experience, will report.

- C.3.b. = Tab 10** **b. Update on Dining RFP**
Joy Polkabila Byers, Associate Vice President for Student Experience, will report.

- C.3.c. = Tab 11** **c. Planning and Construction Projects Update**
John Hyden, Associate Vice President for Facilities and Support Services, and Rich White, Direc

- C.3.d. = Tab 12** **d. IT Security Update**
Justin Bettura, Deputy Chief Information Security Officer, will report.

- e. Report of Audit Subcommittee**
A verbal report of the Audit Subcommittee will be presented.
Richard C. Fryda, will report.

D. New Business

E. Adjournment



**RESOLUTION TO MODIFY
TRAVEL ON BEHALF OF THE UNIVERSITY POLICY,
3356-3-05**

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
September 19, 2024
YR 2025-**

3356-3-05 Travel on behalf of the university.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: June 1994; December 2004; December 2009;
September 2014; September 2019;
September 2024
Board Committee: Finance and Facilities
Effective Date: ~~September 520, 2019~~2024
Next Review: ~~2024~~2029

- (A) Policy statement. The board of trustees authorizes the office of finance and administration to establish university travel guidelines for the expenditure of university funds for travel expenses incurred during the performance of official university business.
- (B) Purpose. The purpose of the university travel guidelines is to facilitate official university travel by university faculty, staff, students, candidates, and other nonemployees at the lowest practical and reasonable cost and by the most expedient means.
- (C) Parameters.
- (1) Official university travel is travel in furtherance of assignment and consistent with the mission of the university; travel from place of residence to work is not.
 - (2) Allowable travel expenses include all ordinary and necessary expenses incurred in furtherance of assignment consistent with the mission of the university.
 - (3) With appropriate approval, allowable expenses may be reimbursed for those individuals representing the university on official business.
 - (4) Exceptions to university travel guidelines must be obtained in writing prior to the travel in question from the president or his/her designee.

- (5) **Information regarding university travel is available in written and electronic form on the YSU website.**



**RESOLUTION TO MODIFY
OPERATING BUDGET APPROVAL AND MODIFICATION POLICY,
3356-3-11**

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
September 19, 2024
YR 2025-**

3356-3-11 Operating budget approval and modification.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: December 2004; December 2006;
December ~~—~~2009; December 2014;
September 2019; September 2024
Board Committee: Finance and Facilities
Effective Date: **September ~~520, 2019~~2024**
Next Review: ~~2024~~2029

- (A) Policy statement. The board of trustees will approve a balanced operating budget for each fiscal year prior to the beginning of that fiscal year (July first) and subsequent modification(s) to the overall spending level.
- (B) Purpose. Establish a policy to approve and modify the university's operating budget.
- (C) Scope.
- (1) The annual operating budget shall be a balanced ~~budget~~ with projected expenses aligned with anticipated revenue and shall be consistent with the strategic goals of the university.
 - (2) All ~~expenditures~~expenses in the university's general and auxiliary funds must be budgeted each fiscal year ~~prior to being spent~~.
 - (3) The operating budget may be revised at the discretion of the board of trustees.
- (D) Definitions.
- (1) Auxiliary funds – funds for enterprises that exist to furnish goods or services to students, faculty, ~~or~~ staff, visitors or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Kilcawley center, housing, and parking).

- (2) Budget modifications – increases or decreases to the overall level of the operating budget.
 - (3) Designated funds – unrestricted funds internally transferred by the board from an operating budget for a specific purpose and available for expenditure in the current ~~budget~~ fiscal year and/or ~~in succeeding subsequent~~ budget fiscal years.
 - (4) General funds – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio operating appropriations, ~~and expended~~ General funds support costs ~~for~~ of instruction, student services, institutional support, plant maintenance and operations, financial aid, etc.
 - (5) Operating budget – general and auxiliary funds representing the operating activities of the university for a given fiscal year. Excluded from the operating budget are designated funds, plant and capital funds, restricted funds, endowments and funds functioning as endowments.
- (E) Procedures.
- (1) Budget approval.
 - (a) The administration will present the annual operating budget for board approval ~~at the June meeting~~ prior to the fiscal year that begins on ~~beginning~~ July first.
 - (b) When sufficient financial resources exist, the annual operating budget will include a transfer to the general fund operating reserve of at least five per cent of the increase in the general fund portion of the operating budget over the previous year. The board of trustees may approve a deviation from the transfer of five per cent of the increase in the general fund portion of the operating budget.
 - (2) Budget modifications. Revenue changes – budget modifications of five per cent or more that relate to changes in enrollment, levels of ~~support~~ funding from the state of Ohio and/or any other revenue source ~~must~~ shall be approved by the board.



**YOUNGSTOWN
STATE UNIVERSITY**

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

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

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

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

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

**Board of Trustees Meeting
September 19, 2024
YR 2025-**

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

Responsible Division/Office: Information Technology Services
 Responsible Officer: VP for Finance and Business Operations
 Revision History: August 1999; November 2010; December 2012;
 March 2016; June 2021; March 2023; June 2023;
 June 2024; September 2024
 Board Committee: Finance and Facilities
 Effective Date: September 19, 2024, ~~June 7, 2024~~
 Next Review: 2029

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

research and services missions of the university or for more than limited, responsible personal use conforming to this policy is prohibited.

- (4) Technology resources provided by the university are the property of the university. University-owned technology is not intended to supersede the need for technology purchases for personal purposes.
 - (5) As the university is a public entity, information in an electronic form may also be subject to disclosure under the Ohio public records act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).
 - (6) Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.
- (D) Definitions.
- (1) "Generative AI" – refers to a category of artificial intelligence (AI) systems that are designed to generate new content, such as text, images, or other forms of data, based on patterns and information it has learned from existing data. Unlike traditional AI systems that follow explicit instructions or rules, generative AI has the ability to create novel outputs by learning from large datasets.
 - (2) "Private institutional data" – defined in university policy 3356-4-13, "Sensitive information/information security" (rule 3356-4-13 of the Administrative Code) and encompasses information of a sensitive, confidential, or personally identifiable nature, such as social security numbers, student records, medical information, financial records, and research data with privacy concerns.
 - (3) "Public data" – defined in university policy 3356-4-13, "Sensitive information/information security" (rule 3356-4-13 of the Administrative Code) and comprises nonsensitive, nonconfidential information that does not personally identify individuals, including publicly available research publications, course catalogs, general university information, and nonsensitive statistical data.

- (E) User requirements. All users of the university-owned technology resources (computing, digital recordings, networking and data), regardless of affiliation with the university, must:
- (1) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
 - (2) Protect the confidentiality, integrity and availability of technology resources.
 - (3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
 - (4) Comply with all applicable policies at Youngstown state university (YSU).
 - (5) Respect the right of other technology users to be free from harassment or intimidation.
 - (6) Respect copyrights, intellectual property rights, and ownership of files and passwords.
 - (7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
 - (8) Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.
 - (9) Limit personal use of university technology resources so that such use does not interfere with one's responsibilities to the university.
 - (10) Not attempt to circumvent information technology security systems or the university "IT Security Manual."
 - (11) Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the university.
 - (12) Not use technology resources for personal commercial purposes or

for personal financial or other gain unless specifically approved by the university.

- (13) Not state or imply that they speak on behalf of the university without authorization to do so and not use university trademarks and logos without authorization to do so.
- (F) User responsibilities.
- (1) By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to adhere to the university "IT Security Manual."
 - (2) Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.
 - (3) Users are responsible for any activity performed on university-owned technology devices assigned to them except when the device is compromised by actions beyond the user's control.
 - (4) There is no expectation of personal privacy when using university resources. See paragraph (G) of this rule.
 - (5) Potential violations regarding use of technology resources should be reported to the appropriate information technology services manager(s) or information security officer.
 - (6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
 - (7) Users are responsible for maintaining data in compliance with the university records retention plan.
 - (8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See university policy 3356-4-13, "Sensitive information/information security";

- rule 3356-4-13 of the Administrative Code.)
- (9) Users are responsible for understanding whether the technology is in compliance with this policy prior to use.
 - (10) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.
 - (11) Students are responsible for compliance with academic integrity policies. These policies may include further restrictions on technology use by colleges, schools, departments, or instructors.
- (G) No expectation of privacy.
- (1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.
 - (2) When authorized by the office of the general counsel, the university may also specifically monitor the activity and accounts of individual end-users of university technology resources, including login sessions, file systems, and communications.
 - (3) When authorized by the appropriate university administrator (president, vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned personnel for university business and

- the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.
- (4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
 - (5) Personal computing devices:
 - (a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.
 - (b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).
 - (c) Personal computing devices must comply with university "[IT Security Manual](#)" when using the campus wireless network or other provided university technology resource.
 - (d) Personal computing devices used to conduct university business are subject to public records requests.
 - (e) Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the university's wired or wireless network.
 - (H) Email. University email (i.e. username@ysu.edu) is the only acceptable email for conducting university business. Email is an official means for communication at the university. Students, faculty, and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.
 - (I) Security. The university employs various measures (i.e., the university's

“IT Security Manual”) to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide full security measures without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.

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

- (J) Additional policy ramifications. Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resource and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.
- (K) Generative AI acceptable use guidance.
- (1) Use of generative AI is encouraged for the purpose of advancing academic capabilities and university operations within the parameters set forth in the “YSU AI Principles Statement” (see [office of academic affairs website](#)) and potential further restricted by division, colleges, or departments.
 - (2) Any use of generative AI not in accordance with university guidance or the framework defined by academic instruction is strictly prohibited.
- (L) Examples of unacceptable use:
- (1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.
 - (a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or

unlawful activities is prohibited.

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

is prohibited.

- (i) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.
- (j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- (k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.
- (l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.
- (m) Attempting to log onto another user's account (secured or otherwise) is prohibited.
- (n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
- (o) Personal use beyond limited responsible use is prohibited.
- (p) Digital recordings of any sensitive nature, such as manager-employee personnel discussions/interactions or any discussions that email sensitive or protected data (i.e., FERPA, HIPAA, etc.), as well as recording of any meeting or conversation without full disclosure that the interaction is being recorded. All recordings become subject to the

public records law of Ohio, university policy 3356-9-07, "Public records" and 3356-9-09, "Records management" (rules 3356-9-07 and 3356-9-09 of the Administrative Code).

- (q) Use of TikTok, or any other social media application that freely harvests device and/or network data, is prohibited on YSU-owned devices.
 - (r) Submission of private institutional data to an open generative AI system.
 - (s) Procuring and installing any technology outside of IT Services purview, even if for academic research purposes, is prohibited. In order to maintain network security compliance, faculty, staff and students must ensure that all technology acquisitions and installations are approved and managed by IT Services.
- (2) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing university-owned resources.
- (M) Enforcement.
- (1) The office of the chief information officer (CIO) may suspend and/or restrict either an individual's or a device's access to the university network resource if:
 - (a) It is deemed necessary to maintain the security or functionality of the network resource.
 - (b) It is deemed necessary to protect the university from potential liability.
 - (c) The account, system, or device is believed to have been either compromised or is in violation of this policy.
 - (2) The office of the CIO must immediately report the enforcement action and the justification for the action to the vice president of

student affairs, vice president for finance and administration, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.

(N) Exceptions.

- (1) The chief information officer, or designee, may approve exceptions to this policy on a case-by-case basis (with written authorization according to the university "IT Security Manual").
- (2) Faculty and staff who have a legitimate business or academic case for using TikTok or other prohibited applications can request an exception.

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

- (3) In regards to generative AI, faculty and staff can apply for exceptions by email to the CIO and provost. All exceptions will be reviewed by both parties and the submitter will receive a response within a reasonable amount of time.

- (O) Violations: An employee may be held financially liable for a data breach when using non-university storage or email. In addition, in the event of a data breach, the university may not defend or support any employee who uses unsupported information technology or unacceptable use of generative AI. Violations of section (L) of this policy are subject to disciplinary action, up to and including immediate termination.



Explanation to Rescind University Policy:

3356-3-07 Designation of the university's official bank.

Rescission of this policy is recommended because it is unnecessary and redundant. Other existing university policies, namely 3356-3-01 Purchasing and 3356-3-04 Contract Compliance, sufficiently cover state rules and regulations with vendor contracts, including contracts with banking institutions. A standalone policy on the university's "official" bank is not warranted.

**Board of Trustees Meeting
September 19, 2024
YR 2025-**



**RESOLUTION TO RESCIND
DESIGNATION OF THE UNIVERSITY'S OFFICIAL BANK POLICY, 3356-3-08-7**

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

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

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

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

**Board of Trustees Meeting
September 19, 2024
YR 2025-**

TO BE RESCINDED

3356-3-07 Designation of the university's official bank.

Responsible Division/Office: Finance and Business Operations

Responsible Officer: VP for Finance and Business Operations

Revision History: September 1998; March 2007; June 2010;
March 2015; March 2020; September 2024

Board Committee: Finance and Facilities

Effective Date: September 19, 2024

Next Review:

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- (A) Policy statement. The board of trustees shall designate a qualified local bank for all banking and treasury management services, including the depository of all university funds, in compliance with provisions of the Revised Code and all other applicable laws and regulations.
- (B) Purpose. To establish criteria for the selection and requirements of the banking institution selected to serve as the university's official depository and provider of banking and treasury management services to the university.
- (C) Scope. This policy governs the selection and designation of the university's official bank to provide all banking and treasury management services.
- (D) Definitions.
- (1) "Local banks" include any state or national bank as defined in section 1101.01 of the Revised Code that has offices in the Youngstown metropolitan area.
- (2) "Banking and treasury management services" include the deposit of university funds, including currency, coins, checks and money orders, as well as payments and receipts from wire transfers, automated clearing house transactions, debit/credit cards, and other types of financial services.
- (E) Parameters.
- (1) The university's official depository will be awarded up to a ten-

year contract. A competitive selection process will be conducted every ten years or earlier.

- (2) At least quarterly, the vice president for finance and business operations shall cause to be prepared a report to the investment subcommittee of the board of trustees on the status of cash balances and non-endowment and endowment portfolios.



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

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

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

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

**Board of Trustees Meeting
September 19, 2024
YR 2025-**

Housing & Residence Life Proposed Rate Changes, 2025-2026

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

- Continuation of increase to the residence hall room & board rate for the incoming Penguin Tuition Promise cohort (\$5,750/semester and \$11,500/academic year). This rate reflects a board plan that will increase up to 6.08% per the CPI, in addition to room revenue increasing by 4.72% from the previous year. Overall, this new rate is a \$580 increase from last year, or overall increase of 5.31%.
 - Continuation of increase to room and board rates allow us meet increasing operational costs, as well as fiscally support strategic efforts to address significant maintenance and facilities-based deficiencies in our aging residence halls.
 - Included in our facilities master plan are efforts to continue to replace Kilcawley House windows (\$50,000 per floor), planned flooring upgrades to Lyden and Cafaro House (\$350,000) and continuation of savings allocated for room furniture upgrades in both Lyden and Cafaro Houses.
- In an effort to accommodate an increasing number of students who want to live on campus (driven significantly by our international student population), the number of singles offered into the 2025-2026 year will continue to be reduced. In addition, the single room upcharge will increase from \$1,250/semester to \$1,500/semester.
- In order to meet increasing operational costs and to support the value of the summer resident meal plan, our summer 2025 rate will increase 3.48% to \$2,500 per 7-week term.

International incoming student early arrival meal plan

Note: This meal plan was approved by the Board of Trustees at a previous meeting, but this is the first time it is included on the annual Housing Rates proposal worksheet.

- In order to welcome and support the basic nutritional needs of our incoming undergraduate international student population who arrive to campus earlier than other students for international student orientation, an early arrival international student meal plan has been established.
- This meal plan is charged directly to the student's account and information about it is shared by the Housing & Residence Life and International Student Scholar Services teams over the months leading up to these student's arrival on campus.
- Students are able to utilize this plan at Christman Dining, any on or off campus retail location, as well as Grub Hub food delivery and Giant Eagle, to purchase groceries and basic necessity items. Unused points from this plan roll into the following academic year (for Fall-arriving students) or Spring semester (for Spring-arriving students), so that students are able to fully maximize the value of these plans.
- Plan types are as follows:
 - Fall-arriving students early arrival meal plan cost is \$140, which includes \$70 Pete's and \$70 Flex
 - Spring-arriving students early arrival meal plan cost is \$100, which includes \$75 Pete's & \$25 Flex

University Courtyard Proposed Rate Changes, 2025-2026

- In order to support the increase in debt service payment and increasing operational costs as we continue to plan fiscally for many facilities-based upgrades, both short and longer-term (gutter and roofing systems replacement; phased in-unit HVAC replacement), monthly rates will increase by \$15 for each apartment type. FY26 rates will be as follows:
 - 1-BR apartment: \$910/month
 - 2-BR apartment: \$780/month
 - 4-BR apartment: \$685/month
- We will continue to provide a meal plan (\$25 Pete's Points and \$25 Flex Dollars) included in the 2025-2026 rates to showcase the dining options on/close to campus and to market the convenience that a campus meal plan provides.

YOUNGSTOWN STATE UNIVERSITY

Housing Charges FY2026

Fee Description	AY 24-25	AY 25-26		
	FY2025	FY2026	FY2026	FY2026
	Actual	Proposed	\$ Change	% Change
Room & Board (per academic year) F2026 Cohort		\$11,500.00	\$580.00	5.31%
Room		\$6,440.00	\$290.00	4.72%
Board (12 meals plan)		\$5,060.00	\$290.00	6.08%
Room & Board (per academic year) F2025 Cohort	\$10,920.00	\$10,920.00		
Room	\$6,150.00	\$5,860.00	-\$290.00	-4.72%
Board (12 meals plan)	\$4,770.00	\$5,060.00	\$290.00	6.08%
Room & Board (per academic year) F2024 Cohort	\$10,384.00	\$10,384.00		
Room	\$5,614.00	\$5,324.00	-\$290.00	-5.17%
Board (12 meals plan)	\$4,770.00	\$5,060.00	\$290.00	6.08%
Room & Board (per academic year) F2023 Cohort	\$10,016.00	\$10,016.00		
Room	\$5,246.00	\$4,956.00	-\$290.00	-5.53%
Board (12 meals plan)	\$4,770.00	\$5,060.00	\$290.00	6.08%
Room & Board (per academic year) F2022 Cohort	\$9,775.00	\$9,775.00		
Room	\$5,005.00	\$4,715.00	-\$290.00	-5.79%
Board (12 meals plan)	\$4,770.00	\$5,060.00	\$290.00	6.08%
Room & Board (per academic year) F2021 Cohort	\$9,700.00	\$9,700.00		
Room	\$4,930.00	\$4,640.00	-\$290.00	-5.88%
Board (12 meals plan)	\$4,770.00	\$5,060.00	\$290.00	6.08%
Residence Hall Application Fee (academic year and/or summer)	\$35	\$35.00	\$0.00	0.00%
Residence Hall Pre-Payment (must be paid before room selection/assignment occurs and is ultimately deducted from bill)	\$250	\$250.00	\$0.00	0.00%
Single Room Upcharge (per semester)	\$1,250.00	\$1,500.00	\$250.00	20.00%
International Early Arrival Meal Plan				
Fall Arriving Students (\$70 Pete's & \$70 Flex)	\$140.00	\$140.00	\$0.00	0.00%
Spring Arriving Students (\$75 Pete's & \$25 Flex)	\$100.00	\$100.00	\$0.00	0.00%
<i>*Charged to student accounts for all incoming, new UG students each semester</i>				
Weller House Rates <i>*Inclusive of \$50 introductory meal plan (\$25 Pete's/\$25 Flex)</i>				
Weller House One-Bedroom Apartment (academic year, room only)	\$6,750/AY or \$750/month (summer)	\$6,750/AY or \$750/month (summer)	\$0.00	0.00%
Weller House Two-Bedroom Apartment (academic year, room only)	\$7,650/AY or \$850/month (summer)	\$7,650/AY or \$850/month (summer)	\$0.00	0.00%
Weller House Three-Bedroom Apartment (academic year, room only)	\$8,550/AY or \$950/month (summer)	\$8,550/AY or \$950/month (summer)	\$0.00	0.00%
Weller House Graduate Shared Apartment Rate (academic year, room only)	\$5,850/AY or \$650/month (summer)	\$5,850/AY or \$650/month (summer)	\$0.00	0.00%
<i>*Multi-bedroom apartments are available only to students (UG or Grad) with a child(ren). Single-bedroom apartments available for Graduate student reservation.</i>				
<i>*Academic year contract (charge per AY = 9 months (4 months in Fall and 5 months of Spring)) Opportunity to extend into summer for 3 months at the monthly charge</i>				
<i>*If multi-bedroom units are still available come August of each year, occupancy will be opened up to Grad Students, who will be able to pay the Graduate shared apartment rate to secure one bedroom</i>				
Expanded Housing Rate (overoccupied rooms)	\$4,850	\$4,850.00	\$0.00	0.00%
Student Housing Outside of Contracted Period				
Nightly room rate (no meals)	\$30	\$40.00	\$10.00	33.33%
Flat fee room rate for winter break (no meals)	\$250	\$250.00	\$0.00	0.00%

Cancellation Fee				
Before May 13 (academic year) or December 16 (spring only)	\$0	\$0.00	\$0.00	0.00%
After May 13 (academic year) or December 16 (spring only)	\$250	\$250.00	\$0.00	0.00%
Summer	Summer 2024	Summer 2025		
Room and Board (meals included)	\$2416 per 7-week term	\$2,500 per 7-week term	\$84.00	3.48%
Weller House (prorated for current tenants, monthly, no meals)	See monthly Weller rates above	See monthly Weller rates above	\$0.00	0.00%
Summer Event Rates				
Rooms with community bathrooms (Lyden, Cafaro, Kilcawley)	\$40/night, per room	\$40/night, per room	\$0.00	0.00%
Rooms with private or semi-private bathrooms (Cafaro, Wick)	\$60/night, per room	\$60/night, per room	\$0.00	0.00%
Linens (for rental by summer event groups only)	\$25.00	\$25.00	\$0.00	0.00%
Bed Adjustment Fee	\$10.00	\$10.00	\$0.00	0.00%
Additional Staffing Fee (for groups with minors, or at request of group)	\$120/night/desk	\$120/night/desk	\$0.00	0.00%
Late Check-In or Check-Out Fee (price per hour beyond pre-arranged check-in or check-out time)	\$50/hour	\$50/hour	\$0.00	0.00%
Short Term Housing Rates (availability dependent upon overall occupancy)				
Weekly housing cost	\$250.00	\$250.00	\$0.00	0.00%
Monthly housing cost	\$900.00	\$900.00	\$0.00	0.00%
University Courtyard Rates (Per Month) <i>*Inclusive of \$50 introductory meal plan (\$25 Pete's/\$25 Flex)</i>				
1 Bed	\$895.00	\$910.00	\$15.00	1.68%
2 Bed	\$765.00	\$780.00	\$15.00	1.96%
4 Bed	\$670.00	\$685.00	\$15.00	2.24%
Courtyards Pre-Payment (must be paid before apartment bedroom selection/assignment occurs and is ultimately deducted from bill)	\$250.00	\$250.00	\$0.00	0.00%

UNIVERSITY COURTYARD DAMAGE AND CLEANING CHARGES FY2026

Following is a non-exclusive list of common damages/cleaning issues and the associated dollar amount that will be charged to the tenant. It is not a complete list because some incidents must be handled on a case-by-case basis. All amounts for charges assessed to tenants are due with the following months rent payment. If charges are assessed at move-out, fees will be deducted from the security deposit. No charges will be assessed without fully considering "reasonable wear and tear".

All prices subject to change at anytime without notification - Major repairs will be handled on a case-by-case basis.

Apartment Swipe Card	\$55.00
Mail Box / Bedroom Key Replacement	\$55.00 each key
Laundry Key	\$55.00
Screen Replacement	\$30.00
Fire Extinguisher Replacement	\$65.00 approx
Smoke Alarm Tampering	\$100.00 (plus replacement cost, if applicable)
Door Repair only (Minor niches-fill and paint)	\$45.00
Interior Door Replacement (door jamb replacement may be extra)	\$120.00 approx.
Exterior (unit) Door Repair (Replacement)	\$350
Window Glass Replacement	\$50.00
Blind Bracket Replacement - large blind	\$20.00
Blind Bracket Replacement - small blind	\$10.00
Carpet Stains, tears or burns needing a replacement section	\$75.00-\$2,000 depending on damage
Carpet Deodorize	\$40.00-\$200.00 depending on damage
Carpet Cleaned (Bedroom only)	\$40.00
Carpet Cleaned in entire apartment	\$130.00- 150.00 (depending on unit type)
Vinyl flooring (kitchen/bath)	Vendor replacement costs
Removal of sticky or double-sided tape	\$10.00 per room
Pin holes (quantity over 8 pin holes)	\$10.00 per room
Cleaning (This fee will be charged for the following if they are not cleaned upon move-out; appliances (inside/outside), cabinets (inside/outside), counter tops, sinks, toilets, tub, floors swept/mopped, carpets, vacuumed, blinds dusted/wiped down, ceiling fan blades windows, bedroom and closets.	\$25.00 each room
Garbage Disposal Replacement due to resident neglect/damage	\$85.00 approx.
Drain Cleaning (due to resident neglect or failure to comply with maintenance)	\$45.00
Garbage Removal (Per Bag)	\$30.00
Replace Door Knob (Interior)	\$20.00
Replace /rekey Dead Bolt (bedroom door)	\$35.00
Replace Door Stop	\$10.00
Clean Furniture	\$75.00
Furniture Replacement cost	
TV Stand	\$250.00 or vendor replacement costs
Coffee Table	\$260.00 or vendor replacement costs
Entertainment Stand	\$160.00 or vendor replacement costs
End Table	\$140.00 or vendor replacement costs
Livingroom Couch	\$450.00 or vendor replacement costs
Livingroom Chair	\$450.00 or vendor replacement costs
Mattress	\$250.00 or vendor replacement costs
Bed Frame	\$150.00 or vendor replacement costs
4-drawer chest	\$300.00 or vendor replacement costs
Desk Chair	\$100.00 or vendor replacement costs
Bar Stools	\$90.00 or vendor replacement costs
Computer Desk	\$250.00 or vendor replacement costs
Nightstand	\$140.00 or vendor replacement costs
Ceiling Fan	\$100.00 or vendor replacement costs
All light Fixtures/towel bars/toilet paper holder/toilet/faucets/ shower head	\$25.00/hr plus manufacturer replacement costs

H&RL Damage Billing Charge List FY2026	
Beds	
Bed (replacement cost)	240
Loft kits (replacement cost)	\$180.00
Rebunk beds	10.00/person
Mattress (replacement cost)	180
Carpet	
Clean Stain (Cleaning contractor)	35
Room clean (Steam Action)	75
Ceiling	
Plastic light cover	20
2'x2' tile	20
4'x2' tile	20
1'x1' tile	10
Paint ceiling (Lyden/Cafaro House 4th floor rooms)	\$65.00
Closets/Wardrobes	
Door Repair (chips)	20
Door Replacement	50
Shelf Replacement	20
Closet handle	10
Mirror	15
Towel rack	20
Desks	
Recover desk chair	90
Desk chair (replacement cost)	150
Desk top	35
Walls	
Baseboard damage	5.00 per foot
Small hole (ie nail hole, tack hole)	3.00 per hole
Paint 1 wall	50
Paint room	200
Patch Hole	65
Cable jack	10
Utility Cover	10
Doors	
Adhesive Removal	2.00 per sticker
Door stop	20
Lost keys	55
Number plate (replacement cost)	30
Refinish	50.00/side
Peep holes	10
Door knob (replacement cost)	20
Door Frame (paint)	35
Door (replacement cost)	250
Windows	
Broken window	75
Broken lock (replacement cost)	10
Repair Screen	15
Replace Screen	40
Replace Security Screen	125
Repair blinds (Lyden House)	25
Replace blinds (Lyden House)	65
Replace blind slat (Lyden House)	5
Restrooms	
Faucet aerators	5
Intentional clogging(includes cleaning fee)	60
Mirror	100
Paper towel dispenser (replacement cost)	50
Shower curtains	10

Soap Dispenser	25
Toilet tissue dispenser	25
Wastebasket	30
Stall doors	100
Emergency Equipment	
Fire alarm indicator	100
Refill/Replace 5lb CO2 Extinguisher	130
Refill/Replace Water pressure	80
Refill/Replace 10lb Dry Extinguisher	60
Smoke Sensor Damage (replacement cost)	180
Smoke Detector	100
Fire bubble	50
Heater/Air Conditioning Units	
Unit Switch	60
Radiator Cover Damage	40
Common Areas	
Wall lights	100
Round lights	100
Chrome defusers	85
Broken window	200
Large bulletin board	100
Ceiling light (2'x2')	125
Coffee Table (replacement cost)	260
Lobby Chair (replacement cost)	400
Lobby Chair (recover)	300
Lobby Couch (replacement cost)	800
Lobby Couch (recover)	600
Tables (repair)	35
Exit Sign (replacement cost)	100
Recover pool table	250
Trash can (replacement cost)	100
Miscellaneous	
Room Clean	50
Improper Checkout	35
Packing up room (includes Improper checkout)	60
Clean up vomit	65
Room waste basket	10
Mailbox key replacement	5
Replace vacuum	100
Toilet seat	25
Water fountain (replacement cost)	360
Pool Stick	15
Ping pong paddle	5
Motion sensors	75
Labor rate	20.00 per hour

YOUNGSTOWN STATE UNIVERSITY
FY 2024 Operating Performance
General & Auxiliary Funds
 DRAFT - 8/30/24 (subject to audit adjustments)

	GENERAL FUNDS				AUXILIARY FUNDS				
	General Fund	Course Fees	College Fees	Program Fees	Andrews Rec Center	Housing Services	Athletics	Kilcawley Center	Parking Services
Revenue	\$153,475,464	\$2,587,665	\$2,125,150	\$315,069	\$99,512	\$11,247,679	\$4,909,362	\$757,038	\$1,994,642
Expenses	129,207,185	2,185,468	1,648,920	193,158	1,244,158	9,051,024	20,849,066	1,822,050	1,843,896
Transfers Out (In)	24,610,320	20,207	(13,537)	(1,183)	(1,225,315)	1,080,163	(15,939,704)	(1,076,712)	(770,755)
Total Exp & Transfers	153,817,505	2,205,675	1,635,383	191,975	18,843	10,131,187	4,909,362	745,338	1,073,141
Ending net balance	<u>(\$342,041)</u>	<u>\$381,990</u>	<u>\$489,767</u>	<u>\$123,094</u>	<u>\$80,669</u>	<u>\$1,116,492</u>	<u>\$0</u>	<u>\$11,700</u>	<u>\$921,501</u>
Proportionate reduction for Gen. Fund shortfall	N/A	-11%	-11%	-11%	-11%	-11%	N/A	-11%	-11%
Adjusted balances	<u>\$0</u>	<u>\$340,183</u>	<u>\$436,164</u>	<u>\$109,622</u>	<u>\$71,840</u>	<u>\$994,297</u>	<u>\$0</u>	<u>\$10,419</u>	<u>\$820,647</u>
<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;">\$2,783,172</div>									



**RESOLUTION TO APPROVE
INTERFUND TRANSFERS RELATED TO
FY 2024 YEAR-END OPERATING PERFORMANCE**

WHEREAS, University Policy Number 3356-3-11.1, Budget Transfers, requires Board of Trustees approval for inter-fund transfers of \$100,000 or more for operating purposes; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds from the Operating Carry-Forward Fund, as detailed in the attached Exhibit A.

**Board of Trustees Meeting
September 19, 2024
YR 2025-**

**YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Related to Year-End FY 2024 Operating Performance**

	<u>From</u>	<u>To</u>
Operating Carry-forward fund	\$2,783,172	
Strategic Uses:		
Innovation Fund (new)		\$60,000
Student Center Renovation		500,000
		<u>\$560,000</u>
Academic carry-forward funds:		
College fund		\$348,404
Course & Lab Materials fund		271,735
Program fund		87,565
		<u>\$707,704</u>
Auxiliary Plant Funds:		
Andrews Rec Center Plant Reserve		\$57,385
Housing Plant Reserve		794,235
Kilcawley Center Plant Reserve		8,323
Parking Services Plant Reserve		655,525
		<u>\$1,515,468</u>
 Total	 <u><u>\$2,783,172</u></u>	 <u><u>\$2,783,172</u></u>

**RESOLUTION TO APPROVE
A REVISION TO ASSOCIATE DEGREE TUITION
FOR THE 2024-25 ACADEMIC AND FISCAL YEAR**

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

WHEREAS, the University initially introduced a fall 2024 associate degree tuition rate that differentiated between locations at the main Youngstown campus and a second location in Jefferson County, Ohio; and

WHEREAS, the ongoing dissolution of Eastern Gateway Community College has delayed the University’s ability to establish a second location in Jefferson County and has necessitated a revision to the University’s tuition for associate degree programs; and

WHEREAS, the difference between the University’s associate and bachelor's degree tuition constitutes a *waiver of fees* and is subject to the approval of the Chancellor of the Ohio Department of Higher Education, pursuant to section 381.270(B) of Amended Substitute House Bill 33.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the undergraduate tuition rates as depicted in the attached **Exhibit A**, made part hereof, effective for the fall 2024 and spring 2025 semesters.

Exhibit A

YSU Undergraduate Tuition Rates*

<i>Rates effective fall 2024 per credit hour:</i>	
Associate degree, Jefferson County location	\$265.00
Associate degree, online programs	\$265.00
Associate degree, YSU main campus	\$265.00
Bachelors degree	\$460.19

<i>Rates effective spring 2025 per credit hour:</i>	
Associate degree, Jefferson County location	\$265.00
Associate degree, online programs	\$265.00
Associate degree, YSU main campus	\$460.19
Bachelors degree	\$460.19

**Tuition amounts shown include the instructional and general fees for undergraduate students in the fall 2024 Penguin Promise cohorts. The full-time bulk rate applies for students enrolled in 12-18 credit hours.*

**RESOLUTION TO APPROVE
TUITION FOR UNDERGRADUATE PROGRAMS
MARKETED BY RISEPOINT**

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

WHEREAS, the university has determined that a separate tuition rate is appropriate for online undergraduate programs that are marketed by Risepoint, the university’s online service partner; and

WHEREAS, the undergraduate tuition rate for online programs marketed by Risepoint shall comprise a unique cohort in the university’s *Penguin Promise* tuition guarantee program.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the tuition rate as depicted in the attached Exhibit A, made part hereof, effective for the spring 2025 semester.

Exhibit A

Online bachelor degree programs*				
Fee Description	AY 2024 Actual	AY 2025		
		Proposed	\$ Change	% Change
In-state (per credit)	N/A	\$460.00	New spring 2025	
Non-resident (per credit)	N/A	\$465.00		

**Online Programs offered through YSU's agreement with Risepoint (formerly known as Academic Partnerships).*

2024 Dining RFP Update - September 18, 2024

As the current dining contract established in 2013 is ending in May 2025, YSU is participating in a dining request for proposal (RFP). We are seeking nutritional, high quality, cost effective and innovative residential dining, retail, catering services and other amenities that meet the diverse needs of our students, faculty, staff, and guests. These services must be provided in a manner that will enhance academic and student life programs, and a food program that will meet the needs and concerns of the students, faculty, staff, and guests. The full achievement of this program's goals should result in an innovative and creative strategy that will reflect today's students' lifestyle. In addition, a reasonable financial return for all parties is necessary to promote cooperation and planning, to maintain and improve the facilities, provide equipment replacement and maintenance, and to support temporary retail and activation of the planned new Student Center. The selected contractor must work cooperatively with YSU to complement the missions and enhance campus life.

YSU hired (IHS) Innovated Hospitality Solutions to work closely with the YSU team to understand and assess the current dining service program (post Covid), develop and analyze a voice of campus/customer dining assessment survey, recruit potential dining providers, conduct visioning sessions with potential dining providers, and campus tours, identify recommendations and (KPI's) Key Performance Indicators to use in developing a customized RFP documentation, recommend alternative dining options during the student center renovation, conduct evaluation of submitted proposals, develop agendas for operator presentations, develop matrix for scoring proposals/presentations to be used by committee members, facilitate a final review session with core committee to make selection using feedback from both the Core and Steering Committees, and provide optional contract development and negotiations if requested.

The following committees are involved in the dining RFP process.

Core Committee: Provides overall decision making to include but not limited to developing timelines and schedules, gathering RFP data, developing RFP language, determining dining options during the Student Center renovation and participating in visioning sessions, pre-bid meetings and tours, dining provider presentations and site visits. Members include the following:

Ron Hagen (IHS); Gary Gunderson (IHS); Christy J Cameron (Student Experience/Budget Manager-YSU); John L Young (Student Experience-YSU); Barb Greene (Procurement-YSU); Alan Miller (Procurement-YSU); Olivia R Cupp (Housing & Residence Life-YSU); and Joy Polkabila Byers (Student Experience-YSU)

Dinning RFP/ Steering Committee: Provides feedback on campus dining needs on behalf of campus constituents/community, recommends priorities, creates awareness and build support for dining initiatives across campus, provides feedback on dinging providers' presentations, and tours other campus dining facilities and reviews data and results. Provides input into the Voice of Customer Survey and participates in vendor presentations and site visits when available. Members include the following:

Sophie Myers (Student – SGA-YSU); David A Metzler (Student – Athletics-YSU), Olivia R Cupp (Housing & Residence Life-YSU); Shannon Tirone (Alumni/President-YSU); Jennifer Tymkew (Athletics-YSU); Eron Memaj (IPO-YSU); Alan Miller (Procurement-YSU); Greg G Morgione (General Counsel-YSU); Barb Greene (Procurement-YSU); R.J. Markowitz (Student Experience-YSU); Christy J Cameron (Student Experience/Budget Manager-YSU); Gary Gunderson (IHS); Ron Hagen (IHS), and Joy Polkabila Byers (Student Experience-YSU); As of August 1, 2024 - Cas Jenkins (Student- Housing-YSU); and Christine Saenger (replaced Dean Wilkison – Business-YSU)

Attachments include the following:

- Dining Survey Summary
- Project timeline graphic
- Summary of Operator Visioning Sessions

Dining RFP completed tasks and timeline include the following:

09/1/23 – Core Group considered utilizing a consulting service for the RFP

09/19/23 to 10/09/23 – Interviewed Potential consultants and requested proposals

10/30/23 – Received proposals, reviewed proposals and checked references

11/27/23 – Selected IHS – Innovative Hospitality Solutions

01/02/24 – IHS Document and Information request, completed 01/19

01/10/24 – Kickoff meeting with IHS and Core Team

02/13/24 to 02/16/24 – IHS on campus meetings, and tour of facilities

02/13/24 to 02/16/24 – Voice of Customer Survey - Implemented Survey – 611 completed

03/04/24 – Email to potential Suppliers asking for interest in participating in RFP

03/20/24 to 03/21/24 – Conducted capability and visionary presentations by potential suppliers

03/26/24 – IHS issues Dining Assessment report

06/12/24 – Conduct Day of Discovery – Suppliers on Campus to tour facilities

07/01/24 – Issue Request for Proposal Document

07/09/24 – SP (Service Providers) Submit RFP Questions (3:00 p.m. EST)

07/15/24 – Responses to SP (Service Providers) Questions Issued by YSU

07/17/24 – SP (Service Providers) Confirms Intent to Submit a Proposal

08/23/24 – Proposals Due (3:00 p.m. EST)

09/06/24 – YSU Transmit Clarification Questions to SP (Service Provider)

10/14/24 to 10/17/24 – SP (Service Provider) Onsite Presentations at YSU

10/21/24 – YSU Transmit Clarification Questions to SP (Service Provider)

10/28/24 – SP (Service Provider) Respond to Clarification Questions

11/11/24 – Down Selection of Finalist(s)

11/18/24 – SP (Service Provider) Site Tours Week of November 18, 2024

12/02/24 – SP (Service Provider) Best and Final Proposals Week of December 2, 2024

12/09/24 – Final Negotiations Week of December 9, 2024

12/18/24 – Approximate Contract Award Date December 18, 2024

Contract Start Date June 1, 2025

Voice of the Customer Survey

- Survey responses were collected from February 14th – February 26th.
- **611 responses** were collected.
 - 74% Completion Rate
 - 8m:11s average time spent on the survey
- 73% of responses came from students, and 27% were from Faculty & Staff.
- The **top four areas of importance** for both students and faculty/staff were:
 - Food Quality & Taste
 - Cleanliness
 - Prove Value
 - Food Variety
- Overall, **64%** of respondents rated dining services at YSU as either **Excellent** or **Good**.
 - Only 6% rated as **Poor**

Notable Areas for Improvement

Christman Dining Commons	Kilcawley Center
<ul style="list-style-type: none"> ▪ Variety of Food ▪ Availability of Healthy Options ▪ Hours of Operation ▪ Vegetarian & Vegan Selections 	<ul style="list-style-type: none"> ▪ Price/Value of Food ▪ Hours of Operation ▪ Quality & Taste of Food ▪ Cleanliness

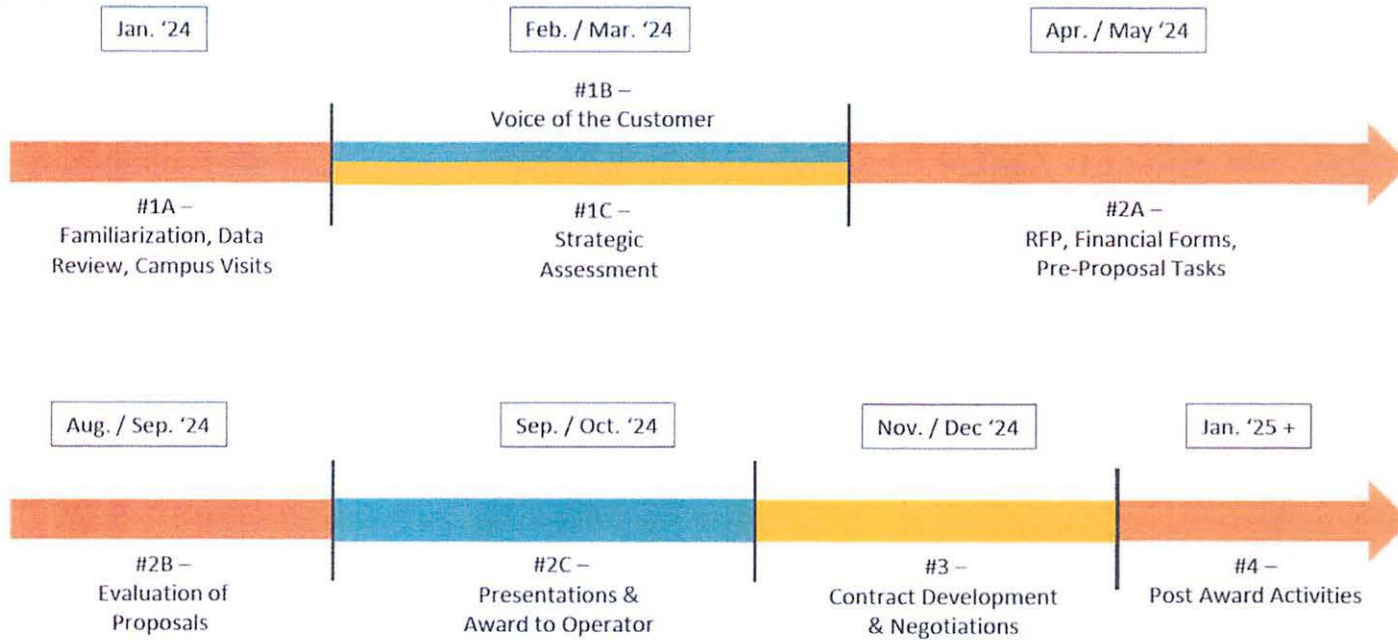
8/23/2024

- **Christman Dining Commons**
 - **52%** of respondents were **Very Satisfied** or **Satisfied** with the services offered at Christman Dining Commons.
 - **14%** were **Not at all Satisfied**
 - The **top four (4) cuisines** that respondents would like to see at Christman Commons are:
 - Healthy Options (e.g. power bowls, smoothies, salads)
 - Fresh Fruits and Vegetables
 - European Cuisine (e.g. Italian, French, Mediterranean)
 - East Asian Cuisine (e.g. Chinese, Japanese, Korean)
- **Kilcawley Center**
 - Each Chartwells operated location had greater than **65% Very Satisfied or Satisfied** rating.
 - **Wendy's** had a combined **60% Very Satisfied or Satisfied**
- **Campus Coffee Bars**
 - Starbucks at Maag is the most visited coffee bar.
 - Each Coffee bar had a high satisfaction percentage, **83% or better, Very Satisfied and Satisfied** combined.
- **Technology**
 - 61% of respondents did not know **GRUBHUB** offers a student discount.
 - 41% of respondents did not know about the **YSU Dish Out Program**.

Page 1



Project Timeline



Visioning Sessions

Four operator visioning sessions were conducted on March 20th and 21st.

Purpose

- Learn current industry "best practices" implementation strategies, trends, and innovations addressing today's challenges managing student dining and retail programs and catering on rural campuses of similar size.
- Have an opportunity to verbally share goals and expected outcomes relating to dining, retail, and catering services at Youngstown State University.
- Create a forum for collaborative discussion regarding how the operator's successful programs and approaches can support Youngstown State University's long-term goals regarding innovative board programs, retail concepts, and quality catering services.

Participants

- Aladdin
- Aramark
- AVI
- Chartwells

Key Takeaways & Learnings

- Enhancement of meal plans and meal exchanges
- Enhancement of catering services
- Food insecurity initiatives
- Enhancement of technology and robotics
- Elevating awareness and accessibility of healthy eating options with onsite nutritionist support

YSU Capital Projects Summary:

Board Projects Update 8/4/2024

Projects in Progress:

Building Envelope Renovations

YSU 2324-01

\$1.7M (Capital Funds) Domokur Architects

Building exterior repairs to Beeghly Center, Bliss Hall and Maag Library. This project is underway and will be complete by November 2024.

Student Center Renovation

YSU 2324-22

\$43M (Capital Funds/Local/Philanthropy) AE Works

We are well into the design process, and the project is moving forward. Bid advertisements will start November 17th with a bid opening on December 19th. We anticipate a contract and notice to proceed by February 2025.

Building Exterior Doors and Windows

YSU 2324-29

\$1.75M (Capital Funds) YSU Staff, Alex Downey and Sons

This project will address worn and damaged door and window systems on building exteriors across campus. This project is on schedule for a Fall 2024 completion.

Beeghly Center Seat Replacement

YSU 2324-34

\$1.8M (Local Funds) Farnham

This project will replace all the seating within the Beeghly Center main gym. The project is underway and will be ready for a Fall 2024 completion.

Athletics Digital Media Room

YSU 2324-36

\$425k (Local Funds) DPH Architecture, United Contractors

This project will convert a racquetball court into a digital media room in Stambaugh Stadium. The project is nearly complete with final inspections remaining.

Accessibility Services Relocation

YSU 2324-30

\$320k (Local Funds) Bostwick, B&B Contractors

This project will convert former classrooms on the 3rd floor of DeBartolo Hall to accommodate Accessibility Services. This project is underway and should be complete by late November/early December 2024.

M66 Parking Lot Construction

YSU 2526-1

\$890k (Local Funds) GPD Group, Marucci-Gaffney

A new parking lot will be constructed along Arlington Street. Bids were recently opened; a contract is being processed. This project will begin as soon as possible with a November completion.

Projects Out for Bids:

- None at this time

Projects at Controlling Board for Release of Funds:

- None at this time.

Request for Architect/Engineer Qualifications Advertisements:

- None at this time

Projects in Development for 2025:

Garfield Building Renovations Phase 1
YSU 2324-15

\$1.5M (Capital Funds) PrimeAE Group

This project was to replace/rebuild the roof on the Garfield Building, but after careful evaluation by our consultant, the building is structurally deficient and may be cost prohibitive to rebuild. Further evaluation is pending.

Emergency Generator Upgrades
YSU 2324-19

\$1M (Capital Funds) YSU Staff

This project will upgrade and replace worn and failing emergency generators across campus. A bidding and construction schedule will be developed once YSU Engineering staff complete the bid documents. Start and completion dates have yet to be determined.

Additional Projects in Development:

- **Silvestri Hall Lower Level** – Renovation of the lower level of Silvestri Hall for Kilcawley Center staff.
- **Cafaro Suite Renovation** – Renovation of the Cafaro Suite in Cafaro Hall.
- **Building Exterior Door and Windows Phase 2**
- **Rich Center Renovation**

Information Security Services Update

Board of Trustees
Sept 2024



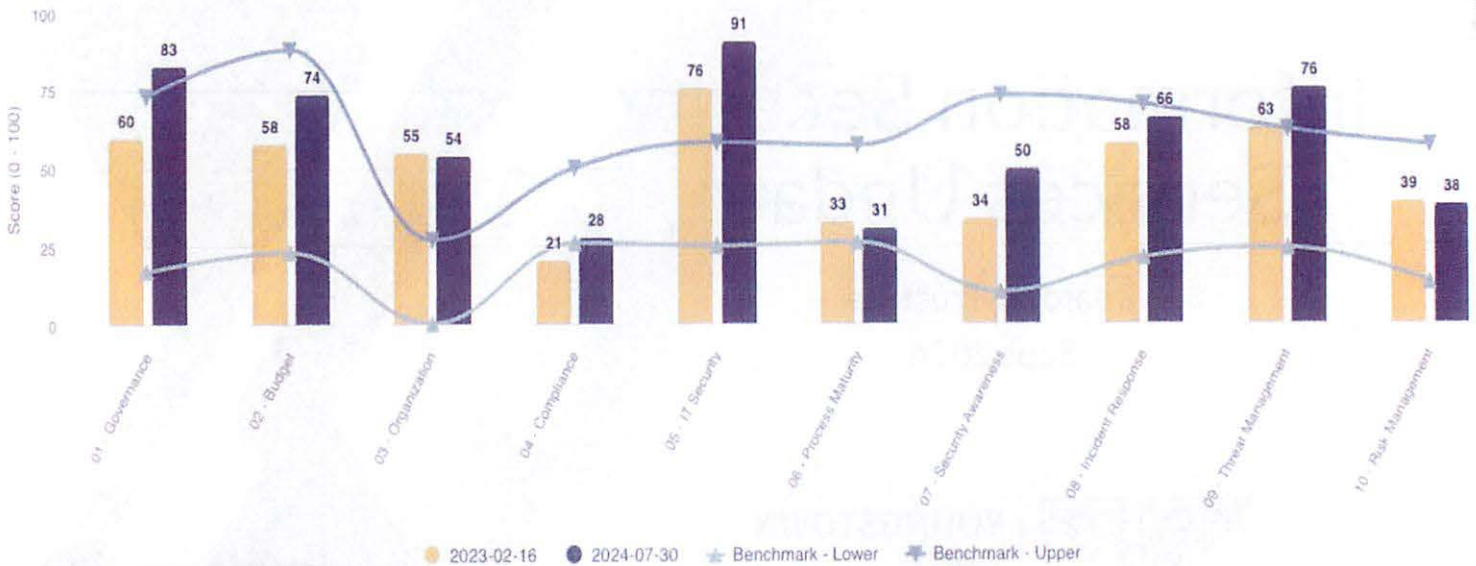
Threat Landscape

- 79% increase in Ransomware attacks on Higher Education from 2022 to 2023 (Sophos Threat Landscape Report, 2023)
- Evolution of Ransomware into Double Extortion (FBI/CISA Advisory AA24-242A, 2024)
- 60% increase in sophisticated phishing attacks utilizing Artificial Intelligence (Industrial Cybersecurity Pulse, 2024)



Security Program Benchmark Report

Comparing 2023-02-16 (Baseline) to 2024-07-30 (Report)



Program Achievements

- Vulnerability Management
- Pen Test Remediation
- Security Awareness Program
- Fully certified IT Security Team



Program Goals

3 Month	6 Month	12 Month
Password Complexity	IT Change Control Process	IT Business Impact Analysis
Phishing Simulations	Audit and Removal of Stale Accounts	Evaluate Security Information and Event Management (SIEM) Solutions
Out-of-band Communications	Centralize Security Alerting Systems	Strengthen Email Security



Thank you!

