

Board of Trustees Meeting - THURSDAY - DECEMBER 7, 2023

Youngstown State University - Board of Trustees

Board Meeting Room, Tod Hall

Dec 7, 2023 10:00 AM - 11:00 AM EST

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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:
Trustee George - present Trustee Erzurum - present Trustee Kerola - present Trustee Lyden - present Trustee Peterson - present Trustee Ryan - present Trustee Seals - present Trustee Fryda - present Trustee Spiegel - absent Trustee Linsalata - present Trustee Centofanti - present Trustee Dando - present 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). THERE BEING NO CORRECTIONS, ADDITIONS, OR DELETIONS THERETO, THE MINUTES OF THE MEETINGS WERE/ARE APPROVED AS PROVIDED.

V. Report of the President of the University

CHAIR PETERSON PRESIDENT LAFFERTY, DO YOU HAVE A REPORT FOR THE BOARD? PRESIDENT LAFFERTY'S COMMENTS.

VI. Presentations

CHAIR PETERSON WE WILL NOW HEAR FROM OUR SPEAKERS WHO WILL BE INTRODUCED BY PROVOST SMITH, OUR STUDENT TRUSTEES, AND THE SENIOR ASSOCIATE ATHLETIC DIRECTOR.

A. Faculty Presentation

Mary Yacovone, Chair and Professor, Health Professions Introduction by Provost Smith

B. Student Presentation

Hailey Taylor, Geography Major Introduction by Provost Smith

C. Student Organization Presentation

Penguin Pen Pal Initiative: Student Trustees Julie Centofanti and Natalie Dando

D. Athletics Presentation

Coach: Mickael Sopol – Women’s Tennis Student-Athlete: Lili Minich Introduction by Tim Stuart, Senior Associate Athletic Director for External Operations

VII. Reports of the Committees of the Board

CHAIR PETERSON BEFORE WE CONSIDERE THE PROPOSED ACTIONS RECOMMENDED BY OUR COMMITTEES, WILL TRUSTEE SEALS PROVIDE A REPORT OF THE AUDIT SUBCOMMITTEE. THANK YOU TRUSTEE SEALS. 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? THOSE RESOLUTIONS BEING VOTED UPON ARE INCLUDED IN THIS AGENDA AND ARE ASSOCIATED WITH THE COMMITTEES AS ILLUSTRATED IN THIS AGENDA. IS THERE A MOTION TO APPROVE? Trustee George A SECOND. Trustee Hackstedde ALL IN FAVOR SAY "YES;" THOSE NOT IN FAVOR SAY "NO." MOTION PASSES UNANIMOUSLY .

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IX. Unfinished Business

CHAIR PETERSON TRUSTEES OR PRESIDENT LAFFERTY, IS THERE ANY UNFINISHED BUSINESS TO COME BEFORE THE BOARD?

X. New Business

CHAIR PETERSON TRUSTEES OR PRESIDENT LAFFERTY, IS THERE ANY NEW BUSINESS TO COME BEFORE THE BOARD?

A. Resolution of Appreciation for Dr. Helen K. Lafferty

CHAIR PETERSON WE WILL NOW CONSIDER A RESOLUTION EXPRESSING APPRECIATION TO DR. HELEN K. LAFFERTY FOR HER SERVICE AS INTERIM PRESIDENT. SECRETARY HACKSTEDDE, WILL YOU PLEASE READ THE RESOLUTION. IS THERE A MOTION TO APPROVE THE RESOLUTION? Trustee Seals IS THERE A SECOND? Trustee Kerola CHAIR PETERSON ALL IN FAVOR SAY "YES;" THOSE NOT IN FAVOR SAY "NO?" CHAIR PETERSON THE MOTION PASSES UNANIMOUSLY .

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XI. Chairperson's Remarks

CHAIR PETERSON COMMENTS

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, March 7, 2024 Thursday, June 6, 2024 Thursday, September 19, 2024 Thursday, December 5, 2024 TRUSTEE Hackstedde MOVED TO APPROVE. IS THERE A SECOND? Trustee George MOTION PASSES UNANIMOUSLY

XIII. ADJOURNMENT

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

**RESOLUTION TO MODIFY
ORGANIZATION OF INSTRUCTION POLICY, 3356-10-07**

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.

3356-10-07 Organization of instruction.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: June 1998; March 2007; March 2011;
September 2013; December 2018; December
2023
Board Committee: Academic Excellence and Student Success
Effective Date: December 7, 2023
Next Review: 2028

- (A) Policy statement. In order to fulfill its mission and strategic goals, Youngstown state university (university) establishes and recognizes the primary academic structure of departments, schools, and colleges. The faculty affiliated with an academic department and associated with a school or college delivers instruction at Youngstown state university. The university may establish secondary academic constructs such as institutes, programs, or centers in order to facilitate the mission of the university, its departments, schools and colleges.
- (B) Procedures. The university’s organization of instruction may be established, altered, or abolished by the president upon the recommendation of the provost/vice president for academic affairs and approval of the board of trustees. The establishment of partnerships, centers, and related arrangements between the university and public and private entities is addressed pursuant to rule 3356-10-22 of the Administrative Code (see university policy 3356-10-22, “Partnerships, centers, and related arrangements”).
- (C) The university’s organization of instruction can be viewed on the [office of academic affairs](#) website.

**RESOLUTION TO MODIFY
REQUEST FOR STUDENT DIRECTORY INFORMATION FROM EXTERNAL
ORGANIZATIONS POLICY, 3356-5-13**

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.

3356-5-13 Requests for student directory information from external organizations.

Responsible Division/Office: Registrar
Responsible Officer: AVP for Institutional Effectiveness
Revision History: November 2010; March 2013; December 2018;
December 2023
Board Committee: Academic Excellence and Student Success
Effective Date: December 7, 2023
Next Review: 2028

- (A) Policy statement. The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records. However, pursuant to FERPA, an educational institution may disclose information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy (34 C.F.R. 99.3). Such information is known as directory information.
- (B) Scope. This policy applies to requests from external organizations for the directory information of currently and previously enrolled students (collectively referred to as student/students for purposes of this policy).
- (C) In accordance with FERPA, Youngstown state university (university) has designated the following student information as directory information:
- (1) Name;
 - (2) Address (local, home and email);
 - (3) Telephone (local and home);
 - (4) Program of study (including college of enrollment, major and campus);
 - (5) Enrollment status (e.g., full-time, part-time, withdrawn);
 - (6) Dates of attendance and graduation;
 - (7) Degrees, honors, and awards received;

- (8) Previous educational agencies or institutions attended;
 - (9) Participation in officially recognized activities and sports;
 - (10) Weight, height, hometown, high school attended and photographs of members of intercollegiate athletic teams; and
 - (11) Graduation lists.
- (C) Parameters.
- (1) Requests for student directory information must be submitted in writing to the office of the registrar and with appropriate contact information included. The office will review each request to ensure that it adheres to FERPA guidelines, state law, and university policy.
 - (2) In accordance with section 3319.321 of the Revised Code, the university will not release the directory information concerning any student to any person or group for use in a profit-making plan or activity. In order to ascertain whether the directory information is for the use of a profit-making plan or activity, the division may require that the requestor disclose their identity and/or intended use of the information.
 - (3) The university may deny a request for directory information if the information is personally identifiable and for a purpose other than one listed in section 3319.321 of the Revised Code or for a legitimate educational purpose.
 - (4) Information will only be released upon the condition that the information will not be further disclosed.
 - (5) Students may request that their directory information not be released to external organizations by completing and signing the [“Student Privacy Hold Form,”](#) which is available in the penguin service center.
- (D) Procedures.

- (1) Requests must be submitted in writing and emailed to the office of the registrar with a statement of affiliation, description of specific directory information the requestor wishes to receive, date by which to receive the data and the requestor's name, postal mailing address, telephone number and email address.
- (2) A three-week lead time is recommended. Complex list requests may require a longer lead time.
- (3) In cases in which the information cannot be provided within the standard time frame, the requestor will be notified.
- (4) Copying charges will be consistent with university charges pursuant to a public records request.



**RESOLUTION TO APPROVE THE
2023 REMEDIATION REPORT (O.R.C. 3345.062)**

WHEREAS, Youngstown State University is a state-funded university in the state of Ohio; and

WHEREAS, Section 3345.062 of the Ohio Revised Code requires the president of each state university to issue a report by December 31, 2018, and each thirty-first day of December thereafter, regarding the remediation of students; and

WHEREAS, each president is also required to submit the remediation report to his or her Board of Trustees for acceptance; and

WHEREAS, the Ohio Department of Higher Education (ODHE) provided a reporting template to collect and submit the necessary information as required by law; and

WHEREAS, Youngstown State University completed the report for 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the attached 2023 Remediation Report to be submitted in final form to the Chancellor of the ODHE and the Superintendent of Public Instruction by December 31, 2023.

**Board of Trustees
Meeting
December 7, 2023
YR 2024-30**

2023 University Remediation Report

Name of University:

Youngstown State University

Ohio Revised Code Section 3345.062 requires the president of each state university to issue a report by December 31, 2018, and each thirty-first day of December thereafter, regarding the remediation of students. The report must include the following areas:

1. The number of enrolled students that require remedial education.

Number of Students	Description (if needed)
145	Of the 8,523 undergraduate degree-seeking students who were enrolled at any point during the summer 2022, Fall 2022, and Spring 2023 terms, a total of 2,146 students were placed into at least one developmental course in either composition, mathematics, or reading and study skills. Of those students, 145 took at least one remedial course during that period. (Note: YSU has developed required math pathways based on major.) Therefore, requirements for remedial instruction in math may change for students who change their major.
YSU added the following to understand how this impacts new students.	
136	Of the 2,244 new (first-time and transfer) undergraduate degree-seeking students who were enrolled at any point during Summer 2022, Fall 2022, and Spring 2023, a total of 864 students were placed into at least one developmental course in either composition, mathematics or reading and study skills. Of those students, 136 took at least one remedial course during that period. (Note: YSU has developed required math pathways based on major.) Therefore, requirements for remedial instruction in Math may change for students who change their major.

2. The cost of remedial coursework that the state university provides.

Please select the type of cost in the following areas and describe.

- **Costs to the university:** Please include a description of all university resources allocated in support of and/or on behalf of remedial education, including but not limited to costs associated with the following: faculty & staff, buildings/classrooms, administration, and additional student advising, among others.
- **Costs to the student:** Please include a description of tuition paid by students in pursuit of remedial education.
- **Costs to the state:** Please include a description of state resources provided to your institution in support of remedial education. (See Appendix A containing this information for all state universities.)

Cost Type	Amount	Description
Costs to the university	\$61,625	Includes help centers (Writing Center, Math Assistance Center, Center for Student Progress, Testing Center), faculty and classrooms at \$425 per student (given FY17 cost per student).
Costs to the student	\$150,075	Includes total credit hours multiplied by cost per credit hour for all students taking a course designated as remedial at \$1,035 per student (given FY17 cost per student).
Costs to the state	N/A	Sum of SSI for completed and At-Risk FTE as reported via Ohio Department of Higher Education.

3. The specific areas of remediation provided by the university.

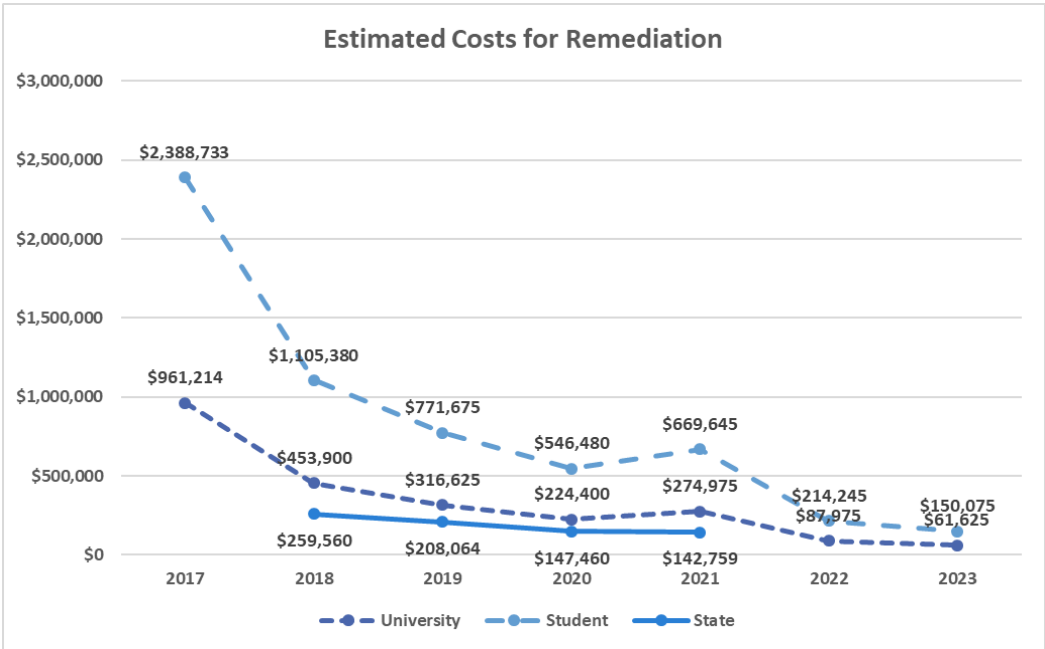
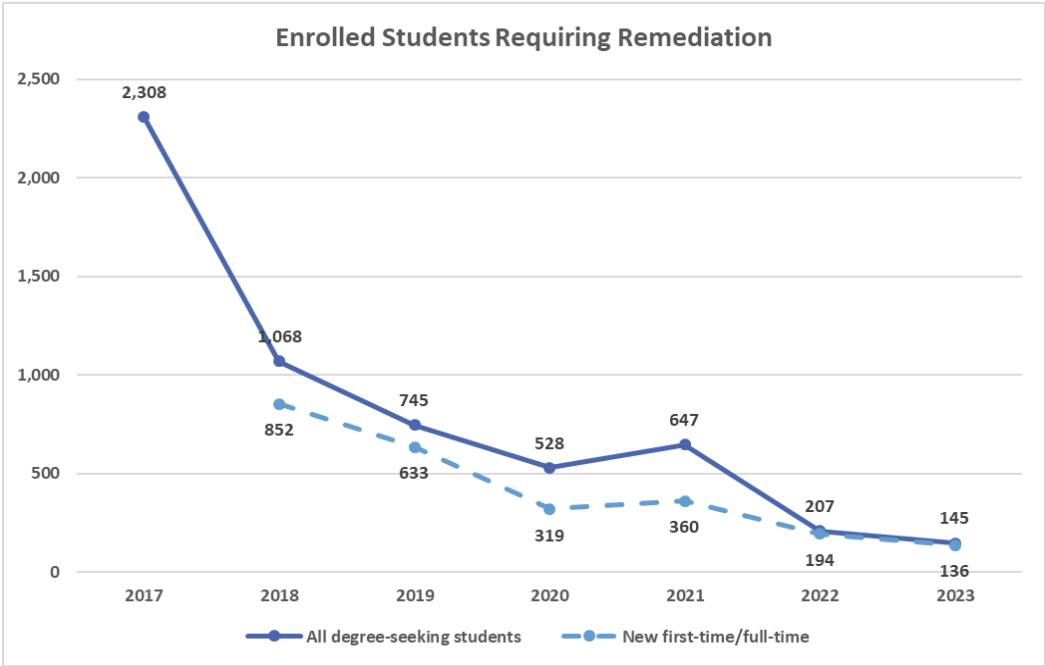
Subject Area	Description
English Composition	The University provides two remedial writing courses that do not count toward the graduation requirement in composition: ENGL 1509 and ENGL 1541. ENGL 1509: Academic English for Non-native Speakers is a three-credit course that helps students develop writing and reading comprehension skills in English. The course is open to students on the basis of the placement process. The course must be taken until a grade of "C" or better is achieved. ENGL 1541: Introduction to College Writing is a three-credit course that provides intensive individualized instruction in written communication and college-level reading practices; it is open to students based on their ACT English score, SAT score, or proficiency as demonstrated by their YSU Composition and Reading Placement Test results. Students who place into ENGL1509 or ENGL 1541 will move on to ENGL1549, a four-credit version of Writing I that provides students an additional hour of instructional time to cultivate college-level writing conventions, organizational strategies, and revision and editing techniques.
Mathematics	The University provides one stand-alone remedial course in mathematics that does not count toward the degree. MATH 1500: Mathematics Individual Course Support is a two-credit hour course used by the department as an off-ramp course for students who need to withdraw from their college-level mathematics course during the semester. Students who withdraw are given the opportunity to enroll in sections of Math 1500 to improve their prerequisite skills in preparation for retaking their college-level mathematics course in the subsequent term. The students are provided an individualized study plan and support in YSU's Mathematics Achievement Center. Students who place into remedial math but who wish to fulfill their mathematics graduation requirement may enroll in designated sections of college-level math to which additional hours of instruction are added (if their placement permits). These course sections include: MATH 1510C: College Algebra with Co-requisite Support; MATH 1511C: Trigonometry with Co-requisite Support; MATH 2623C: Quantitative Reasoning with Co-requisite Support; MATH 2661C: Mathematics for Elementary Teachers 1 with Co-requisite Support; and STAT 2625C: Statistical Literacy and Critical Reasoning with Co-requisite Support.
Reading and Study Skills	The University provides one three-credit hour instructional option for students who, based upon their high school GPA and their ACT Reading score or proficiency as demonstrated by their ACCUPLACER reading test score, may require remediation in reading and study skills. RSS 1510A: Advanced College Success Skills is designed to develop students' skills essential for college studying; the primary focus is improving the comprehension and retention of information in college textbooks and from lecture and laboratory materials.

4. Causes for remediation.

Please select all that are relevant from the following categories and provide detail.

- Lack of student preparation at the K-12 level
- Prescriptive placement policies (over reliance on a single assessment measure)
- Deferred entry into higher education (adult students returning to higher education)
- Other (any other cause identified by the university)

Cause	Description
Lack of student preparation	7,559 students enrolled for one or more terms between Summer 2022, Fall 2022, and Spring 2023 were 25 years of age or younger. 1,918 (25.4%) required remedial instruction in at least one subject area. These students account for 97.9% of all undergraduate students who required remedial instruction during these terms.
Deferred entry	964 students enrolled for one or more terms between Summer 2021 and Spring 2022 were over the age of 25 (23.7%) required remedial instruction in at least one subject area. These students account for 2.1% of all undergraduate students who required remedial instruction during these terms.
YSU added the following to understand how this impacts new students	
Lack of student preparation	2,083 New students enrolled for one or more terms between Summer 2022 and Spring 2023 were 25 years of age or younger. 823 (39.5%) required remedial instruction in at least one subject area. These students account for 98.53% of all new students who required remedial instruction during these terms.
Deferred entry	161 New students enrolled for one or more terms between Summer 2022 and Spring 2023 were over the age of. 41 (25.5%) required remedial instruction in at least one subject area. These students account for 1.47% of all new students who required remedial instruction during these terms.





**ACADEMIC TRANSCRIPT WITHHOLDING
ASSOCIATED WITH OHIO REVISED CODE (ORC) 3345.27**

WHEREAS, Section 3345.27 of the ORC requires each institution to formally consider and adopt a resolution on the practice of withholding an academic transcript, and to submit the adopted resolution to the chancellor of higher education by December 1, 2023;

WHEREAS, Youngstown State University releases all academic transcript requests to employers in accordance with Section 3345.27(B) of the ORC regardless of the status of the student's account;

WHEREAS, Youngstown State University has implemented interventions intended to reduce the number of student accounts certified to the Ohio Attorney General's Office for collections enforcement as required by Section 131.02 of the ORC;

WHEREAS, Youngstown State University reports past due balances to the credit bureau for a minimum of three years;

WHEREAS, of the approximate 11,000 annual requests for a transcript, less than 2% are held due to institutional transcript hold policies, and only a portion of that 2% were held due to past due status;

WHEREAS, Youngstown State University desires to be sensitive to both the success of the student to enter the workforce and/or transfer to another institution, while minimizing uncollectable student balances.

NOW THEREFORE BE IT RESOLVED, that Youngstown State University shall not hold transcripts for students with outstanding balances who have not yet earned a degree from the university and who are not in a master's or doctoral program, but will use financial holds to prompt students with past due balances to successfully complete a financial counseling session and financial literacy questionnaire before finalizing a release of transcripts. This practice is consistent with Ohio's financial literacy initiatives and supports the financial health of the university. After successful completion of financial literacy activities, the university will release transcripts without requirement of payment.

BE IT FURTHER RESOLVED, for purposes of fiscal stewardship of public dollars, Youngstown state University will continue to pursue the recovery of outstanding balances and, therefore, transcripts will be held for outstanding balances if the student has earned a degree from the university or is in a master's or doctoral program.

IT IS FURTHER RESOLVED, that the appropriate campus offices will collaborate to implement the actions associated with this Resolution and that those offices will request a review of this Resolution when circumstances warrant further consideration.

**Board of Trustees Meeting
December 7, 2023
YR 2024-31**

**RESOLUTION TO MODIFY
SELECTION OF DESIGN PROFESSIONALS FOR UNIVERSITY
CAPITAL PROJECTS POLICY, 3356-4-07**

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
December 7, 2023
YR 2024-32**

3356-4-07 Selection of design professionals for university capital projects.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: June 2002; June 2008; December 2013;
December 2018; December 2023
Board Committee: Finance and Facilities
Effective Date: December 7, 2023
Next Review: 2028

- (A) Policy statement. The selection of architects/engineers for university capital projects is based on the size, complexity, and estimated cost of the project. When designing and planning capital projects, the university may use internal personnel or an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be followed. Selection of external architect/engineers for state-administered projects may include the Ohio facilities construction commission (“OFCC”). In all cases, the selection process will conform to Chapter 153. of the Revised Code.
- (B) Parameters.
- (1) Capital projects subject to this policy include construction and renovation projects defined by rule 3356-4-15 of the Administrative Code (see university policy 3356-4-15, “University construction/renovation projects”).
 - (2) Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance are not subject to this policy.
 - (3) Projects will be publicly advertised in accordance with state or university requirements.
 - (4) Approved projects will be shared for information purposes at regularly scheduled meetings of the finance and facilities committee of the board of trustees.

- (5) The associate vice president for facilities maintenance will determine the appropriate representative(s) to serve on the project teams, in consultation with the area officer of the project's primary user department. A member of the board of trustees may also be included on the project team.

(C) Procedures.

There are four general procedures that may be used to determine the use and selection of architects/engineers for capital projects.

The director of planning and construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capacity of internal personnel to complete the project, will be reviewed by the associate vice president of facilities maintenance for determination of the procedures to be followed.

- (1) Classification one. Capital projects designed by university staff.
 - (a) The associate vice president for facilities maintenance will appoint a project team and chairperson for each project.
 - (b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed.
 - (c) The team chairperson will work closely with the members of the department/unit that will occupy the space being designed and manage the project's scope and costs within the availability of project funds.
- (2) Classification two. Capital projects administered and designed by external architects/engineers.
 - (a) The associate vice president for facilities maintenance will appoint a project team and chairperson for each project.
 - (b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed.

- (c) The project team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the request for qualifications.
 - (d) The request for qualifications will be posted on the register of Ohio at the OFCC website so that design firms may express an interest in being considered for university projects. Projects may also be advertised in local print media when appropriate.
 - (e) The project team will evaluate submitted proposals and, if appropriate, interview firms in accordance with the Ohio department of administrative services procedures. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.) The team will submit a ranked list of firms, based on average composite scores and with recommendations, to the associate vice president for facilities maintenance for approval.
 - (f) The selected firm, for informational purposes, will be reported to the board of trustees.
- (3) Classification three. Capital projects administered by the state and designed by external architects/engineers.
- (a) All state department of administrative services procedures, including advertising and determination of firms selected for interview, will be followed. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.)
 - (b) The project team and representative(s) of the OFCC will follow the procedures established by the OFCC to select the architect/engineer for the project.
 - (c) The selected firm, for informational purposes, will be reported to the board of trustees.
- (4) Classification four. Alternative project delivery methods.

- (a) On a case-by-case basis, the administration may designate a capital project for construction using state-approved alternative delivery methods such as design-build or construction manager. The university administration will select the design-build firm or construction manager following procedures established by the OFCC and will inform the board of trustees at their next regularly scheduled meeting.
- (b) The university will follow the guidelines for this alternative delivery method as established by the OFCC.

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

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

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

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

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

3356-3-11.1 Budget transfers.

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

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

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

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

- (b) Signature authorities have authority to transfer operating funds within and among all accounts under their area(s) of responsibility, with the exception of:
 - (i) From permanent salary and fringe benefit accounts; and
 - (ii) From institution-wide accounts.
 - (c) Transfers to permanent salary accounts for the purpose of creating new positions require the approval of the vice president for finance and administration or his/her designee.
- (2) Inter-fund transfers.
- (a) Inter-fund transfers of fifty thousand dollars or more, including year-end transfers, will be approved by the appropriate financial manager(s) and will be reported as an information item at the next finance and facilities committee meeting.
 - (b) Inter-fund transfers of one hundred thousand dollars or more for operating purposes or for any purpose other than a specific capital improvement project will be approved by the appropriate area division officer and by the board of trustees.
 - (c) Inter-fund transfers for specific capital improvements or construction projects will be approved by the appropriate area division officer and by the vice president for finance and administration. Inter-fund transfers for capital improvements or construction projects of five hundred thousand dollars or more will be approved by the board of trustees.
 - (d) Inter-fund transfers approved by the board of trustees as part of the operating budget approval or modification

process will not be reported further.

- (e) Transfers requiring the approval of the board of trustees but which are time-sensitive due to an emergency or other compelling reasons, may be authorized by the vice president for finance and business operations, or designee, and approved by the board of trustees at its next scheduled meeting. Retroactive approval by the board of trustees shall be limited to exceptional circumstances.
- (3) Operating reserve transfers.
- (a) The university shall maintain an operating reserve fund sourced from the general fund. Transfers into the general fund operating reserve will generally occur as part of the operating budget approval procedures outlined in rule 3356-3-11 of the Administrative Code (see university policy 3356-3-11, “Operating budget approval and modification”).
 - (b) It is a goal for the university’s auxiliary enterprises to also maintain separate operating reserve funds with targeted balances comparable to the general fund operating reserve in percentage terms.
 - (c) Transfers out of the operating reserve funds must be approved by the board of trustees regardless of the amount to be transferred.

**RESOLUTION TO APPROVE
INTERNATIONAL MEAL PLAN REQUIREMENT**

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, the University is seeking to provide adequate food options for first-year undergraduate international students effective Spring semester 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the proposed international meal plan requirement, attached hereto.

**Board of Trustees Meeting
December 7, 2023
YR 2024-34**

International Meal Plan Requirement (*proposed implementation Spring Semester 2024*)

Purpose – The meal plan requirement facilitates convenient access to food options while international students are establishing housing and transportation plans and developing familiarity with campus options. This requirement utilizes existing campus resources, eliminating the need for staff to coordinate and implement large group meal options during orientation and onboarding. Meal plan funds may be used during the orientation process and carry-over for use in the academic year.

Student Experience proposes the following changes for consideration:

- 1) In order to provide adequate food options for **first year undergraduate international students** arriving to campus for orientation, or any new international student living in university residence halls, students will be assessed a \$100 meal plan fee for spring early arrival and \$140 meal plan fee for fall early arrival.
 - \$100 Spring Fee Includes \$75 Pete’s Points and \$25 Flex Points
 - \$140 Fall Fee Includes \$70 Pete’s Points and \$70 Flex Points
 - **Flex Dollars** have a dollar-for-dollar value and can be used at many on-campus locations, including Christman Dining Commons, many grab-and-go locations in academic buildings, and many locations in Kilcawley Center. Please see our campus dining map for details. Flex Dollars roll over from fall to spring semester. Flex Dollars expire at the end of the academic year (in May) and should be used before the end of finals week.
 - **Pete's Points** have a dollar-for-dollar value and can be used at all on-campus locations, including all locations where Flex Dollars are accepted, as well as many off-campus partner locations near campus. Please see our campus dining map for details. Pete’s Points roll over from fall to spring semester, Pete’s Points expire at the end of the academic year (in May) and should be used before the end of finals week.

**RESOLUTION OF INTENT
TO LOCALLY ADMINISTER CAPITAL FACILITIES PROJECTS
AT ANY VALUE**

WHEREAS, Youngstown State University (“University”) receives state capital appropriations on a biennial basis for the purpose of capital facilities projects; and

WHEREAS, Ohio Revised Code Section 3345.51 authorizes a state university to administer any capital facilities project for the construction, reconstruction, improvement, renovation, enlargement, or alteration of a public improvement under its jurisdiction for which funds are appropriated by the general assembly without the supervision, control, or approval of the Ohio Facilities Construction Commission so long as the board of trustees notifies the Chancellor of Higher Education (“Chancellor”) in writing of its request to administer capital facilities projects and the Chancellor approves that request, and the board of trustees passes a resolution stating its intent to comply with the guidelines established pursuant to sections 153.13 and 153.16 of the Ohio Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the projects; and

WHEREAS, the University maintains adequate staffing levels and has qualified and experienced staff who have expertise consistent with the number of capital projects being administered by the University and have successfully administered capital facilities projects over several biennia; and

WHEREAS, the University intends to locally administer capital facilities projects for which funds are appropriated by the general assembly without the supervision, control, or approval of the Ohio Facilities Construction Commission; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University, pursuant to Ohio Revised Code Section 3345.51, does hereby request that the Chancellor of Higher Education authorize the University to locally administer all capital facilities projects for which funds are appropriated by the general assembly without the supervision, control, or approval of the Ohio Facilities Construction Commission, and does hereby notify the Chancellor of Higher Education of its intent to have the University administer said capital facilities projects and comply with the guidelines established by Ohio Revised Code Sections 153.13 and 153.16 and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the projects.

**Board of Trustees Meeting
December 7, 2023
YR 2024-35**

**RESOLUTION TO APPROVE THE
FY 2023 AFFORDABILITY AND EFFICIENCY REPORT**

WHEREAS, Section 3333.95 of the Ohio Revised Code requires the Chancellor of Higher Education to maintain an Efficiency Advisory Committee to ensure that each state college and university prepares an affordability and efficiency report to identify examples of and opportunities for shared services, streamlined administrative operations, and shared best practices in efficiencies among institutions; and

WHEREAS, the Chancellor requires that the Boards of Trustees at each state college and university annually approve each institution's affordability and efficiency report; and

WHEREAS, the Ohio Department of Higher Education has provided a template through which to document and report each institution's efficiency and affordability report; and

WHEREAS, Youngstown State University's FY2023 efficiency and affordability report is a product of a collaborative process that included input from various levels of campus stakeholders to assess progress and capture examples of efficiencies, academic practices, policy reforms, cost savings, redeployment of savings and tangible benefits to students; and

WHEREAS, Youngstown State University's FY2023 report provides evidence of affordability and efficiency in various categories, including direct savings, deferred revenue (direct savings to students), and cost avoidance that would otherwise increase expenses; and

WHEREAS, Youngstown State University faculty provide a high-quality education as evidenced by licensure and certification results, job placement and other measures, and staff contributions to student and institutional success, while tuition and total cost of attendance as reported via IPEDS are amongst the lowest in the state; and

WHEREAS, all sections of the report indicate that Youngstown State University continues to make substantial progress in all categories required by the report; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the FY2023 efficiency and affordability report, attached hereto.

**Board of Trustees Meeting
December 7, 2023
YR 2024-36**



FY23 Efficiency Reporting Template

Introduction:

Ohio Revised Code section 3333.95 requires the chancellor of the Ohio Department of Higher Education (DHE) to maintain an “Efficiency Advisory Committee” that includes an “efficiency officer” from each state institution of higher education (IHE). Each IHE must then provide an “**efficiency report**” updated annually to DHE, which is compiled by the chancellor into a statewide report shared at year end with the governor and legislature. The committee itself meets at the call of the chancellor.

The first several Efficiency Reports were heavily influenced by and structured around the Ohio Task Force on Affordability and Efficiency’s October 2015 report “Action Steps to Reduce College Costs” (Task Force). The Task Force report provided many good recommendations that sharpened our focus and set a course for increasing efficiency throughout public higher education in Ohio. Since then, the Efficiency Reports have transitioned to other timely issues. This year’s report will continue that practice.

In addition, there are a number of topics that are required to be addressed per the Ohio Revised Code. Specifically, ORC Section 3333.951(C) requires IHEs to report on their annual study to determine the cost of textbooks for students enrolled in the institution. ORC 3333.951(B) requires Ohio’s co-located colleges and universities to annually review best practices and shared services and report their findings to the Efficiency Advisory Committee. ORC 3345.59(E) requires information on efficiencies gained as a result of the “regional compacts” created in 2018.

The reporting template also requests information regarding college debt and debt collection practices, among other things.

Your Efficiency Report Contact: David Cummins, Associate Vice Chancellor Financial Planning and Oversight, 614-752-9496, dcummins@highered.ohio.gov Please provide your institution’s efficiency report by **Friday, November 3, 2023** via email to OdheFiscalReports@highered.ohio.gov

As in previous years, the Efficiency Reporting Template is structured into the following sections:

- **Section I: Efficiency and Effectiveness** – This section captures information on progress made from strategic partnerships and practices that are likely to yield significant savings and/or enhance program offerings.
- **Section II: Academic Practices** – This section covers areas more directly related to instruction, with an emphasis on actions taken to reduce the costs to students of textbooks, including the options of Inclusive Access and Open Educational Resources.
- **Section III: Policy Reforms** – This section captures state IHE responses to suggested policy reforms originating from state initiatives, including transcript withholding and Second Chance Grants as created in Sub. SB 135.
- **Section IV: Future goals** – In the spirit of continuous improvement, the DeWine-Husted administration continues to request feedback on steps the state can take to support your institution's goals.

For purposes of this report, efficiency is defined on a value basis as a balance of quality versus cost:

- Direct cost savings to students (reducing costs)
- Direct cost savings to the institution (reducing costs)
- Cost avoidance for students (reducing costs)
- Cost avoidance to the college/university (reducing costs)
- Enhanced advising, teaching (improving quality)
- IP commercialization (improving quality)
- Graduation/completion rates (improving quality)
- Industry-recognized credentials (improving quality)
- Experiential learning (improving quality)

These are examples only. Please consider your responses to address broader measures of efficiency, quality, cost and value. Please also note that this is only a template. Feel free to respond in any additional way you believe is helpful.

Youngstown State University

Section I: Efficiency and Effectiveness

Benchmarking

Each institution should regularly identify and evaluate its major cost drivers, along with priority areas that offer the best opportunities for efficiencies. Institutions should also track their progress in controlling costs and improving effectiveness.

1. Does your institution utilize Higher Education Information (HEI) system data to evaluate the efficiency of operations? If so, which data sources are most useful or informative? How can the data provided in HEI be better utilized for this purpose?
Youngstown State University has not used the HEI system but does use the U.S. Department of Education’s Integrated Postsecondary Education Data System (IPEDS) to annually evaluate actual expenses and to help reset budgeted expenses as necessary. As a metric, the University combines IPEDS classifications to facilitate analyses on three overarching expense categories: (1) Academic Excellence, (2) Student Success and (3) Institutional Support. As a strategic goal, YSU strives to prioritize the academic enterprise and other functions that foster student success. Accordingly, annual expenses in the combined category of Academic Excellence and Student Success comprised 79% of total expenses in FY 2023, as summarized as here:



2. What other data, metrics, or benchmarks does your institution utilize to evaluate operational efficiencies and the appropriate balance of instructional vs. administrative expenses? How is such data utilized by your institution? Please summarize and provide an overview of your performance based on each measure.
YSU is sensitive to this question and considers this topic with all spending decisions, including when hiring faculty and staff. Over the past 18 months, each academic support and institutional support area submitted to the YSU Board of Trustees an analysis of the activities and expenditures in each area. By most measures, YSU’s expenditures are in line

with or comparatively lower than the peer groups used for these analyses. These reports are documented in the meeting minutes of the University Affairs Committee of the YSU Board of Trustees. In addition, YSU uses a report published by the American Council of Trustees and Alumni titled, "How Colleges Spend Money." The results of this analysis were reported to the YSU Board of Trustees on June, September 2023, and indicate that YSU's expenditures for administration are comparatively lower than other northeastern Ohio universities (using the mean).

Facilities Planning

In April 2022 the Auditor of State's Office completed a Performance Audit of the facility inventory data maintained by DHE. AOS provided three recommendations within that audit:

- DHE should work to ensure that all institutions report data by a specified date and it should develop and follow internal data verification methods.
- DHE should provide the collected facilities data in a timely manner so that policy makers can make informed decisions relating to necessary changes in the state operating and capital budgets.
- DHE should develop a strategic plan for higher education, with a focus on facilities.

1. How has your institution employed planning and changing use of campus space to reduce costs and increase efficient use of capital resources?

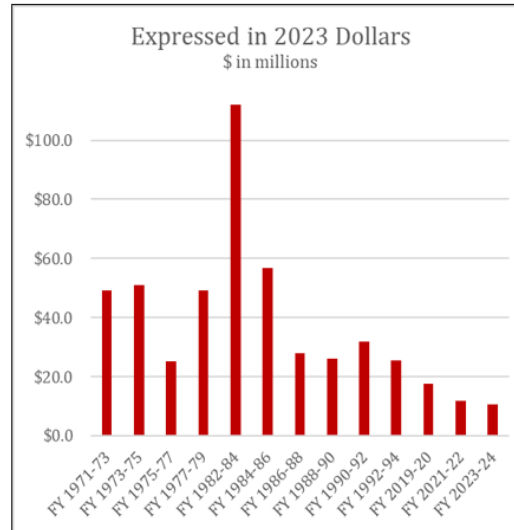
YSU engages in robust planning exercises to assign space and to allocate capital resources. Virtually all of YSU's capital projects encompass improvements to existing space, as opposed to adding new space. YSU uses an [online form](#) to help evaluate requests to modify, renovate and/or change the use of space on campus. These internal processes ensure the optimal and efficient use of capital resources. Note: the acute reduction in state of Ohio capital appropriations over time, as summarized in item 3 below, makes robust capital planning an imperative.

2. How have recent enrollment trends, including changing demographics and the increased utilization of distance learning, impacted facilities planning at your institution?

The trend in YSU's enrollment levels has reduced the need to add net new space on campus. However, the trend in enrollment has had less of an impact than the trend in YSU's levels of state capital appropriations, which have declined dramatically over the past 40 years. A recent analysis showed that, when adjusted for CPI inflation, YSU's capital appropriations for the current biennium are 91% below what funding levels had been during the mid-1980's. This acute decline in state capital funding has led to steady growth in deferred building maintenance and bonded indebtedness statewide. Increasingly, universities like YSU must shift operating dollars to support building and infrastructure needs. For reference, YSU's historical capital appropriations are summarized below:

Capital Biennium*	YSU Capital Appropriations
FY 1971-73	\$6,400,000
FY 1973-75	\$7,100,000
FY 1975-77	\$4,300,000
FY 1977-79	\$9,400,000
FY 1982-84	\$34,572,000
FY 1984-86	\$18,912,000
FY 1986-88	\$10,080,000
FY 1988-90	\$9,863,000
FY 1990-92	\$13,303,000
FY 1992-94	\$11,562,178
FY 2019-20	\$14,584,003
FY 2021-22	\$10,260,000
FY 2023-24	\$10,556,247

*For illustrative purposes; does not reflect every capital biennium over this time period.



- a. Do you see continued increases in distance learning, or do you think that the percentage of courses taken by distance learning has reached a stable level?

After consecutive years of online enrollment growth that saw increases of 127% in fall 2021 and 14% in fall 2022, YSU’s fall 2023 online enrollment levels have stabilized at 1,127 students or roughly 10% of the total student population. Currently, most of YSU’s online offerings are graduate-level courses and programs. However, YSU is now in the planning stages to expand undergraduate online programs, beginning in January 2025. This expansion into undergraduate online curricula is expected to result in additional growth in online enrollments.

3. What benchmarks or data sources does your institution use to assess demand for physical space?

YSU uses IPEDS datasets to benchmark against other Ohio state universities and other select peer institutions. This benchmarking analysis uses comparisons that include the number of facilities staff FTE, net assignable square footage, gross square footage, and the amount of each university’s total E&G budget. YSU’s most recent benchmarking analysis is summarized below:

Ohio Public Universities	Total Staff # Fall 2020*	Net Assignable Square Footage**	Staff per 1M NASF
Bowling Green University†	31	4,523,723	6.85
Central State University†	33	964,858	34.20
Cleveland State†	33	4,831,731	6.83
Kent State University	126	5,663,376	22.25
Miami University	111	7,208,565	15.40
NEOMED†	25	471,494	53.02
Ohio State University	887	29,992,938	29.57
Ohio University	156	7,376,448	21.15
Shawnee State University	10	682,943	14.64
University of Cincinnati	201	13,035,025	15.42
University of Akron	88	7,789,798	11.30
University of Toledo	91	7,099,494	12.82
Wright State University	56	2,350,116	23.83
Youngstown State University	42	3,871,217	10.85
Average	135	6,847,266	19.87
Average without outliers†	77	5,066,830	18.49

Select Peer Universities	Total Staff # Fall 2020*	Gross Square Footage	Staff per GSF
Austin Peay State University (TN)	33	2,371,597	139.15
Central Connecticut State University	34	4,009,957	84.79
Central Washington University	64	3,207,902	199.51
Eastern Kentucky University	91	2,895,013	314.33
Eastern Washington University	72	2,701,010	266.57
Purdue University Fort Wayne	27	3,000,000	90.00
Saint Cloud State University (MN)	32	3,216,000	99.50
Southeastern Louisiana University	87	2,981,408	291.81
University of Central Missouri	36	3,735,755	96.37
Youngstown State University	42	4,311,235	97.42
Average	52	3,242,988	167.94
Average without outliers†			171.68

Select Peer Universities	Total Staff # Fall 2020*	E&G Budget**	Staff per \$10M of budget
Austin Peay State University (TN)	33	\$150,235,000	2.20
Central Connecticut State University	34	\$233,317,904	1.46
Central Washington University	64	\$215,156,000	2.97
Eastern Kentucky University	91	\$276,087,000	3.30
Eastern Washington University	72	\$181,928,000	3.96
Purdue University Fort Wayne	27	\$154,000,000	1.75
Saint Cloud State University (MN)	32	\$166,661,000	1.92
Southeastern Louisiana University†	87	\$123,316,000	7.06
University of Central Missouri	36	\$153,600,000	2.34
University of Central Oklahoma	54	\$174,549,000	3.09
Youngstown State University	42	\$172,612,881	2.43
Average	52	\$181,951,162	2.95
Average without outlier†	54	\$179,268,541	2.54

†Outliers based on survey sample.

*Source: National Center for Education Statistics - Integrated Postsecondary Education Data System (IPEDS), <https://nces.ed.gov/ipeds/use-the-data>.

**E&G budget information sourced from individual university websites and reflects unrestricted educational and general revenues; years of data available varies by institution but ranges from FY19 to FY22.

- a. Do you see a shift in the demand for different types of physical space, e.g. lab space?
Yes, YSU has experienced an increase in demand for space tied to workforce training needs. For instance, YSU recently renovated and repurposed Silvestri Hall, a 26,600 square-foot building that houses the new IT Workforce Accelerator, which was established through industry partnerships between YSU and IBM, WIA, Cisco and others to deliver in-demand technology skills training around software development, cybersecurity, cloud, artificial intelligence, networking and telecommunications.

4. Does your institution utilize HEI physical structure data or area utilization data to inform the six-year capital planning process?
YSU uses some of the same internal datasets used for HEI reporting purposes but has not utilized the HEI database when developing YSU's six-year capital plan.

Regional Compacts

ORC Section 3345.59 requires regional compacts of Ohio's public institutions, with an executed agreement in place by June 30, 2018, for institutions to collaborate more fully on shared operations and programs. The section identifies nine areas to be addressed to improve efficiencies, better utilize resources and enhance services to students and their regions. Per paragraph E of that section:

(E) Each state institution of higher education shall include in its annual efficiency report to the chancellor the efficiencies produced as a result of each compact to which the institution belongs.

Specific to the Regional Compact in which your institution is a member, please describe collaborations that have occurred within the regional compacts and the efficiencies or enhanced services provided in any of the relevant categories below.

Category	Description
<p>Reducing duplication of academic programming</p>	<p>Discussions continue with the Northeast Ohio Regional Compact.</p> <p>Charged by the YSU Board of Trustees, YSU’s Office of Academic Affairs implemented a comprehensive and fully-integrated Academic Program Enhancement and Effectiveness Initiative (APEEI) in Fall 2020. APEEI culminated in Spring 2021 with the Provost’s final recommendations to the Board of Trustees.</p> <p>Curricular Efficiency, the second phase of APEEI, began in Spring and Summer 2021 and continued in Fall 2022. Program directors and faculty in each academic program conducted a thorough review of the courses currently being offered as well as inactive courses remaining in the catalog. Upon completion of the review, program faculty conducted curricular mapping of core courses and electives as well as a curricular complexity review.</p> <p>APEEI continues in Fall 2023 and Spring 2024. Program directors and faculty continue to update program goals and strategic actions on individual “dashboards” on an annual basis. The Office of Academic Affairs rolled out its Continuous Quality Improvement (CQI) model in Fall 2023 to represent the ongoing cycle of continuous program improvement. Deans, chairs, program directors, and program faculty have access to annual “scorecards” containing relevant program data.</p> <p>In conjunction with its APEEI and Curricular Efficiency initiatives, YSU is also complying with ORC 3345.35, which requires that the board of trustees of each state institution of higher education evaluate all courses and programs the institution offers based upon enrollment and duplication of its courses and programs with those of other state institutions of higher education within a geographic region. The focus on courses and programs with low enrollment and duplicative programs is consistent with the work already being done for APEEI and Curricular Efficiency. YSU’s provost has discussed duplicate programs during individual meetings with the provosts from institutions of higher education in the geographic region.</p>
<p>Implementing strategies to address workforce education needs of the region</p>	<p>In 2022, YSU President Emeritus Jim Tressel established the Division of Workforce Education & Innovation (DWEI) to prepare the current and future workforce with industry 4.0 skills through alternative learning pathways focused on advanced manufacturing, electric vehicles, energy storage, information technology, business and professional skills.</p> <p>The DWEI’s workforce and education programs serve YSU students, K-12, companies and community members looking to upskill, reskill or enter into new career pathways.</p>

	<p>Learners are engaged through the online YSU Skills Accelerator and through classroom, hybrid and experiential learning at any one of our training centers, leveraging our integrated WERC@YSU approach to developing in-demand industry skills.</p> <p>Through partnerships with the YSU Research Foundation and Small Business Development Center, students can participate in our integrated research and commercial projects, supported through industry and government led projects.</p> <p>In addition, the IT Workforce Accelerator at YSU was established this year by Ohio House Bill 33 and consists of public-private partnerships between YSU and key industry stakeholders, including IBM, WIA and Cisco, which together will deliver in-demand technology skills-training around software development, cybersecurity, cloud, artificial intelligence, networking and telecommunications.</p>
<p>Sharing resources to align educational pathways and to increase access within the region</p>	<p>Discussions continue within the Northeast Ohio Regional Compact.</p>
<p>Reducing operational and administrative costs to provide more learning opportunities and collaboration in the region</p>	<p>YSU has partnered with regional compact member Kent State University to share various administrative services, including internal audit, database administration and IT security. YSU has partnered with four other state universities, including Kent State, to jointly contract with Ellucian as the single vendor for each partner university's enterprise technology platform. Current ongoing discussions among NEO Compact institutions Youngstown State, Kent State and NEOMED are now centered around a possible expansion of shared IT services.</p>
<p>Enhancing career counseling and experiential learning opportunities for students</p>	<p><i>Career Counseling</i></p> <p>During FY 2023, YSU supported career counseling on campus and regionally with Northeast Ohio Compact institutions through the following endeavors:</p> <ul style="list-style-type: none"> • YSU' College of STEM participates in Ohio I/C Engineering Directors virtual meetings. This group consists of internship and co-op engineering directors from Cleveland State University, the University of Akron, the University of Toledo, Case Western Reserve University, the University of Dayton, the University of Cincinnati, and YSU. This group, originally formed in response to COVID-19, meets once a month to discuss career-related items, the effects of COVID on events and internships/co-ops, the transition from face-to-face events to virtual events, and other topics.

- YSU's Williamson College of Business Administration continues to participate in the Export Program through the State of Ohio. The WCBA Export Program recruits students for programs across YSU's campus as well as the University of Akron and Kent State University. Students attend an Export course in WCBA during the spring semester. The course is delivered by the Director of Ohio SBDC Export Assistance Network. After completing the Exporting course, students are placed with a company in Ohio for a full-time, 12-week, paid internship. The internship is credit-bearing. Relationships are built with exporting companies, and companies are reimbursed half of the intern wages through the Ohio Development Services Agency.
- YSU participates in the Northcoast Consortium for Career Advancement, a consortium of all Northeast Ohio colleges and universities, to share best practices, discuss common concerns, and identify opportunities to provide collaborative programming.
- YSU co-hosted NOTED (Northern Ohio Teacher Education Day), an annual education job fair/interview day, in conjunction with 10 other Northeast Ohio colleges and universities. This year's event was held on April 4, 2023.

Experiential Learning

Sokolov Honors College

Community engagement is a longstanding requirement in the YSU Sokolov Honors College. Whether they are volunteering at a local food pantry or applying their knowledge to test water samples in a neighborhood after the train derailment in East Palestine, Ohio, honors students are expected to engage with community partners to address the public good.

During the 2022-23 academic year, YSU honors students recorded nearly 50,000 hours of community engagement using a new platform: YSU PenguinPulse. Through the YSU PenguinPulse tool, students across the entire university are able to connect with community partners and find meaningful ways to serve. Below is a snapshot of the top organizations with which honors students served last year, the number of hours, and estimated economic impact.

1. **YSU Transcribing Club:** 2,989 hours equaling an \$85,292.93 economic value (per GivePulse); Julie Centofanti and the YSU Transcribing Club were recognized by Ohio Campus Compact with the Charles Ping Legacy Award in Spring 2022.
2. **Mercy Health:** 1,098 hours / \$31,349.76 economic value
3. **OH WOW! Children's Center:** 679 hours / \$19,385.80

4. **Project PASS:** 620 hours / \$17,694.80
5. **Traditions Health:** 412 hours / \$11,762.19
6. **United Way:** 408 hours / \$11,656.31

Honors students are required to complete at least one seminar approved as community-engaged learning. In Spring 2023, 361 students completed Campus Community Partnerships Seminar. This seminar requires engagement, reflection, reciprocity and public dissemination of information, allowing students to work closely with community partners to address the partner's stated need. In Spring 2023, 22 community partners participated in the seminar, as follows:

- ACLD School and Learning Center
- Big Brothers Big Sisters of the Mahoning Valley
- Boy Scouts of America: Great Trail Council
- Community Hospice, Columbiana County
- Direction Home of Eastern Ohio
- Easter Seals
- Habitat for Humanity of Mahoning Valley
- Heart Reach Neighborhood Ministries
- My Path Mahoning Valley (formerly Mahoning Valley College Access Program)
- Oak Hill Collaborative
- OH WOW! The Roger & Gloria Jones Children's Center for Science & Technology
- Ohio Living Vivo Center
- PBS Western Reserve
- St. Patrick's Church/Community Gardens
- The Rich Center for Autism at Youngstown State University
- Traditions Health
- Transcribing Club
- United Way of Youngstown
- YNDC
- Youngstown Area Jewish Federation
- Youngstown Blue Coats
- Youngstown Community Food Center Inc.

Students representing each of the partners presented posters at the inaugural YSU Community Engagement conference in April 2023. Additionally, the conference featured the following presentations:

- 33 presentations (plus the Campus Community Partnership posters, to be added) 48 partners represented as presenters or project collaborators
- 59 presenters spanning students, faculty, staff, and partners

Other notable partnerships with the community include:

- Honors and YSU-BaccMed student Divya Warriar presented her community-engaged research that originated in the Campus Community Partnerships class at the Ohio Campus Compact community engagement conference. Divya continued her engaged scholarship in an independent study, comparing and contrasting hospice and palliative care experiences in the US and India.
- Additionally, students engaged with community partners through the Independent Study seminar. An example of a student project includes community-engaged research in partnership with the Rich Center for Autism to explore the home-school connection through the perspective of parents of children with autism. The student was awarded a small research grant from YSU to continue her research.
- Biology pre-medicine major Rocco Bruno earned a national Phi Kappa Phi Fellowship to help fund his medical school journey at The Ohio State University. Bruno gained significant research experience while at YSU under the mentorship of developmental neurologist and neuroscientist Dr. Ron Seese at Akron Children’s Hospital. Under Seese’s mentorship, Rocco worked at least 20 hours each week on research studying the cerebellum’s role in modulating the involuntary physiologic activities of the body. Bruno’s work helped discover the specific areas of the cerebellum that control the fight-or-flight autonomic response (the “adrenaline rush”).

Beeghly College of Liberal Arts, Social Sciences, and Education

BCLASSE promotes internships and field experiences that provide experiential opportunities for students to apply knowledge from classrooms and textbooks in real-world situations. These efforts include over 189,000 hours of experience in practicum, internship, and teacher candidate placements in the Department of Teacher Education and Leadership Studies, as well as internship placements in programs in the liberal arts and social sciences.

In addition, BCLASSE programs offer experiential learning opportunities through co-curricular activities: student groups, honors societies, student publications, professional conference presentations, and academic competitions.

The college provides a wide range of career development opportunities, including:

- Meetings with program graduates and other professionals in the fields of education, psychology, English, anthropology, law, forensics, geography and GIS, sociology, history, philosophy, government, and public management.
- Professional Development in GIS systems and Legal Education Day (~100 participants over both areas this past year).

College of Science, Technology, Engineering, and Mathematics

Many programs and courses incorporate experiential projects as assignments in STEM including the following:

- CCET 3740 Construction Management seeks community projects for students to apply the knowledge they learn to work on actual community projects such as Stambaugh Auditorium front steps renovation, new entranceways on Cafaro Hall, downtown Youngstown parking redesign for bike trail head, and the city park adjacent to B&O Station.
- The YSU Data Mine provides students the opportunity to work with industry partners. The partners provide data and ask the students to examine the data for actionable insights. This year, three teams of students are working with industrial/agency liaisons from DriveOhio, TeamNEO, and YSU Student Experience in the YSU Data Mine.
- STEM undergraduate and graduate students are strongly encouraged to engage in internships and coops as described below:

Course Information			Course Enrollment
STEM 3790	Internship	Fr/Soph	10
STEM 3791	Co-op	Fr/Soph	3
STEM 4890	Internship	Jr/Sr	56
STEM 4891	Co-op	Jr/Sr	12
STEM 5890	Internship	Graduate	20
ENST 3790	Internship	Envi Sci, Undergrad	10
MATL 8050	Internship	Mat Sci, Grad	1

Williamson College of Business Administration

Programs/courses that incorporate community engagement activities:

	<ul style="list-style-type: none"> • CMST 1545 has generated 10K+ services hours in the last 10 years. • Sixty-five students, faculty, and staff participated in Dare to Care Day serving several community programs with volunteer work. • VITA provides community with tax preparation. <p>Internships and student organizations that incorporate experiential learning.</p> <ul style="list-style-type: none"> • The Center for Career Management had an increase of 9.7% in student traffic in the 2022-2023 academic year. • The Center for Career Management supported 233 business internships during the 2022-2023 academic year, which is another increase from the 2021-2022 academic year. • WCBA increased the number of internships with 264 BSBA graduates during the 2022-2023 academic year, with one internship: 56.4% graduates completing internships • 1,476 students participated in the events and internships during the 2022-2023 academic year with 302 employers participating.
Expand alternative education delivery models such as competency-based and project-based learning	Discussions are occurring at the academic college level.
Collaboration and pathways with information technology centers, adult basic and literacy education programs and school districts	The IT Workforce Accelerator at YSU was established this year by Ohio House Bill 33 and consists of public-private partnerships between YSU and key industry stakeholders, including IBM, WIA and Cisco, which together will deliver in-demand technology skills-training around software development, cybersecurity, cloud, artificial intelligence, networking and telecommunications.
Enhancing the sharing of resources between institutions to expand capacity and capability for research and development	Youngstown State University's Excellence Training Center (ETC) is a shared-use facility, supporting the interest of the Mahoning Valley Innovation and Commercialization Consortium (MVICC) comprised of academic, industrial, and economic development organizations. The YSU ETC houses a full spectrum of manufacturing equipment, and it is expanding to healthcare through partnership with Eastern Gateway Community College on RAPIDS 5. The center provides training and research opportunities for YSU students and faculty, institutional collaborators, regional Career and Tech Centers, and industry professionals to accelerate innovation and technology adoption.
Identifying and implementing the best use of university regional campuses	Not applicable – YSU does not have regional branch campuses
Other initiatives not included above	YSU's deepened relationship with NEOMED has led to expanded opportunities for students and efficiencies for both schools. YSU and NEOMED have begun to pilot joint-recruiting initiatives in local schools and on the YSU campus. When not physically together, each school discusses opportunities as they pertain to the partner institution. A

self-study underway that collaboratively engages both institutions is exploring additional opportunities that would enhance student recruitment and development. Existing relationships with Mercy Health physicians provide YSU-BaccMed students access to shadowing opportunities as part of their curriculum. Local physicians, some of whom have a joint appointment with NEOMED, volunteer to teach the class and provide instruction to the students.

As noted earlier, YSU continues to take steps to minimize low-enrolled courses.

Steps taken to minimize low-enrolled courses:

- Summer 2022: Office of Academic Affairs met with each chair and dean with the following outcomes:
 - 100 courses not offered
 - 100 courses with enrollment “caps” increased
- Fall 2022
 - 372 fewer courses offered compared to fall 2021 (2502 to 2130)

Actions related to chancellor’s definition of “low-enrolled” courses:

- 495 courses of 2,130 determined to meet YSU definition of low-enrolled
- 337 of 495 determined to meet the chancellor’s definition of low-enrolled
 - 179 courses consolidated, rotated, or not offered in the future
 - 158 courses no action taken
 - 104 pedagogically appropriate, consortium, accreditation requirements or no cost to YSU
 - 54 likely to not be offered as needed to graduate or teach-out

Proactive steps taken to optimize course enrollment for Fall 2023:

- Only the profile of optimized course sections offered Fall 2023 (no ala-carte scheduling)
- Section sizes monitored and adjusted in real-time

Building upon these steps, YSU will continue to use the *Ohio Department of Higher Education Guidance* while considering the six factors to determine recommended actions for courses that fall below the chancellor’s definition of “low enrollment.” The examples of data points within the *Guidance* will be used in future analyses. In addition, a newly-acquired space planning software, 25Live, has been critical in optimizing course schedules and room usage while determining how much space is needed at YSU. Efficient space usage is critical in order for YSU to reduce costs and address deferred maintenance. Finally, YSU administrators have invested considerable resources to determine section enrollments that are consistent with the total cost of teaching course sections.

Co-located Campuses

ORC Section 3333.951(B) requires Ohio’s co-located colleges and universities to annually review best practices and shared services in order to improve academic and other services and reduce costs for students, and to report their findings to the Efficiency Advisory Committee.

(B) Each state institution of higher education that is co-located with another state institution of higher education annually shall review best practices and shared services in order to improve academic and other services and reduce costs for students. Each state institution shall report its findings to the efficiency advisory committee established under section [3333.95](#) of the Revised Code. The committee shall include the information reported under this section in the committee's annual report.

Co-located campus: Not applicable

Section II: Academic Practices

This section covers areas more directly related to instruction, with an emphasis on savings strategies related to the cost of textbooks, and the expanded use of alternative instructional materials.

Textbook Affordability

Textbook Cost Study

ORC Section 3333.951(D) requires Ohio’s public colleges and universities to do the following on an annual basis:

(D) Each state institution of higher education shall conduct a study to determine the current cost of textbooks for students enrolled in the institution, and shall submit the study to the chancellor of higher education annually by a date prescribed by the chancellor.

Your institution’s submission of Textbook Cost Study information via the annual Efficiency Report is used to satisfy this statutory requirement. Please attach the analysis of textbook costs developed by your institution labeled “[Institution Name – Academic Year – Textbook Cost Study]” and summarize the results of your institution’s study below.

Category	Amount
Average cost for textbooks that are new	\$67.10
Average cost for textbooks that are used	\$63.93
Average cost for rental textbooks	\$50.63
Average cost for eBook	\$67.01

Reducing Textbook Costs for Students

ORC Section 3333.951(C) requires Ohio's public colleges and universities to report their efforts toward reducing textbook costs for students.

(C) Each state institution of higher education annually shall report to the efficiency advisory committee on its efforts to reduce textbook costs to students.

Please discuss all initiatives implemented, including those specifically referenced below, that ensure students have access to affordable textbooks.

Open Educational Resources (OER)

1. Has your institution adopted practices/policies to formally encourage the use of OER materials in lieu of purchased materials? Please explain and please include links to relevant information, if applicable, that is available on your institution's website.
Youngstown State University encourages faculty to use open educational resources in lieu of purchased textbooks. YSU's Office of Cyberlearning has created a [website](#) that provides specific information regarding the adoption of OERs.

A YSU Instructional Designer is available to help provide resources and support to faculty interested in adopting OERs. Once the faculty member adopts an open resource, they will fill out an application for a \$750 mini-grant for the extra work to locate and adopt the resource. The Instructional Designer will then verify the adoption by reviewing the course syllabus and approving the application. There is also a \$1,500 grant available for departmental adoptions. Youngstown State University is also a member of OhioLink. Newly released books are sent to the appropriate faculty on campus to review for possible adoption.

2. Has your institution provided support to faculty for the development of OER materials? If so, please explain and include links to relevant information, if applicable, that is available on your institution's website.
There has been some interest from faculty in creating their own open resources. YSU's instructional Designer provides support on the licensing options since there are multiple options for copyrights. The Instructional Designer will also discuss the options for posting the open resource to allow other faculty and institutions to adopt the open resource.

To date, one YSU instructor created an OER that was published with TopHat; and another YSU instructor is conducting research for a textbook with the intent of publishing it with an open copyright.

3. What courses did your institution offer during the 2022-23 academic year that used OER? Please fill out the attached template completely. This template will be used to inform a statewide landscape analysis of OER adoption and may be publicly shared in a report. **YSU's completed spreadsheet is attached.**

Inclusive Access

Inclusive access is defined as an arrangement between an institution, through faculty, and students to offer college textbooks and materials as “included” within tuition and/or a fee assessment, rather than purchased individually by the student. The benefit to faculty and students of inclusive access typically includes a significantly reduced cost per textbook for students, as compared to students buying a new copy of the textbook, and confidence that all students will possess the necessary textbook and/or materials on “day one.” Federal law provides the statutory right for students to “opt-out” of inclusive access if they prefer, which preserves the right of the student to source materials.

1. Does your institution formally encourage faculty to offer inclusive access acquisition of college textbooks as a cost-savings for students? If yes, what mechanisms are in place help promote this strategy with faculty?
Yes, YSU makes a concerted effort to promote this strategy, which is communicated at the beginning of the academic year when the manager of the YSU Barnes & Noble Bookstore meets with and presents to college deans, academic department chairs and lead faculty.
2. What courses did your institution offer during the 2022-23 academic year that participated in an inclusive access program? Please fill out the attached template completely. This template will be used to inform a statewide landscape analysis of the utilization of inclusive access and may be publicly shared in a report. **See attached template with YSU's information.**
3. How are students at your institution made aware of their right to opt out of utilizing inclusive access?
Students are made aware of this option at the very outset. When students log into the course, they are immediately presented with the option to opt out. In addition, detailed instructions for opting-out are available on the YSU [website](#), as shown here:



Please provide contact information for the person completing this section of the Efficiency Report, so that we may follow up if we have questions.

Susan Ewing, CPA, MBA
University Bursar | Meshel Hall 227
seewing01@ysu.edu | 330-941-3142

Other Textbook Affordability Practices

What other practices, if any, does your institution utilize to improve college textbook affordability? Please provide any relevant information in the table below.

Initiative	Explanation of Initiative	Cost Savings to Students
First-Day Ready	An inclusive access and general affordability initiative that provides digital materials to students at a reduced price.	\$1,497,395
Textbook Rental program	Students have the option of renting books in lieu of purchasing books.	\$88,890.62 (estimate based on average price of books rented vs. sold)
Textbook Buyback program	Students have the option of selling back purchased books to Bookstore.	\$12,806
Textbook price-match guarantee	The YSU Barnes & Noble will match the lowest price (advertised by other vendors) for books and instructional materials sold.	N/A

Section III: Policy Reforms

Transcript Access

ORC Section 3345.027 requires the following of public colleges and universities:

(C)(1) Not later than December 1, 2023, the board of trustees of each state institution of higher education shall formally consider and adopt a resolution determining whether to end the practice of transcript withholding. Once adopted, each state institution shall submit a copy of the resolution to the chancellor of higher education.

(2) In adopting the resolution required under this division, each board of trustees shall consider and evaluate all of the following factors:

- (a) The extent to which ending the practice of transcript withholding will promote the state's post-secondary education attainment and workforce goals;
- (b) The rate of collection on overdue balances resulting from the historical practice of transcript withholding;
- (c) The extent to which ending the practice of transcript withholding will help students who have disenrolled from the state institution complete an education, whether at the same institution or another state institution.

If a board of trustees resolves to maintain the practice of transcript withholding, the board shall include in the resolution a summary of its evaluation of the factors contained in division (C)(2) of this section.

(3) Not later than January 1, 2024, the chancellor shall provide a copy of each resolution submitted under this division to the governor, the speaker of the house of representatives, and the president of the senate

Although the submission of this year's Efficiency Report will occur prior to the submission date of the policy required to be adopted by the section above, please be aware of this new requirement as you plan your fall schedule for Board of Trustee meetings.

YSU's resolution is attached and will be acted upon by the YSU Board of Trustees on December 7, 2023.

Special Purpose Fees Policy

Limitations on increases in instructional and general fees have traditionally been set by the General Assembly within biennial operating budgets. Limitations on special purpose fee increases, alternatively, are fairly new beginning with Am. Sub. HB 49 of the 132nd General Assembly. Section 381.160 of Am. Sub. HB49 precluded increases in special purpose fees and establishing new special fees, at universities, except for certain categories of fees specifically exempted in law from the fee limitations. Am. Sub. HB 166 of the 133rd General Assembly continued the special purpose fee restriction but additionally required the Chancellor to review and approve new special purpose fees and increases in existing special purpose fees at universities and community colleges. This same level of special purpose fee restraint has been continued in every biennial budget since, including the current biennial budget Am. Sub. HB 33 (Section 381.260(A)(1)(c)).

Please describe your institution's policy for assigning special purpose fees to specific courses or academic programs. Specifically:

1. What criteria are used to determine whether a course or lab fee is appropriate?
YSU uses a strictly cost-based approach in determining the need for and appropriateness of special purpose fees, including course fees and lab fees.
2. What is the internal process for approving new fees or fee increases?
YSU uses an [online form](#) to facilitate fee change requests. For fee changes to be considered, written justification is required, along with the signature approvals of the department chairperson, the college dean, the provost and the bursar. Once approved, fees are presented to the Board of Trustees for approval. If approved by the Board of Trustees,

fee requests are then submitted to the Chancellor for ODHE approval. Once all required approvals are in place, the fee is implemented, usually at the beginning of the next academic year or semester.

3. What controls are in place to assure that the fee revenue is utilized appropriately to the benefit of the students paying the fee? **Through YSU's annual budgeting process, projected revenues associated with special purpose fees serve as the basis for setting the spending budgets for the areas that assess these fees. On a quarterly basis, actual fee revenues are analyzed, and budgets are adjusted, if necessary, to ensure proper alignment between fee revenue and spending budgets.**

Additional Practices

Some IHE's may implement practices that make college more affordable and efficient, but which have not been the topic of a specific question in this reporting template. This section invites your institution to share any positive practices you have implemented that benefit student affordability and/or institutional efficiency.

Please share any additional best practices your institution is implementing or has implemented.

Section IV: Future Goals

The DeWine-Husted administration recognizes that each IHE faces unique challenges and opportunities with respect to the institution's highest priority goals over the next several years. With that in mind, please provide any suggestions about possible roles the state could play in supporting your institutional goals.

1. Please provide your thoughts and suggestions regarding ways the State of Ohio can further support strength, resiliency and reputational excellence in Ohio's post-secondary education system.

The State of Ohio must recognize and embrace the essential role played by its state universities in driving the economic vitality of Ohio. Given the impact of inflation and other economic factors, it is imperative that the State of Ohio ensure that Ohioans have access to college by elevating levels of state funding, both for operations and capital infrastructure. Today, FY 2024 operating appropriations for higher education are lower than they were in FY 2001. And current levels of state capital appropriations are 91% below what they had been during the mid-1980's, when adjusted for inflation. It is unreasonable for state policymakers to demand and require tuition restraint in light of the acute and demonstrable decline in state funding support over the past several decades. Placing restrictive price controls on universities (through tuition caps) at the same time levels of funding are stagnating and in fact declining in real terms, has weakened the state's system of higher education, placing the State of Ohio at a tremendous disadvantage economically.

Thank you for completing the FY23 Efficiency Reporting Template. We appreciate the important role Ohio's colleges and universities play in supporting Ohio students, economic growth, world-class research and the overall success for our state.

ODHE Efficiency Report – FY 2023

Required Attachments

Youngstown State University

Youngstown State University Textbook Cost Study Analysis

	2022		2023		% Change		Average cost per type		Var
	\$	Units	\$	Units	\$	Units	2021	2022	
<u>Sales (in-store & online)</u>									
New Textbooks	\$696,685	9,536	\$509,263	7,590	-27%	-20%	\$73.06	\$67.10	-\$5.96
Used Textbooks	188,698	2,909	155,990	2,440	-17%	-16%	\$64.87	\$63.93	-\$0.94
Publisher Rentals	48,060	660	46,952	592	-2%	-10%	\$0.00	\$79.31	\$79.31
New Textbook Rentals	126,538	2,148	82,885	1,481	-34%	-31%	\$58.91	\$55.97	-\$2.94
Used Textbook Rentals	144,648	3,342	122,622	2,913	-15%	-13%	\$43.28	\$42.09	-\$1.19
Printed Access Cards	382,768	5,536	44,060	599	-88%	-89%	\$69.14	\$73.56	\$4.41
Digital Courseware	546,710	8,379	1,101,438	18,594	101%	122%	\$0.00	\$59.24	\$59.24
eTextbooks	276,302	3,726	268,453	4,006	-3%	8%	\$74.16	\$67.01	-\$7.14
Total Textbooks	\$2,410,409	36,236	\$2,331,663	38,215	-3%	5%	\$66.52	\$61.01	-\$5.51
\$ Students Saved	\$1,066,818		\$1,051,310						
% Students Saved	30.28%		30.37%						

PLEASE ONLY INCLUDE OER COURSES ON THIS LIST. PLEASE CHECK SHEET2 FOR A DEFINITION OF AN OER COURSE.

TERM (Fall 2022 or Spring 2023)	COURSE ID	CCP (YES OR NO)	NUMBER OF STUDENTS ENROLLED	AVERAGE RETURN ON INVESTMENT (DO NOT EDIT FORMULA)
Fall 2022	GEOG 2626 (2 sections)	No	71	\$8,236
Fall 2022	TCED 6912	No	11	\$1,276
Fall 2022	TCED 6911	No	7	\$812
Fall 2022	CMST 4899	No	21	\$2,436
Fall 2022	POL 1560	No	39	\$4,524
Fall 2022	STAT 2625 (4 sections)	No	127	\$14,732
Spring 2023	SCWK 7001 (2 sections)	No	38	\$4,408
Spring 2023	TCED 6912	No	8	\$928
Spring 2023	STAT 2625 (12 sections)	No	148	\$17,168
Spring 2023	CMST 4899	No	23	\$2,668
Spring 2023	CMST 5860	No	20	\$2,320
Spring 2023	GEOG 2626 (3 sections)	No	52	\$6,032

PLEASE ONLY INCLUDE INCLUSIVE ACCESS COURSES ON THIS LIST.

DEFINITION OF INCLUSIVE ACCESS

Inclusive access is an arrangement between an institution, through faculty, and students to offer college textbooks and materials as “included” within

TERM (Fall 2022 or Spring 2023)	COURSE ID		CCP (YES OR NO)	NUMBER OF STUDENTS ENROLLED	ESTIMATED SAVINGS
Spring 2023	ACCT	4808	NO	34	\$6,801
Spring 2023	ACCT	4813	NO	44	\$7,133
Spring 2023	ANTH	1500	NO	117	\$11,611
Spring 2023	ANTH	3701	NO	8	\$459
Spring 2023	ART	1543	NO	59	\$7,079
Spring 2023	ART	1544	NO	79	\$11,070
Spring 2023	ART	1545	NO	21	\$2,943
Spring 2023	BIOL	1545	NO	24	\$602
Spring 2023	BIOL	1551	NO	102	\$18,621
Spring 2023	BIOL	1560	NO	60	\$6,600
Spring 2023	BIOL	2601	NO	71	\$8,014
Spring 2023	BIOL	2601H	NO	10	\$1,129
Spring 2023	BIOL	3702	NO	60	\$6,450
Spring 2023	BIOL	3721	NO	35	\$3,981
Spring 2023	CHEM	1510	NO	157	\$27,125
Spring 2023	CHEM	1515	NO	183	\$32,816
Spring 2023	CHEM	3719	NO	85	\$11,340
Spring 2023	CHEM	3720	NO	72	\$9,606
Spring 2023	CMST	4850	NO	24	\$965
Spring 2023	CRJS	2601	NO	57	\$2,221
Spring 2023	CRJS	2602	NO	71	\$400
Spring 2023	CRJS	2603	NO	42	\$316
Spring 2023	CRJS	3715	NO	59	\$2,657
Spring 2023	CRJS	3719	NO	41	\$1,443
Spring 2023	CRJS	4800	NO	39	\$1,676
Spring 2023	CSIS	2620	NO	16	\$3,189
Spring 2023	CSIS	3722	NO	84	\$6,618
Spring 2023	CSIS	3723	NO	68	\$8,332
Spring 2023	ECON	2630	NO	129	\$16,686
Spring 2023	ENGL	1541	NO	22	\$1,771
Spring 2023	ENGL	1549	NO	172	\$2,312
Spring 2023	ENGL	1550	NO	172	\$2,312
Spring 2023	FNUT	1551	NO	315	\$43,284
Spring 2023	FNUT	1553	NO	13	\$1,718
Spring 2023	FNUT	2603	NO	15	\$1,983
Spring 2023	FNUT	4810	NO	15	\$1,983
Spring 2023	FNUT	4874	NO	6	\$752

TERM (Fall 2022 or Spring 2023)	COURSE ID		CCP (YES OR NO)	NUMBER OF STUDENTS ENROLLED	ESTIMATED SAVINGS
Spring 2023	GEOG	1503	NO	118	\$5,072
Spring 2023	GEOG	1503H	NO	18	\$774
Spring 2023	GEOG	2630	NO	222	\$27,441
Spring 2023	GEOG	2630H	NO	16	\$1,978
Spring 2023	GEOG	2640	NO	72	\$5,582
Spring 2023	GEOL	2602	NO	33	\$4,080
Spring 2023	HIST	2605	NO	23	\$1,437
Spring 2023	HIST	2606	NO	88	\$5,497
Spring 2023	INFO	2663	NO	12	\$482
Spring 2023	INFO	3704	NO	11	\$598
Spring 2023	ITAL	1505	NO	11	\$2,424
Spring 2023	KSS	3720	NO	57	\$5,657
Spring 2023	MATH	1510	NO	43	\$1,238
Spring 2023	MATH	1510C	NO	159	\$4,579
Spring 2023	MATH	1511	NO	48	\$1,382
Spring 2023	MATH	1511C	NO	106	\$3,053
Spring 2023	MATH	1552	NO	159	\$3,134
Spring 2023	MATH	1571	NO	141	\$28,285
Spring 2023	MATH	1572	NO	127	\$25,476
Spring 2023	MATH	1572H	NO	52	\$10,431
Spring 2023	MATH	2665	NO	13	\$1,348
Spring 2023	MATH	2673	NO	67	\$16,596
Spring 2023	MECH	2603	NO	46	\$6,020
Spring 2023	MKTG	3740	NO	96	\$17,416
Spring 2023	MUHL	2621	NO	67	\$3,491
Spring 2023	PHLT	1568	NO	255	\$18,883
Spring 2023	PHLT	1568H	NO	58	\$4,295
Spring 2023	PSYC	1560	NO	303	\$34,957
Spring 2023	PSYC	1560H	NO	13	\$1,500
Spring 2023	PSYC	2617	NO	59	\$6,479
Spring 2023	PSYC	2618	NO	50	\$5,193
Spring 2023	PSYC	2692	NO	94	\$10,845
Spring 2023	PSYC	3702	NO	62	\$8,314
Spring 2023	PSYC	3707	NO	57	\$6,576
Spring 2023	PSYC	3709	NO	105	\$10,420
Spring 2023	PSYC	3728	NO	27	\$387
Spring 2023	PSYC	3755	NO	109	\$12,575
Spring 2023	PSYC	3756	NO	61	\$8,442
Spring 2023	PSYC	3758	NO	135	\$15,575
Spring 2023	PSYC	3758	NO	36	\$4,153
Spring 2023	PSYC	3761L	NO	17	\$1,195
Spring 2023	PSYC	3775	NO	99	\$11,422
Spring 2023	SOC	1500	NO	438	\$25,873

TERM (Fall 2022 or Spring 2023)	COURSE ID		CCP (YES OR NO)	NUMBER OF	ESTIMATED SAVINGS
				STUDENTS ENROLLED	
Spring 2023	SOC	3701	NO	10	\$574
Spring 2023	SPAN	1550	NO	46	\$10,067
Spring 2023	STAT	2601	NO	22	\$4,426
Spring 2023	STAT	2625	NO	55	\$11,064
Spring 2023	STAT	2625C	NO	73	\$14,685
Spring 2023	STAT	3743	NO	71	\$10,138
Spring 2023	TCOM	2683	NO	19	\$669
Spring 2023	THTR	1560	NO	55	\$3,323
Spring 2023	THTR	1590	NO	332	\$32,948
Spring 2023	THTR	2690	NO	38	\$3,578
Spring 2023	YSU	1500	NO	119	\$2,112
Fall 2022	ACCT	4808	NO	24	\$4,314
Fall 2022	ACCT	4813	NO	51	\$6,692
Fall 2022	ANTH	1500	NO	102	\$7,795
Fall 2022	ANTH	3701	NO	13	\$94
Fall 2022	ANTH	4850	NO	15	\$236
Fall 2022	ART	1543	NO	60	\$2,320
Fall 2022	ART	1544	NO	55	\$2,126
Fall 2022	ART	1545	NO	27	\$1,044
Fall 2022	BIOL	1545	NO	69	\$1,343
Fall 2022	BIOL	1551	NO	197	\$29,231
Fall 2022	BIOL	1560	NO	127	\$10,725
Fall 2022	BIOL	2601	NO	110	\$16,322
Fall 2022	BIOL	3702	NO	68	\$798
Fall 2022	BIOL	3721	NO	88	\$6,801
Fall 2022	BIOL	5824	NO	17	\$286
Fall 2022	BIOL	2601H	NO	10	\$1,484
Fall 2022	BIOL	2603H	NO	28	\$4,155
Fall 2022	BIOL	3702H	NO	3	\$35
Fall 2022	BUS	1500	NO	318	\$15,693
Fall 2022	BUS	1500H	NO	29	\$1,431
Fall 2022	CHEM	1510	NO	63	\$1,569
Fall 2022	CHEM	1515	NO	292	\$42,492
Fall 2022	CHEM	3719	NO	102	\$12
Fall 2022	CHEM	3720	NO	65	\$8
Fall 2022	ECON	2630	NO	174	\$17,687
Fall 2022	ENGL	1541	NO	103	\$6,407
Fall 2022	ENGL	1549	NO	411	\$26,094
Fall 2022	ENGL	1550	NO	560	\$35,554
Fall 2022	ENGL	1550H	NO	75	\$4,762
Fall 2022	FNUT	1551	NO	299	\$21,510
Fall 2022	FNUT	1553	NO	27	\$459
Fall 2022	FNUT	3759	NO	13	\$221

TERM (Fall 2022 or Spring 2023)	COURSE ID		CCP (YES OR NO)	NUMBER OF	ESTIMATED SAVINGS
				STUDENTS ENROLLED	
Fall 2022	FNUT	3761	NO	12	\$204
Fall 2022	FNUT	4802	NO	19	\$631
Fall 2022	GEOG	2630	NO	239	\$19,761
Fall 2022	GEOG	2640	NO	70	\$4,885
Fall 2022	GEOL	2602	NO	25	\$1,339
Fall 2022	HIST	2605	NO	70	\$739
Fall 2022	HIST	2606	NO	127	\$1,341
Fall 2022	ITAL	1505	NO	15	\$2,429
Fall 2022	KSS	3720	NO	60	\$4,585
Fall 2022	MATH	1510	NO	118	\$6,816
Fall 2022	MATH	1511	NO	71	\$4,101
Fall 2022	MATH	1552	NO	178	\$3,475
Fall 2022	MATH	1564	NO	7	\$508
Fall 2022	MATH	1571	NO	177	\$21,990
Fall 2022	MATH	1572	NO	91	\$11,306
Fall 2022	MATH	2673	NO	81	\$11,809
Fall 2022	MATH	2673H	NO	18	\$2,624
Fall 2022	MATH	1510C	NO	301	\$17,386
Fall 2022	MATH	1511C	NO	67	\$3,870
Fall 2022	MATH	1571H	NO	66	\$8,200
Fall 2022	MGT	3714	NO	55	\$21,211
Fall 2022	MKTG	3740	NO	83	\$12,244
Fall 2022	PHLT	1568	NO	304	\$17,477
Fall 2022	PHLT	1568H	NO	62	\$3,564
Fall 2022	PHYS	2610	NO	57	\$9,114
Fall 2022	PHYS	2611	NO	27	\$4,317
Fall 2022	PHYT	8901	NO	40	\$16,631
Fall 2022	PHYT	8909	NO	44	\$18,294
Fall 2022	PHYT	8920	NO	43	\$17,878
Fall 2022	PSYC	1560	NO	695	\$63,071
Fall 2022	PSYC	1560H	NO	61	\$5,536
Fall 2022	PSYC	2617	NO	53	\$4,810
Fall 2022	PSYC	2618	NO	48	\$688
Fall 2022	PSYC	3702	NO	120	\$13,298
Fall 2022	PSYC	3707	NO	121	\$10,981
Fall 2022	PSYC	3709	NO	116	\$8,865
Fall 2022	PSYC	3728	NO	40	\$565
Fall 2022	PSYC	3755	NO	88	\$7,986
Fall 2022	PSYC	3756	NO	37	\$4,100
Fall 2022	PSYC	3758	NO	169	\$15,337
Fall 2022	PSYC	3775	NO	51	\$4,628
Fall 2022	PSYC	3761L	NO	22	\$1,170
Fall 2022	SOC	3701	NO	8	\$58

TERM (Fall 2022 or Spring 2023)	COURSE ID		CCP (YES OR NO)	NUMBER OF	ESTIMATED
				STUDENTS ENROLLED	SAVINGS
Fall 2022	SOC	4850	NO	8	\$58
Fall 2022	SPAN	1550	NO	139	\$22,510
Fall 2022	STAT	2601	NO	19	\$1,670
Fall 2022	STAT	2625	NO	133	\$11,693
Fall 2022	STAT	3743	NO	43	\$4,926
Fall 2022	STAT	2625C	NO	96	\$8,440
Fall 2022	STAT	3743H	NO	4	\$458
Fall 2022	TCOM	2683	NO	15	\$211
Fall 2022	THTR	1560	NO	57	\$4,356
Fall 2022	THTR	1590	NO	339	\$25,906
Fall 2022	YSU	1500	NO	1,104	\$19,508
					<u>\$1,497,395</u>



**ACADEMIC TRANSCRIPT WITHHOLDING
ASSOCIATED WITH OHIO REVISED CODE (ORC) 3345.27**

WHEREAS, Section 3345.27 of the ORC requires each institution to formally consider and adopt a resolution on the practice of withholding an academic transcript, and to submit the adopted resolution to the chancellor of higher education by December 1, 2023; and

WHEREAS, Youngstown State University releases all academic transcript requests to employers in accordance with Section 3345.27(B) of the ORC regardless of the status of the student's account; and

WHEREAS, Youngstown State University has implemented interventions intended to reduce the number of student accounts certified to the Ohio Attorney General's Office for collections enforcement as required by Section 131.02 of the ORC; and

WHEREAS, Youngstown State University reports past due balances to the credit bureau for a minimum of three years; and

WHEREAS, of the approximate 11,000 annual requests for a transcript, less than 2% are held due to institutional transcript hold policies, and only a portion of that 2% were held due to past due status; and

WHEREAS, Youngstown State University desires to be sensitive to both the success of the student to enter the workforce and/or transfer to another institution, while minimizing uncollectable student balances.

NOW THEREFORE BE IT RESOLVED, that Youngstown State University shall not hold transcripts for students with outstanding balances who have not yet earned a degree from the university and who are not in a master's or doctoral program, but will use financial holds to prompt students with past due balances to successfully complete a financial counseling session and financial literacy questionnaire before finalizing a release of transcripts. This practice is consistent with Ohio's financial literacy initiatives and supports the financial health of the university. After successful completion of financial literacy activities, the university will release transcripts without requirement of payment.

BE IT FURTHER RESOLVED, for purposes of fiscal stewardship of public dollars, Youngstown state University will continue to pursue the recovery of outstanding balances and, therefore, transcripts will be held for outstanding balances if the student has earned a degree from the university or is in a master's or doctoral program.

IT IS FURTHER RESOLVED, that the appropriate campus offices will collaborate to implement the actions associated with this Resolution and that those offices will request a review of this Resolution when circumstances warrant further consideration.

**Board of Trustees Meeting
December 7, 2023
YR 2023-**

**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
December 7, 2023
YR 2024-37**



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

FROM	TO	AMOUNT	REASON
Various Funds:			
	IT Security Firewall (Designated Fund)		Transfers totaling \$560,763.
COVID-19 Projects (Designated Fund)		\$264,159	Transfer residual funds to project fund.
Sick Leave Conversion (Designated Fund)		\$222,453	Interfund Loan to provide partial financing for project. To be repaid by General Fund over 3 years.
General Fund		\$74,151	Transfer to project fund.
Various Funds:			
	Zoldan Family Center - Project (Restricted Plant Fund)		Interfund Loans totaling \$1,886,059 to provide bridge financing for portion of architect fees. To be repaid with project gift funds.
Kilcawley Center Plant Reserve (Auxiliary Plant Fund)		\$1,531,879	
Housing Services Plant Reserve (Auxiliary Plant Fund)		\$354,180	



**RESOLUTION TO MODIFY
DISCRIMINATION/HARASSMENT POLICY, 3356-2-03**

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.

3356-2-03 Discrimination/harassment.

Responsible Division/Office: Equal Opportunity, Policy Development and Title IX
Responsible Officer: Executive Director, Equal Opportunity, Policy
Development and Title IX
Revision History: June 2009; June 2015; September 2016; September 2019;
September 2020; June 2021; July 2023; December 2023
Board Committee: University Affairs
Effective Date: December 7, 2023
Next Review: 2028

(A) Policy statement. Youngstown state university (university) does not discriminate on the basis of sex (including pregnancy), race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law or Executive Order in its programs or activities. Ohio Executive Order [2023-01D “Anti-Discrimination Policy in State Government,”](#) defines protected class status and [Executive Order 2022-06D “Defining and Combating Antisemitism” addresses antisemitism.](#) The university is firmly committed to maintaining a working and learning environment free of discrimination and harassment of any employee, applicant for employment, student, or visitor. The university community seeks to eliminate discrimination and harassment through education and encourages staff, faculty, students, visitors, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop discrimination and harassment whenever it occurs.

This policy shall be interpreted and applied consistent with the speech protections of the first amendment of the United States Constitution.

- (B) Purpose. The purpose of this policy is to establish expectations for institutional and individual conduct, aid the university community in recognizing and preventing discrimination and harassment, and provide effective reporting and response mechanisms. For purposes of this policy, the university community includes, but is not limited to, all university employees, students, and any other individual visiting or engaging in any university activity or program.
- (C) Scope. This policy applies to students, faculty, employees (including student employees), third parties, campus visitors, or other individuals engaged in any university activity or program, regardless of sexual orientation or gender identity, and whether on or off campus. The prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal, or other laws prohibiting

discrimination or harassment. A determination that this policy has been violated is not equivalent to a violation of law.

- (D) Definitions. For the purpose of determining whether a particular behavior or course of conduct constitutes discrimination or harassment under this policy, the following definitions shall be used:
- (1) “Discrimination” - conduct that is based on an individual’s sex (including pregnancy), race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law that:
 - (a) Adversely affects a term or condition of an individual’s employment, education, or participation in a university activity or program; or
 - (b) Is used as the basis for a decision affecting an individual’s employment, education, or participation in a university activity or program; or
 - (c) Is sufficiently severe or pervasive to a reasonable person that it substantially interferes with an individual’s employment or educational performance or create a working, living, or educational environment that is intimidating, hostile, or abusive.
 - (2) “Harassment” - conduct, or a course of conduct, that degrades or shows hostility toward an individual or group of individuals and is based on sex (including pregnancy), race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law, and is sufficiently severe or pervasive to a reasonable person that it:
 - (a) Unreasonably interferes with an individual’s employment or education; or
 - (b) Objectively creates a working, living, or educational environment that is hostile, intimidating, or abusive.
 - (3) “Sexual harassment” - sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and sufficiently severe or pervasive from both a subjective (the complainant’s) and an objective (reasonable person’s) viewpoint when it meets any of the following:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or participation in a university program or activity.
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programing decisions affecting the individual.
 - (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating, hostile, or abusive.
 - (d) Sexual harassment can be directed at a member of the same or different sex or sexual orientation. Examples of inappropriate conduct which may constitute sexual harassment include but are not limited to:
 - (i) Sexual advances or propositions, either explicit or implied.
 - (ii) Sexually suggestive or sexually degrading innuendo, comments or gestures.
 - (iii) Remarks or inquiries about sexual activity, sexual orientation, or gender identity or expression.
 - (iv) The display or communication of sexually oriented material (including through e-mail or other electronic means).
 - (v) Unwanted touching, hugging, or contacting another's body.
 - (e) "Sexual harassment," as defined in Title IX of the Education Amendments of 1972, is set forth in rule 3356-2-05 of the Administrative Code, university policy 3356-2-05 "Title IX sexual harassment policy." Students, faculty employees, volunteers, third parties, campus visitors or other individuals should refer to rule 3356-02-05 of the Administrative Code, university policy 3356-02-05 "Title IX sexual harassment policy" for processes and procedures under Title IX.
- (4) Speech or conduct protected by the First Amendment to the United States Constitution or Sections 3 and 11 of Article I of the Ohio Constitution is not harassment for purposes of this policy. Refer to rule 3356-4-21 of the Administrative Code, university policy 3356-4-21, "Campus free speech."

- (5) Intimidating, hostile, or abusive environment (collectively referred to as a hostile environment) is a specific form of discrimination and is often contextual and must be based on the circumstances. These circumstances include but are not limited to:
- (a) The frequency of the conduct.
 - (b) The nature and severity of the conduct.
 - (c) The relationship between the complainant and the respondent.
 - (d) The location and context in which the alleged conduct occurs.
 - (e) Whether the conduct was physically threatening.
 - (f) Whether the conduct was humiliating.
 - (g) Whether the conduct arose in the context of other discriminatory conduct.
- (E) No supervisor (including a faculty supervisor), manager, or official representative of the university shall directly or indirectly imply or threaten that an applicant, employee, or student's submission to or refusal of sexual advances will positively or negatively affect his or her employment, employment conditions, career development, or academic status. This prohibition includes, but is not limited to, instructors, faculty members, graduate assistants and teaching assistants.
- (F) Employee-student consensual relationships. Relationships that might be appropriate in other contexts may, within a university setting, create the appearance or basis for an abuse of power, conflict of interest, favoritism, or of undue advantage. Many university employees are entrusted with advising and mentoring students, evaluating their work, and recommending students for advancement in employment, programs or academia. The unequal institutional power which is inherent in such a relationship heightens the vulnerability of both the student and employee for possible abuse or coercion and can present real or perceived conflict.
- (1) For purposes of this policy, a consensual intimate or sexual relationship is a relationship of an intimate, dating, and/or sexual nature entered into with the consent of both parties (hereinafter referred to as a relationship for purposes of this policy).

- (2) This policy applies to employees and individuals, whether paid or unpaid, who teach, coach, evaluate, supervise, advise, control, or influence student employment, academic, or resource opportunities. These individuals include but are not limited to:
 - (a) Faculty, lecturers, and instructors (including visiting faculty/instructors),
 - (b) Graduate students,
 - (c) Teaching assistants,
 - (d) Academic advisors,
 - (e) Coaches,
 - (f) Residence hall professional staff.
 - (3) Intimate relationships with students. Because of the elevated risk and the potential exposure of the university and employees to liability for violation of laws against sexual harassment and discrimination and in order to maintain an environment as free as possible from conflicts of interest and favoritism, no employee/individual as defined in this rule shall enter into a relationship with a Youngstown state university student, including but not limited to undergraduate, graduate, part-time, or full-time, regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship predate either admission or employment with the university, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, rule 3356-7-01 of the Administrative Code regarding conflicts of interest should be consulted. (Corresponding university policy 3356-7-01 can be found on the [“University Policies”](#) webpage.)
- (G) Duty of managers and supervisors to act. Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring shall notify the office of equal opportunity, policy development and title IX and/or human resources promptly but no later than five working days after becoming aware of the information. The office of human resources shall promptly notify the office of equal opportunity, policy development and title IX.
 - (H) Complaint procedures.

- (1) The university encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint with the office of equal opportunity, policy development and title IX. A complaint may be formal or informal. However, a complaint alleging a violation of this policy must be filed within three hundred days of the behavior or the last incident at issue. Delays in filing or reporting may make it more difficult for the university to conduct an investigation.
 - (2) An individual also has the right to file a complaint with external agencies, including, but not limited to, the Ohio civil rights commission, the equal employment opportunity commission and/or the department of education. Utilizing the university's internal complaint procedure does not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.
 - (3) The university may assume the role of a complainant and pursue a complaint either informally or formally when it obtains information that would lead a reasonable person to believe that this policy has been violated. In these instances, the university may take any action it deems appropriate, including informing the alleged perpetrator of the complaint and pursuing an investigation even in cases where an alleged victim of harassment or discrimination is reluctant to proceed. The alleged victim will be notified in advance when such action is necessary.
 - (4) Complaint investigations will follow the procedures set forth in the university's "Guidelines for Initiating and Investigating Complaints of Discrimination and Harassment." These guidelines may be obtained from the office of equal opportunity, policy development and title IX.
 - (5) Information related to a report of discrimination and/or harassment will only be shared with those university employees who need to know in order to assist in the review, investigation, or resolution of a complaint. The university will make every reasonable effort to conduct all proceedings in a manner that will protect the privacy of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
- (I) Interim measures. During the course of an investigation, it may be necessary and advisable for the university to take appropriate interim measures that are reasonably available to alleviate the conduct which is the basis of a complaint. These interim measures may include, but are not limited to, separating the parties, placing

- limitations on contact between the parties, or making alternative academic, living or workplace arrangements. Failure to comply with the terms of interim measures is a violation of this policy and may result in corrective measures, even if the initial complaint is not proven.
- (J) Non-retaliation. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment or for assisting or participating in an investigation. Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact the office of equal opportunity, policy development and title IX. Any person found to have retaliated against another for reporting, participating, or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures and/ or sanctions independent of the merits of the original complaint.
- (K) Corrective measures.
- (1) When it has been determined that discrimination, harassment, or retaliation has occurred, steps will be taken to ensure that the prohibited behavior is stopped. Corrective measures and/or sanctions will be imposed consistent with the severity of the offense, applicable university procedures, and collective bargaining agreements. Corrective measures may include sanctions and/or discipline up to and including termination for employees and expulsion for students. In the event that a record of such sanctions will become a part of an employee's personnel records, prior notice will be given to the employee.
 - (2) Sanctions may also be imposed on any individual with a duty to act under this policy and associated procedures, who fails to respond in a manner consistent with this policy to a complaint or reasonable information of discrimination, harassment, or retaliation.
 - (3) To the extent possible under applicable law and policies, a complainant will be informed of the corrective measures taken.
- (L) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. Sanctions may be imposed on individuals who make false accusations of discrimination or harassment. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (M) Use of discrimination and harassment allegations in employment actions or academic status decisions. When making decisions affecting an individual's employment or

academic status, allegations of discrimination and harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding such as a student conduct hearing for a student accused of a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.

- (N) Policy and procedure administration. The office of equal opportunity, policy development and title IX is responsible for the administration of this policy and the associated procedures. However, all university employees, staff, and students play a role in preventing and reporting discrimination and harassment.
- (O) Educational goals and objectives.
 - (1) It is the goal of the university to prevent and eliminate discrimination and/or harassment and to foster an environment of respect for all individuals. In furtherance of these goals, every employee shall complete programs and/or training as directed by the office of human resources and/or the office of equal opportunity, policy development and title IX. The office of human resources, in conjunction with the office of equal opportunity, policy development and title IX, shall provide information, programs, and/or training to meet the following goals:
 - (a) Provide information about the university's policies relating to discrimination and harassment and the corresponding procedures and reporting mechanisms.
 - (b) Include information regarding this policy in orientation materials for new faculty, staff, students, and volunteers.
 - (c) Notify persons of inappropriate conduct and encourage appropriate behavior when interacting with others.
 - (d) Inform the university community about the problems caused by discrimination and harassment and the unacceptability and illegality of discrimination and harassment.
 - (e) Address issues of discrimination and harassment from a multicultural perspective.
 - (2) A statement regarding discrimination and harassment will appear in the university bulletins (graduate and undergraduate), on the webpage of the office of equal opportunity, policy development and title IX, and relevant portions shall be referenced in "The Student Code of Conduct."

- (P) Information, assistance, and counseling.
- (1) Individuals may seek general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units. However, general inquiries with these offices/units will not be considered a report to the university and will not result in action under this policy.
 - (a) The office of equal opportunity, policy development, and title IX.
 - (b) The center for student progress/office of disability services.
 - (c) Housing and residence life.
 - (d) Office of human resources.
 - (e) Intercollegiate athletics.
 - (f) Office of student affairs through the ombudsperson.
 - (2) A student may seek counseling or support services on campus from the university student counseling services during regular business hours (330-941-3737). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of counseling services is considered confidential to the extent permitted by state and federal law.
 - (3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.
 - (4) For information on sexual misconduct including sexual assault, dating violence, domestic violence, stalking, or any other conduct of a sexual nature that is carried out without consent or through force, threat, intimidation or coercion, please see rule 3356-2-03.1 of the Administrative Code. (Corresponding university policy 3356-2-03.1 can be found on the “[University Policies](#)” webpage.)

**RESOLUTION TO MODIFY
WORKPLACE AND OFF-CAMPUS VIOLENCE, THREATS, AND DISRUPTIVE
BEHAVIOR POLICY, 3356-7-04**

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

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

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

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

3356-7-04 Workplace and off-campus violence, threats, and disruptive behavior.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: December 2012; September 2017;
December 2018; December 2023
Board Committee: University Affairs
Effective Date: December 7, 2023
Next Review: 2028

- (A) Policy statement. Youngstown state university (university) is committed to providing a supportive working and learning environment that is safe and free from threats, intimidation, unreasonable disruptions and violence, and to helping students and employees avoid the use of violence, threats, or similar behavior in any context.
- (B) Purpose. To promote a safe environment that assures an appropriate and prompt response to workplace or campus violence or threat of violence and to provide assistance to and hold employees and students who are perpetrators of threats, violence, and abusive behavior accountable for their behavior.
- (C) Scope. This policy applies to all university employees, students, faculty, visitors, and all persons who, while not university employees, perform work or provide services both on university property and for the benefit of the university.
- (D) Definitions for purposes of this policy.
 - (1) “Threats or violence” - violent, abusive, or threatening conduct against persons or property that is sufficiently severe or intimidating to result in or create a reasonable risk of property damage, physical injury, death, or psychological harm. Threats or violence include, but are not limited to, physical violence; family and relationship violence; stalking; sexual, emotional, verbal or psychological intimidation or abuse; crimes of violence, and possession of a deadly weapon.
 - (2) “Workplace” - any location owned, leased, or rented by the university, or any location where a university employee is acting in

the course and scope of employment. This includes, but is not limited to, buildings, grounds, and surrounding property, including streets, parking lots, field locations, classrooms, and residence halls. It also includes vehicles when those vehicles are used for university business.

- (3) “Workplace threats or violence” - threats or violence that occur in the workplace.
 - (4) “Off-campus” - any location which does not fall within the policy definition of workplace.
 - (5) “Off-campus threats or violence” - threats or violence that occurs off-campus.
 - (6) “Workplace disruptive behavior” - inappropriate behavior, confrontation, or conflict which occurs in the university workplace and unreasonably interferes with the normal activities or functioning of the university.
 - (7) “Family and relationship violence” - any type of domestic violence as defined by section 2919.25 of the Revised Code.
 - (8) “Deadly weapon” - any instrument, device, or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon, as defined by section 2923.11 of the Revised Code.
 - (9) “Conviction” - a guilty verdict, a guilty plea, or a plea of no contest (*nolo contendere*).
 - (10) “Perpetrator” - an individual who engages in threats or violence as defined by this policy.
- (E) Prohibited behavior includes, but is not limited to:
- (1) Verbal abuse or outbursts, the creation of conflict between coworkers, use of profanity/offensive language, or inappropriate interactions with students, coworkers, supervisors or others.
 - (2) Any direct or implied threats to an individual or the individual’s family, friends, associates, or property.

- (3) Physical conduct that results or could reasonably result in harm to people or property.
 - (4) The illegal possession, use, or unauthorized storage of a deadly weapon on university property or at university-sponsored events.
 - (5) Intimidation or harassment that has the intent or effect of disrupting the work or learning environment and/or results in fear for personal safety.
 - (6) The use of university property or resources, including but not limited to work time, telephones, faxes, mail, email, or the internet, to threaten, harass, intimidate, or abuse someone.
 - (7) Repeated unwanted contact from one person to another which causes an individual to reasonably feel alarm or fear violence.
- (F) Reporting/duty to disclose.
- (1) An employee who has been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, shall inform the university's chief human resources officer (CHRO), or designee, within seven calendar days of the event. The CHRO, or designee, will notify the employee's immediate supervisor as appropriate.
 - (a) The employee may be subject to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44, "Background checks").
 - (b) The necessity for and type of university action that will be taken, including disciplinary action, pursuant to this policy will depend on a variety of factors including, but not limited to:
 - (i) The nature and gravity of the incident/crime.
 - (ii) The degree of relevance to the employee's position and duties.

- (iii) The impact on the employee's ability to continue to effectively perform their job duties.
 - (iv) The impact on the reputation, position, or standing of the university.
 - (v) Any other relevant information.
- (2) An employee who is the victim of violence in the workplace, or believes he or she has been or is being threatened with violence in the workplace, or witnesses an act or threat of violence in the workplace shall take the following steps:
- (a) If the situation is one of immediate danger, contact the university police department (330-941-3527 or 911 from a university phone) or local law enforcement by dialing 911 and take whatever emergency steps are available and appropriate to protect yourself or others from immediate harm, including seeking immediate assistance for persons in need of medical care; then file a report with the university police department and the chief human resources officer as soon as possible.
 - (b) If the situation is not one of immediate danger, report the incident to the appropriate supervisor and to the chief human resources officer as soon as possible. A police report should also be filed with the university police department.
 - (c) The university police department, the chief human resources officer, and managers and supervisors are to take all reported incidents of threatening and violent behavior in the workplace seriously and document the circumstance associated with the incident, including a record of information from all involved employees/students or witnesses as well as an assessment of the situation.
 - (d) All reported incidents will be investigated to the extent possible. The university will take appropriate remedial action to protect employees, faculty, and students.
- (3) An employee who is experiencing or witnessing disruptive workplace behavior should report the behavior to his/her

supervisor. If the supervisor is the source of the disruptive behavior, the employee should contact the CHRO, or designee.

- (4) In the event the university receives credible, verifiable information that an employee has been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, the university will make a determination utilizing the criteria in paragraph (F)(1)(b) of this rule regarding the necessity for and type of institutional action to be taken, including but not limited to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44, “Background checks”).
- (G) Education, response, and prevention.
- (1) Office of human resources.
 - (a) Provide annual training opportunities for all employees concerning workplace violence and family and relationship violence and familiarize new employees with this policy through new faculty and staff orientation materials and online postings on appropriate university websites.
 - (b) Proactively respond to potential indicators of violence or abuse by referring affected individuals to available resources provided by the university.
 - (c) In collaboration with the university police department, evaluate reported incidents of threatening or violent behavior on the perceived intent of the threat, nature of the threat, immediate risk factors and likelihood that harm will occur.
 - (d) Provide ongoing support by helping victims seek professional assistance, including referencing the university’s employee assistance program provider on the human resources website.
 - (e) Promptly formulate and implement a plan of action in consultation with the Youngstown state university police and the appropriate manager or supervisor.

- (f) Following an investigation, implement appropriate disciplinary action.
 - (g) Process corrective action consistent with university policy and/or collective bargaining agreements as applicable.
 - (h) Provide assistance to the employing unit, including information on the parameters guiding employee sick leave or personal leave benefits, employee assistance program provider, and individualized workplace safety plans.
- (2) Youngstown state university police department.
- (a) In consultation with the office of human resources, the office of environmental and occupational health and safety (EOHS), and the appropriate office or department, the university police department will coordinate an individualized workplace safety plan in response to workplace violence and family relationship violence. Such plans may include changing work station and phone numbers as well as providing escort services to and from the building as circumstances warrant.
 - (b) Restore order in a conflict situation.
 - (c) Enforce the law, including existing protection orders.
 - (d) Arrange for emergency medical assistance when necessary.
 - (e) Participate on a crisis assessment team.
- (3) Faculty, staff, and student employee responsibilities
- (a) Any student or employee of the university who has obtained or is the subject of a protection order (ex parte, temporary, permanent, or civil) and/or a temporary restraining order must inform their immediate supervisor, if they are an employee, or the office of student conduct, if they are a student, and the university police department and provide a copy of the order to the university police department. Failure to provide this information places the student, employee, and campus community at risk.
 - (b) Have knowledge of the policy.

- (c) Attend educational training, counseling, or treatment as required, including but not limited to employee assistance program services and fitness for duty examinations.
- (H) Consequences for policy violations.
 - (1) University employees who engage in workplace threats or violence or workplace disruptive behavior will be subject to disciplinary action up to and including termination of employment consistent with university policies and/or bargaining unit agreements.
 - (2) Employees who engage in other violations of this policy will be required to complete a program of intervention which may include an educational program, counseling, and/or ongoing treatment, and may be subject to other university action including disciplinary action up to and including termination.
 - (3) Students who engage in threats, violence, or disruptive behavior will be subject to the “The Student Code of Conduct.”
 - (4) Perpetrators may be determined persona non grata pursuant to rule 3356-7-45 of the Administrative Code (see university policy 3356-7-45, “Persona non grata status for campus visitors”).
 - (5) Perpetrators may be subject to criminal charges.

**RESOLUTION TO MODIFY
FRINGE BENEFITS TO PART-TIME FACULTY POLICY, 3356-7-33**

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.

3356-7-33 Fringe benefits, part-time faculty.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: December 1998; September 2001;
November 2010; February 2012; December 2018;
December 2023
Board Committee: University Affairs
Effective Date: December 7, 2023
Next Review: 2028

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to attend events, activities and performances offered, and to otherwise enhance each employee's workplace experience.
- (B) The university may provide these and other fringe benefits for part-time faculty:
- (1) Sick leave. Per section 124.38 of the Revised Code and rules 123:1-32-03 to 123:1-32-05 of the Administrative Code, part-time faculty members earn sick leave at the rate of 4.6 hours for each eighty hours of service (equates to .0575 hours per workload hour per week).
 - (2) Fee remission. Part-time faculty who teach two or more workload hours in a given semester at the university receive remission of one-half of the instructional fee for up to three credit hours per term, regardless of the number of hours taught. The maximum benefit per academic year will not exceed nine credit hours. Credit hours may be accrued and used during the fall and spring semesters of an academic year and the summer term that follows spring semester. The office of financial aid and scholarships administers this program. Part-time faculty are not eligible for fee remission for online instruction provided by the university in partnership with academic partnership or any successor.

- (3) **Parking.** Part-time faculty who operate or expect to operate a motor vehicle on university property must obtain and display a valid Youngstown state university parking permit. Part-time faculty may register to obtain a parking permit online through university parking services. Further, part-time faculty who operate a motor vehicle on university property are expected to abide by the university traffic and parking rules and regulations.
- (4) **Retirement.** Part-time faculty are enrolled in the state teachers retirement system (STRS). Participation involves contributions from the individual and the university based upon annual gross salary. The part-time faculty member's service during any academic year is reported to STRS.
- (5) **Discount Programs.** Part-time faculty may receive discounts for the purchase of athletic and theater tickets and for bookstore purchases for the personal use of employees and their immediate family as follows:
 - (a) **Athletic and theater tickets – fifty percent discount.** The fifty percent discount on athletic tickets will be made available for all home regular season athletic competitions competed in by YSU, unless hosted by an outside entity;
 - (b) **Bookstore purchases – twenty percent discount for purchases over five dollars.**
- (6) **Facility use.** Use of university facilities. Part-time faculty may use the resources of the Maag library and campus recreational facilities and areas during normal hours of operation when the use does not conflict with scheduled activities. A valid identification card is required.
- (7) **Further information about part-time faculty can be found on the human resources website.**

**RESOLUTION TO MODIFY
PROFESSIONAL CONDUCT OF FACULTY, DEPARTMENT CHAIRPERSONS,
AND PROFESSIONAL/ADMINISTRATIVE EMPLOYEES POLICY, 3356-9-06**

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.

3356-9-06 Professional conduct of faculty, department chairpersons, and professional/administrative employees.

Responsible Division/Office: Office of the President/Academic Senate
Responsible Officer: President
Revision History: 2000; December 2003; December 2010; June 2016; December 2023
Board Committee: University Affairs
Effective Date: December 7, 2023
Next Review: 2028

- (A) Policy statement. The mission and success of Youngstown state university (university) is sustained by the trust placed in its administrators, faculty, and staff by students, parents, benefactors, business and academic partners and by governmental entities. Faculty, department chairpersons, and professional/administrative employees are expected to demonstrate professional conduct that exhibits the values of honesty, integrity, competence, respect, and responsibility.
- (B) Purpose. To provide information, parameters and procedures designed to recognize and address allegations of professional misconduct.
- (C) Scope. This policy applies to all full-time and part-time faculty, instructors, department chairpersons, and professional/administrative employees (for purposes of this policy collectively referred to as professionals). Allegations of professional misconduct related to sponsored programs, use of human subjects in research, use and care of animals in research, research misconduct, conflicts of interest and/or commitment in sponsored programs, nondiscrimination and equal opportunity, harassment, sexual misconduct, and university technology use shall be reviewed pursuant to procedures provided in board policies governing these areas. The applicable university policies of the Administrative Code are:
- (1) Rule 3356-10-13 – “Research, grants, and sponsored programs.”
 - (2) Rule 3356-10-14 – “Integrity in research – use of human participants.”
 - (3) Rule 3356-10-15 – “Integrity in research – use and care of

animals.”

- (4) Rule 3356-10-16 – “Research misconduct.”
- (5) Rule 3356-10-17 – “Objectivity in research – avoidance of conflicts of interest and/or commitment in sponsored research.”
- (6) Rule 3356-2-03 – “Discrimination/harassment.”
- (7) Rule 3356-2-3.1 – “Sexual misconduct.”
- (8) Rule 3356-4-09 – “Acceptable use of university technology resources.”

(D) Definitions.

- (1) “Professional misconduct” - improper behavior of a serious nature that arises from, or is reasonably related to, the professional’s position, duties, or responsibilities with the university, or that demonstrably and adversely affects the effective performance of university functions. For purposes of this policy, professional misconduct includes but is not limited to:
 - (a) Fabrication, falsification, plagiarism, misrepresentation, omission or other intentional deception in one’s credentials or status or in one’s teaching, scholarly, research, or administrative or service duties or creative endeavors.
 - (b) Recommending or awarding grants, leaves, travel requests, promotions, professional awards or recognitions, or other funds or resources in violation of applicable university policies, agreements, contracts, grants, laws and regulations.
 - (c) Use of grants, facilities, equipment, supplies, or other university resources in violation of applicable university policies, agreements, contracts, grants, laws and regulations.
 - (d) Selective reporting of favorable results, or intentional omission of conflicting data, as an outcome of research,

inquiry or service.

- (e) Improper or unauthorized use or release of information, ideas, or data in violation of applicable university policies, agreements, contracts, grants, laws and regulations.
- (f) Misappropriating, destroying, damaging or otherwise taking or using without permission the property of the university or others, or products or research produced by others, such as data, equipment, supplies, computer programs, notes or other records, manuscripts, or specimen collections.
- (g) Preventing or obstructing university teaching, research, administrative, or service functions, or any other lawful function of the university.
- (h) Intentionally inflicting physical harm on a member of the university community.
- (i) Making threats of violence, retribution, harm, or engaging in conduct that can reasonably be perceived by others to be threatening, intimidating or harassing.
- (j) Neglect or willful failure to perform university-related duties and responsibilities.
- (k) Obstructing an inquiry into or investigation pursuant to this policy.
- (l) Retaliation against anyone for reporting misconduct or participating in an inquiry or investigation under this policy.
- (m) Deliberately making false allegations of professional misconduct. However, failure to substantiate a claim of professional misconduct is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (n) Attempting to engage in, inciting another to engage in, or

abetting, conduct which would violate this policy.

- (2) “Plagiarism” - representing the work of another person, including the person’s words, ideas, or methods, as one’s own in public or private forums or media.
 - (a) Determinations of plagiarism, including allegations relating to classes, shall include consideration of:
 - (i) The purpose and character of the use, including whether such use is of a self-interested nature or is for purposes other than an educational or professional mission;
 - (ii) The nature of the work, including whether published and copyrighted and whether part of the generally accepted body of knowledge in a field, discipline, or area;
 - (iii) The amount and substantiality of the portion used in relation to the work as a whole; and
 - (iv) The effect of the use upon the audience and upon the potential market for or value of the work.
 - (b) In general, use of the work of another person should be accompanied by proper citation or acknowledgment. However, the requirements and specificity of citation or acknowledgment may be determined by the expectations or common practices of the forum, medium, or discipline within which the use occurs. If a generally accepted code of professional ethics for a particular discipline contains additional or different provisions related to plagiarism, then that code shall apply to members of that profession. Accordingly, the fact that the work of another person is not cited or acknowledged shall not, itself, mandate a finding of plagiarism.
 - (c) In no case shall a finding of plagiarism apply to written or oral representations that are part of casual conversations, strictly private communications between individuals, or

other personal exchanges in which a faculty member, department chairperson, or professional/administrative staff member is not acting as a representative of the university or in his/her professional role.

- (3) Nothing in these definitions shall be interpreted to include unintentional error, omission, or oversight or to obviate sincere and genuine differences in interpretations or judgments regarding policies, resources, or data.
- (E) Parameters.
- (1) Professional conduct committee.
 - (a) A standing professional conduct committee (committee) under the authority of the academic senate will be responsible for addressing allegations of professional misconduct in accordance with this policy. The committee and any subcommittee will receive appropriate legal and secretarial support in connection with their work.
 - (b) The committee shall consist of twelve members. Six members shall be tenured faculty, one from each undergraduate college appointed by the chair of the academic senate, and six members shall be professional/administrative employees appointed by the president of the university. At least two tenured faculty members of the committee shall be regular members of the graduate faculty. Members of the committee shall serve for staggered three-year terms. Initially two faculty members and two non-faculty members shall be appointed for a one-year term, two faculty members and two non-faculty members shall be appointed for a two-year terms, and two faculty members and two non-faculty members shall be appointed for a three-year term. The committee shall elect its own chairperson, who shall serve a three-year term as chairperson and member. The committee shall operate under majority rule, and a quorum shall consist of seven members.
 - (2) Confidentiality. Confidentiality is required for the effective

investigation and implementation of this policy. Information will only be disclosed as required by state or federal law, pursuant to this policy, with university employees with a legitimate need to know or when necessary to effectuate this policy.

(F) Procedures.

(1) Preliminary review.

- (a) A person who believes that a professional has engaged in professional misconduct, as a defined by this policy, shall meet with the committee chairperson to discuss the issue.
- (b) If the chairperson is uncertain as to whether the alleged professional misconduct falls within this policy, the chairperson shall raise the question with the chair of the academic senate. The chair of the academic senate, the president of the university, and the provost/vice president for academic affairs, or their designees, shall confer and determine by a majority vote whether the alleged professional misconduct reasonably falls within the application of this policy.

In cases where the alleged misconduct involves a sponsored program, the associate vice president for research and dean of graduate studies shall be consulted prior to the determination.

- (c) The chairperson shall listen to the concerns of the complainant and provide the complainant with information regarding filing a formal allegation of professional misconduct and the applicable procedures.

(2) Formal review.

- (a) A formal allegation of professional misconduct must be made in writing and provided to the chairperson. Anonymous complaints of professional misconduct will not be accepted by the chairperson.
- (b) A formal allegation of professional misconduct must be

provided to the chairperson of the professional conduct committee within one hundred and eighty days after the complainant becomes aware of the alleged professional misconduct.

- (c) The one hundred and eighty day time limit may be extended in those instances where the professional misconduct could not have been discovered through the exercise of reasonable care and diligence. A determination that this time limit will be extended shall be made by the professional conduct committee by a majority vote of the quorum and is not appealable under this policy. The committee will consider the nature of the misconduct and whether fraud, concealment or intentional misrepresentation prevented discovery.
 - (d) Upon receiving a formal allegation, the chairperson shall call a meeting of the committee to determine whether the allegation warrants a formal investigation. In conducting this inquiry, the committee shall be responsible for gathering information and conducting an initial fact-finding process to support its decision. Within twenty-eight days from the receipt of a formal allegation of professional misconduct by the chairperson, the committee shall determine whether a formal investigation of the allegation is appropriate. A majority vote of the quorum is required to determine that a formal investigation is appropriate.
 - (e) Within seven days of the determination that a formal investigation is appropriate, the chairperson shall notify the complainant and the person against whom the formal allegation has been made of the committee's determination. The chairperson shall make no public announcement regarding such determination unless he/she deems it necessary to protect the reputation of the person against whom an allegation was made.
- (3) Formal investigation.
- (a) With the advice of the committee, the chairperson shall appoint a case investigation subcommittee consisting of

five members comprised of tenured faculty, administrators and/or professional staff with appropriate background and knowledge to conduct a thorough and authoritative evaluation of the evidence and information bearing upon the allegation. At least one member of the subcommittee shall be a member of the committee. The chairperson shall also designate the chairperson of the subcommittee. The subcommittee may include tenured faculty, administrators, or professional staff from outside the university in cases where individuals within the university would not have the required expertise or would be subject to an actual or apparent conflict of interest.

- (b) The subcommittee shall investigate the allegation of professional misconduct, author a report of investigation and determine whether there is adequate evidence such that a reasonable person would find the allegation(s) substantiated or unsubstantiated. The investigation shall include interviews with the person against whom the allegation has been made, if possible, and an examination of available pertinent evidence and information bearing upon the allegation. A quorum consisting of no fewer than three members of the subcommittee shall be present whenever testimony is given in connection with an investigation. The subcommittee shall keep detailed records of its investigation.
- (c) All documents, records, statements and any other information and material gathered or used by the subcommittee shall be made available to the person against whom the allegation is made and his/her representatives. If the investigation includes interviews, testimony, or the appearance of any person before all or part of the subcommittee, the person against whom the allegation has been made and/or representatives of his/her choice may be present and question any such persons. In addition, they shall have the right to obtain documents, records and information, and to interview witnesses, including the complainant, regarding the allegation.

All persons being interviewed, giving testimony, or

otherwise making an appearance before all or part of the subcommittee may have representatives of their choice present to advise them. Any person who chooses to have the aid of representatives shall do so at his/her own expense.

- (d) Within sixty days of its appointment, the subcommittee shall file a report of its investigation with the committee, except that it may request an extension from the chairperson of up to thirty days to complete its work. The report of the subcommittee shall include all of the information and records gathered in its investigation and shall provide a determination that the allegation is substantiated or unsubstantiated.
 - (e) The subcommittee's determination that an allegation is unsubstantiated shall be final and not subject to committee review.
- (4) Committee review of a substantiated allegation.
- (a) Within thirty days from receipt of the subcommittee's report, the committee shall:
 - (i) Vote on whether the committee accepts the subcommittee's determination that the formal allegation of professional misconduct is substantiated by the evidence. A majority of the quorum shall be required to find that the allegation is substantiated. If the committee determines that the allegation is substantiated (supported by relevant evidence that a reasonable person would accept as adequate to support the determination), the committee shall also recommend penalties or sanctions, provided at least seven members of the committee agree on penalties and sanctions.
 - (ii) If the committee determines that allegation of professional misconduct is substantiated, the chairperson shall prepare a professional misconduct report and shall provide copies of this report to the

person against whom the finding of professional misconduct was made, his/her immediate administrative superior, the person who made the allegation, the chair of the academic senate, the president of the university, the vice president of the division where the person against whom the finding was made works, and the chairperson of the university board of trustees. This report shall include the formal allegation, findings of fact, and when appropriate recommended penalties or sanctions. The report may also include recommendations for the review and/or revision of applicable policies or procedures.

- (iii) If at least seven members of the committee do not affirmatively vote that the allegation is substantiated, then the allegation will be found to be unsubstantiated, and the chairperson shall promptly notify the person who was the subject of the allegation, his/her immediate administrative superior, the person who made the allegation, the chair of the academic senate, the president of the university, the vice president of the division where the person against whom the allegation was made works, the chairperson of the university board of trustees, and others deemed appropriate by the chairperson, including professional societies.

(5) Appeal of a substantiated allegation.

- (a) Not later than fourteen days after receipt of the professional misconduct report, the person found to have engaged in professional misconduct may file an appeal of the professional misconduct report as to the formal allegation, application of the policy, procedures followed, findings of fact, and recommended penalties or sanctions with the president of the university. If the person found to have engaged in professional misconduct is the president of the university, the appeal shall be filed with the chairperson of the university board of trustees.

- (b) The person with whom the appeal is filed, or his/her designee, shall appoint a committee of not less than three persons who have not participated in the original investigation to review the appeal and make a recommendation. The person with whom the appeal is filed, or any committee he/she appoints in connection with the appeal, may conduct whatever level of review they determine to be appropriate, including interviewing previous witnesses and reviewing documents. However, the review may be based on the existing investigative materials and reports.
 - (c) Not later than forty-five days after an appeal is filed, the person with whom the appeal is filed shall issue a decision on the appeal. If the appeal is upheld, the person granting the appeal shall promptly notify all appropriate parties. This notification shall include the rationale for granting the appeal. If the appeal is denied, the person denying the appeal shall promptly notify all appropriate parties, including the immediate administrative superior of the person determined to have engaged in professional misconduct. This notification shall include the rationale for denying the appeal. Alternatively, the person with whom the appeal is filed may modify any part of the professional misconduct report.
 - (d) A substantiated allegation shall be set aside or found to be unsubstantiated upon review only if found to be arbitrary, unreliable, an abuse of discretion, or contrary to this policy.
 - (e) A modification of the professional misconduct report must be reasonable and not contrary to relevant evidence.
- (G) Administrative implementation of sanctions.
- (1) Absent an appeal, or if the appeal is denied or a modified professional misconduct report is issued, the immediate administrative superior of the person found to have engaged in professional misconduct shall within ten working days, implement, or engage the process to implement, any recommended sanctions of the professional misconduct report. Implementation shall be

consistent with any applicable collective bargaining agreement and applicable university policies.

- (2) Failure of the immediate administrative superior to implement or engage the process to implement, any recommended penalties or sanctions shall be a violation of this policy subject to appropriate discipline.
- (H) Records. The chairperson shall maintain all documentation related to the committee's actions regarding formal allegations and arrange for the safe storage of all records of the committee's and subcommittee's meetings, inquiries, investigations, votes, and recommendations for a period of three years after a finding on the allegation.
- (I) Conflict of interest. No person shall serve on the committee, subcommittee, or hear an appeal of an allegation of professional misconduct either filed by or alleging that such person has engaged in professional misconduct. No person shall serve on a committee, subcommittee, or hear an appeal of a finding of professional misconduct in a given case if such person has a personal interest in the outcome of the case. If there is a need to appoint a temporary or permanent replacement member of the committee or subcommittee, the original appointing person shall appoint the replacement. If the chair of the academic senate has a conflict of interest in a given case, the president of the university shall appoint the replacement. If the president of the university has a conflict in a given case, the chairperson of the university board of trustees shall appoint the replacement.

**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 September 20, 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
December 7, 2023
YR 2024-42**



SUMMARY OF PERSONNEL ACTIONS

Faculty

07/16/2023 through 10/15/2023

Separations – 16

- Faculty Tenured – 13
- Faculty Tenure Track – 2
- Faculty Term – 1

Appointments – 15

New Positions – 3

- Faculty Term – 3

Replacement Positions – 12

- Faculty Tenure Track – 5
- Faculty Term – 7

Position Adjustments – 8

- Faculty Tenured – 1
- Faculty Tenure Track – 3
- Faculty Term – 4

Tenure with Promotion – 8

- Faculty Tenured – 8

Promotion Only – 21

- Faculty Tenured – 12
- Faculty Tenure Track – 0
- Faculty Term – 9

YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS 7/16/2023 THROUGH 10/15/2023
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/ PROGRAM	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Ahmadi, Farzad	Faculty - Tenure Track	Assistant Professor	Rayen School of Engineering - Electrical Engineering	8/21/2023	1.00	\$78,914.34	VSRP
Chang, Guang-Hwa	Faculty - Tenured	Professor	Mathematics & Statistics	8/21/2023	1.00	\$97,507.33	VSRP
Crawford, Amy	Faculty - Tenured	Professor	Communication	8/15/2023	1.00	\$84,094.49	Resign
Flowers, Neil	Faculty - Tenured	Assistant Professor	Mathematics & Statistics	8/21/2023	1.00	\$74,598.85	VSRP
Hughes, Tiffany	Faculty - Tenured	Associate Professor	Graduate Studies in Health and Rehabilitation Sciences/Master of Health & Human Services	8/21/2023	1.00	\$71,814.65	VSRP
Iyer, Deepa	Faculty - Tenure Track	Assistant Professor	Management & Marketing - Management	8/20/2023	1.00	\$121,570.74	Resign
Kalkan, Bilal	Faculty - Term	Lecturer	Teacher Education & Leadership Studies - Counseling, School Psychology & Educational Leadership	8/15/2023	1.00	\$48,000.00	Resign
Lee, Ju Yup	Faculty - Tenured	Associate Professor	Criminal Justice & Consumer Sciences/Hospitality Management & Merchandising	8/15/2023	1.00	\$62,424.00	Resign
Martin, Don	Faculty - Tenured	Professor	Teacher Education & Leadership Studies - Counseling, School Psychology & Educational Leadership	8/19/2023	1.00	\$107,228.39	Retirement
Mullins, Nicole	Faculty - Tenured	Professor	Health Professions - Kinesiology and Sport Science	8/19/2023	1.00	\$86,058.77	Resign
Oder, Tom	Faculty - Tenured	Professor	Physics, Astronomy, Geology and Environmental Sciences - Physics & Astronomy	8/13/2023	1.00	\$88,252.89	Retirement
Palardy, Diana	Faculty - Tenured	Professor	English & World Languages - World Languages and Cultures	8/21/2023	1.00	\$84,094.49	VSRP

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/23 THROUGH 10/15/23
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/ PROGRAM	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Palmer-Fernandez, Gabriel	Faculty - Tenured	Professor	Humanities & Social Sciences - Philosophy & Religious Studies	8/21/2023	1.00	\$96,722.99	VSRP
Reale, Steven	Faculty - Tenured	Professor	Dana School of Music & University Theatre - Dana School of Music	9/25/2023	1.00	\$87,076.88	Resign
Roche, Molly	Faculty - Tenured	Associate Professor	Centofanti School of Nursing	8/21/2023	1.00	\$71,814.65	VSRP
Rodabaugh, Stephen	Faculty - Tenured	Professor	Mathematics & Statistics	8/21/2023	1.00	\$121,263.30	VSRP

YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS 7/16/2023 THROUGH 10/15/2023
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/PROGRAM	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Tenure Track/Probationary Appointments						
Giraldo, Sebastian	Faculty	Assistant Professor	Art	8/21/2023	1.00	\$73,000.00
Hinz, Jessica	Faculty	Assistant Professor	Management & Marketing/Management	8/21/2023	1.00	\$115,000.00
Riblet, Rebecca	Faculty	Assistant Professor	Graduate Studies in Health and Rehabilitation Sciences/Physical Therapy	8/21/2023	1.00	\$71,000.00
Wallace, Debra	Faculty	Assistant Professor	Centofanti School of Nursing/Nursing	8/21/2023	1.00	\$60,000.00
Zhang, Rongyao	Faculty	Assistant Professor	Lariccia School of Accounting & Finance/Accounting & Finance	10/1/2023	1.00	\$103,569.23
Term Appointments						
Beaver, Breanna*	Faculty	Lecturer	Teacher Education & Leadership Studies/Teacher Education	8/21/2023	1.00	\$45,000.00
Deger, Gwendolyn*	Faculty	Lecturer	Teacher Education & Leadership Studies/Teacher Education	8/21/2023	1.00	\$47,000.00
Docherty, Danielle	Faculty	Lecturer	Centofanti School of Nursing/Nursing	8/21/2023	1.00	\$53,000.00
Eynon, Heather	Faculty	Lecturer	Social Work	8/21/2023	1.00	\$44,460.00
Fredrick-Jacobson, Michele	Faculty	Lecturer	Mathematics & Statistics	8/21/2023	1.00	\$48,900.00
Helsel, Bryan*	Faculty	Lecturer	Dana School of Music & University Theatre/Dana School of Music - Recording Arts	8/21/2023	1.00	\$60,000.00
Sindelar, Mark	Faculty	Lecturer	Rayen School of Engineering/Mechanical Engineering	8/21/2023	1.00	\$62,000.00
Spieler, Billie	Faculty	Lecturer	Physics, Astronomy, Geology, and Environmental Sciences/Geology & Environmental Studies	8/24/2023	1.00	\$54,000.00
Stefan, Lauren	Faculty	Lecturer	Centofanti School of Nursing/Nursing	8/21/2023	1.00	\$53,000.00
Wright, Melody	Faculty	Lecturer	Centofanti School of Nursing/Nursing	8/21/2023	1.00	\$53,000.00

YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS 7/16/2023 THROUGH 10/15/2023
POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Class, Danielle	Faculty - Tenure Track	Assistant Professor/ Lecturer	Centofanti School of Nursing	8/21/2023	1.00	\$60,000.00	\$47,988.45
Gary, Sarah	Faculty- Term	Lecturer/ Coordinator Center for Career Management	Management & Marketing/Marketing	8/21/2023	1.00	\$44,700.00	\$38,692.48
Heasley, Randi	Faculty - Tenure Track	Assistant Professor/ Lecturer	Centofanti School of Nursing	8/21/2023	1.00	\$61,200.00	\$60,000.00
Myers, Nathan	Faculty - Tenured	Associate Professor/ Associate Provost	Teacher Education & Leadership Studies/International Programs	8/21/2023	1.00	\$85,292.40	\$109,333.69
Newman, Kelly	Faculty - Term	Lecturer/Coordinator Learning Resources	Centofanti School of Nursing	8/21/2023	1.00	\$53,000.00	\$55,912.31
O'Dell, Matthew	Faculty - Tenure Track	Assistant Professor/ Lecturer	Health Professions - Kinesiology and Sport Science	8/21/2023	1.00	\$57,886.00	\$43,588.68
Wilson, Hasheen	Faculty - Term	Lecturer/ Technology Support Technician 1	School of Computer Science, Information, & Engineering Technology/Computer Science & Information Systems	8/21/2023	1.00	\$60,000.00	\$83,096.00
Yelamanchi, Bharat	Faculty - Term	Lecturer/ Research Associate	Rayen School of Engineering- Mechanical Engineering/Civil Environmental & Chemical Engineering	8/28/2023	1.00	\$62,000.00	\$68,340.00

YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS 7/16/2023 THROUGH 10/15/2023
FACULTY TENURE WITH PROMOTION

EMPLOYEE NAME	NEW EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	DEPARTMENT -PROGRAM	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Arntsen, Christopher	Faculty - Tenured	Associate Professor/ Assistant Professor	Chemical & Biological Sciences - Chemistry	8/16/2023	1.00	\$69,026.00	\$63,398.08
Calcagni, Laura	Faculty - Tenured	Associate Professor/ Assistant Professor	Centofanti School of Nursing	8/16/2023	1.00	\$69,026.00	\$61,290.02
Deschenes, Richard	Faculty - Tenured	Associate Professor/ Assistant Professor	Rayen School of Engineering -Civil Environmental & Chemical Engineering	8/16/2023	1.00	\$76,370.56	\$71,049.57
Fluker, Amy	Faculty - Tenured	Associate Professor/ Assistant Professor	Humanities & Social Sciences - History	8/16/2023	1.00	\$69,026.00	\$59,158.66
Merrill, Monica	Faculty - Tenured	Associate Professor/ Assistant Professor	Criminal Justice & Consumer Sciences - Criminal Justice	8/16/2023	1.00	\$69,026.00	\$60,317.32
Mitchell, Andrew	Faculty - Tenured	Associate Professor/ Assistant Professor	Dana School of Music & University Theatre - Dana School of Music	8/16/2023	1.00	\$69,026.00	\$61,851.78
O'Connell, Joan	Faculty - Tenured	Associate Professor/ Assistant Professor	Health Professions	8/16/2023	1.00	\$69,866.54	\$64,673.08
Zhang, Yiyang	Faculty - Tenured	Associate Professor/ Assistant Professor	Lariccia School of Accounting & Finance	8/16/2023	1.00	\$143,343.25	\$136,709.07

YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS 7/16/2023 THROUGH 10/15/2023
FACULTY PROMOTION ONLY

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	DEPARTMENT/ PROGRAM	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Balaz, Snjezana	Faculty - Tenured	Associate Professor/ Assistant Professor	Physics, Astronomy, Geology, and Environmental Sciences - Physics & Astronomy	8/16/2023	1.00	\$79,114.15	\$72,513.87
Beese, Jane	Faculty - Tenured	Professor/Associate Professor	Teacher Education & Leadership Studies - Counseling, School Psychology, & Leadership Studies	8/16/2023	1.00	\$83,770.90	\$75,608.73
Bellas, Christopher	Faculty - Tenured	Professor/Associate Professor	Criminal Justice & Consumer Sciences - Criminal Justice	8/16/2023	1.00	\$82,718.66	\$75,802.61
Cerney, Dawna	Faculty - Tenured	Professor/Associate Professor	Humanities & Social Sciences - Geography	8/16/2023	1.00	\$83,437.38	\$76,507.24
Clutter, Susan	Faculty - Tenured	Professor/Associate Professor	Chemical & Biological Sciences - Forensic Science	8/16/2023	1.00	\$85,493.75	\$75,827.21
Ditchey, Paul	Faculty - Term	Senior Lecturer/Lecturer	Communication	8/16/2023	1.00	\$52,132.00	\$46,922.04
Dolsak, Emily	Faculty - Term	Senior Lecturer/Lecturer	Mathematics & Statistics	8/16/2023	1.00	\$50,882.00	\$44,460.45
Fowler, Kendra	Faculty - Tenured	Professor/Associate Professor	Management & Marketing	8/16/2023	1.00	\$131,596.16	\$123,721.73
Genna, Douglas	Faculty - Tenured	Professor/Associate Professor	Chemical & Biological Sciences - Chemistry	8/16/2023	1.00	\$80,829.00	\$71,814.65
Henderson, Kerri	Faculty - Term	Senior Lecturer/Lecturer	Lariccia School of Accounting & Finance	8/16/2023	1.00	\$50,882.00	\$44,460.45
Khavari, Sepideh	Faculty - Term	Senior Lecturer/Lecturer	Mathematics & Statistics	8/16/2023	1.00	\$50,882.00	\$44,460.45

YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS 7/16/2023 THROUGH 10/15/2023
FACULTY PROMOTION ONLY

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	DEPARTMENT/ PROGRAM	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Korenic, Robert	Faculty - Tenured	Professor/Associate Professor	School of Computer Science, Information, and Engineering Technology - School of Technology	8/16/2023	1.00	\$80,829.00	\$73,252.11
Leone, Alayne	Faculty - Term	Senior Lecturer/Lecturer	Mathematics & Statistics	8/16/2023	1.00	\$50,882.00	\$44,460.45
Louth, Joseph	Faculty - Tenured	Professor/Associate Professor	Dana School of Music & University Theatre - Dana School of Music	8/16/2023	1.00	\$80,829.00	\$73,252.11
Mercer, Jacklynn	Faculty - Term	Senior Lecturer/Lecturer	English & World Languages - English	8/16/2023	1.00	\$50,882.00	\$44,460.45
Mucci, Rose	Faculty - Term	Senior Lecturer/Lecturer	Centofanti School of Nursing	8/16/2023	1.00	\$51,348.22	\$47,988.45
Shields, Cynthia	Faculty - Tenured	Professor/Associate Professor	Centofanti School of Nursing	8/16/2023	1.00	\$80,829.00	\$73,252.11
Starkey, Kyle	Faculty - Term	Senior Lecturer/Lecturer	Humanities & Social Sciences - History	8/16/2023	1.00	\$50,882.00	\$44,460.45
VanVoorhis, Richard	Faculty - Tenured	Professor/Associate Professor	Psychological Sciences & Counseling Counseling, School Psychology & Educational Leadership	8/16/2023	1.00	\$104,982.12	\$97,629.53
Villano, Michael	Faculty - Term	Senior Lecturer/Lecturer	Lariccia School of Accounting & Finance	8/16/2023	1.00	\$50,882.00	\$44,460.45
Yang, Xiaolou	Faculty - Tenured	Professor/Associate Professor	Lariccia School of Accounting & Finance	8/16/2023	1.00	\$142,749.55	\$134,656.42

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative - (Excludes Athletics)
07/16/2023 through 10/15/2023

Separations – 11

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

Appointments – 18

Replacement Positions – 10

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

New Positions – 8

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 4

Reclassifications/Position Adjustments – 7

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

Promotions – 8

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 1

Salary Adjustments – 5

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

Transfers – 1

- Professional Administrative Staff – 1

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 07/16/2023 THROUGH 10/15/2023
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Pavlansky, Jenna	APAS	Academic Advisor 1	Dean - STEM	8/22/2023	1.00	\$37,004.95	Resign
Stanley, Jacob	APAS	Coordinator	Undergraduate Admissions	9/8/2023	1.00	\$41,616.00	Resign
Bennett, Carol	Excluded	Assistant Provost	Diversity and Inclusion	9/1/2023	1.00	\$116,160.66	Death
Carter, Shane	Excluded	Temporary Associate Director International Programs	Study Abroad	8/18/2023	0.80	\$57,120.00	Resign
Sacco, Vincent	Excluded	Director	Facilities Maintenance	9/30/2023	1.00	\$98,838.00	Retirement
Banoth, Santhoshkumar	Externally Funded	Visiting Scientist	Civil Environmental & Chemical Engr	7/19/2023	1.00	\$68,340.00	Resign
Boerio, Gregory	Externally Funded	Executive Director	Rich Center for Autism	8/4/2023	1.00	\$101,303.72	Resign
Cashbaugh, Marissa	Externally Funded	Instruction Specialist	Rich Center for Autism	8/15/2023	1.00	\$25,144.02	Resign
Johnson, Kenan	Externally Funded	Instruction Specialist	Rich Center for Autism	10/6/2023	1.00	\$24,480.00	Resign
Pawlik, Lawrence	Externally Funded	Technical Director	Excellence Training Center	7/23/2023	1.00	\$85,000.00	Non-Renewal
Walker, Sydney	Externally Funded	Instruction Specialist	Academic Success Center	8/20/2023	1.00	\$22,175.00	Resign

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 07/16/2023 THROUGH 10/15/2023
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Cheff, Michelle*	APAS	Coordinator Nursing Clinical Experiences	Nursing	10/2/2023	1.00	\$49,000.00
Gallo, Nicholas	APAS	Coordinator Membership and Marketing	Andrews Student Recreation & Wellness Center	7/17/2023	1.00	\$41,500.00
Osman, Alyssa	APAS	Coordinator Social Media and Communications	Marketing & Communications	9/1/2023	1.00	\$40,400.00
Santangelo, Christopher	APAS	Coordinator Career Exploration & Development	Career Exploration & Development	9/5/2023	1.00	\$40,000.00
Wynn Buchanan, April*	APAS	Coordinator Courtyard Apartments	University Courtyard	10/1/2023	1.00	\$40,000.00
Yasnowski, Carrie	APAS	Coordinator Social Media and Communications	Dean Cliffe College of Creative Arts	8/1/2023	1.00	\$47,500.00
Yavorsky, Liza*	APAS	Assistant Director Courtyard Apartments	University Courtyard	10/1/2023	1.00	\$50,000.00
Centofanti, Allison	Excluded	Associate Director Communications	Marketing & Communications	9/1/2023	1.00	\$50,800.00
Liposchak, Marissa*	Excluded	Associate Director Courtyard Apartments	University Courtyard	10/1/2023	1.00	\$60,000.00
Packard, Francine	Excluded	Director Student Counseling Services	Student Counseling Services	8/21/2023	1.00	\$83,000.00
Ellis, Jacob*	Externally Funded	Coordinator Community Engagement and Event Operations	Rich Center for Autism	8/16/2023	1.00	\$50,000.00
Hauser, Isaac*	Externally Funded	Coordinator Small Business Development Center	Dean - WCBA	8/8/2023	0.50	\$24,994.23
LaRiccia, Dawn	Externally Funded	Instruction Specialist	Rich Center for Autism	10/2/2023	1.00	\$28,000.00
Pal, Krista	Externally Funded	Instruction Specialist	Rich Center for Autism	10/2/2023	1.00	\$27,000.00
Riedel, Chris*	Externally Funded	Program Manager Networking and Telecommunications	Center for Workforce Education & Innovation	7/17/2023	1.00	\$80,000.00
Seagroves, Reilly	Externally Funded	Instruction Specialist	Rich Center for Autism	10/2/2023	1.00	\$25,000.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 07/16/2023 THROUGH 10/15/2023
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Seifert, Michelle	Externally Funded	Technical Director Advanced Manufacturing and Facilities Engineering	Excellence Training Center	10/2/2023	1.00	\$90,000.00
Smith, Levi*	Externally Funded	Budget Administrator	Center for Workforce Education & Innovation	9/1/2023	1.00	\$58,573.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 07/16/2023 THROUGH 10/15/2023
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
Kengor, Brett	APAS	Senior Academic Advisor 1/ Academic Advisor 2	Dean - STEM	7/16/2023	1.00	\$46,149.03	\$43,951.46
Stipetich, James	APAS	Senior Academic Advisor 1/ Academic Advisor 2	Dean - STEM	7/16/2023	1.00	\$49,171.14	\$46,829.66
Ware, Johnny	APAS	Assistant Director/Coordinator Student Enrichment & Diversity Programs	Honors College	9/1/2023	1.00	\$43,778.94	\$41,694.23
Kralj, Kevin	Excluded	Director Labor and Employee Relations	Human Resources	10/1/2023	1.00	\$109,727.58	\$104,502.46
Luce, Stacey	Excluded	Director Employee Benefits & Wellness/ Manger Benefits & Training	Human Resources	10/1/2023	1.00	\$81,753.88	\$71,090.33
Delisio, Richard	Externally Funded	Procurement Consultant/ Program Director Procurement & Technical Assistance Center	Dean - WCBA	7/16/2023	1.00	\$61,200.00	\$71,400.00
Loveland, Scot	Externally Funded	Program Director Procurement & Technical Assistance Center/ Procurement Consultant	Dean - WCBA	7/16/2023	1.00	\$72,828.00	\$60,000.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 07/16/2023 THROUGH 10/15/2023
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
Korda, Dalton	APAS	Assistant Director Operations & Events Services/Coordinator Operations & Event Services	Kilcawley Center	9/16/2023	1.00	\$43,696.80	\$41,616.00
Kraus, Erika	APAS	Associate Director International Admissions & Recruitment/ Assistant Director International Admissions & Recruitment	International Programs Office	10/1/2023	1.00	\$61,799.00	\$57,222.00
Natoli, Frank	APAS	Business Systems Administrator/ Data Administration Specialist 1	IT Data Analytics/ Alumni Engagement	8/1/2023	1.00	\$68,500.00	\$37,419.20
Nolasco, Frank	APAS	Associate Director First Year Student Services/ Success Coordinator	First Year Student Services	8/16/2023	1.00	\$57,000.00	\$43,860.00
Bettura, Justin	Excluded	Director & Chief Information Security Officer/Director & Deputy Chief Information Officer	IT Security Services	9/16/2023	1.00	\$125,331.69	\$113,937.90
D'Amato, Joseph	Excluded	Associate Director International Student & Scholar Services/ Associate Director	International Programs Office/English Language Institute	10/16/2023	1.00	\$63,448.12	\$60,426.78
Shargo, Megan	Excluded	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
Binsley, Jenna	Externally Funded	Associate Director Marketing & 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 07/16/2023 THROUGH 10/15/2023
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT / APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Hyden, Martha	APAS	Senior Athletic Advisor	Academic Counseling	9/16/2023	0.50	\$20,808.00	1.00	\$41,616.00
Newman, Kelly	APAS	Coordinator Learning Resources	Nursing	8/1/2023	1.00	\$55,912.31	1.00	\$53,835.60
Hauser, Isaac	Externally Funded	Coordinator Small Business Development Center	Dean - WCBA	9/16/2023	1.00	\$49,994.23	0.50	\$24,994.23
Chapman, Chaste	Externally Funded	Instruction Specialist	Rich Center for Autism	9/1/2023	0.60	\$13,607.06	1.00	\$22,678.43
Chapman, Gabrielle	Externally Funded	Instruction Specialist	Rich Center for Autism	9/1/2023	0.80	\$17,278.80	1.00	\$21,598.50

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 07/16/2023 THROUGH 10/15/2023
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
Phillips, Desja	APAS	Senior Academic Advisor 1	Dean - Williamson College of Business Administration /Dean Bitonte College of Health & Human Services	7/16/2023	1.00	\$45,000.00	\$45,000.00



SUMMARY OF PERSONNEL ACTIONS
Athletic Employees
07/16/2023 through 10/15/2023

Separations – 4

- Professional Administrative Excluded – 4

Appointments – 5

Replacement Positions – 5

- Professional Administrative - Excluded – 5

New Positions – 0

Multi-Year Appointments – 1

- Professional Administrative Excluded – 1

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/2023 THROUGH 10/15/2023
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	TYPE OF SEPARATION
Buffenbarger, Elle	Excluded	Assistant Coach	Softball	8/31/2023	1.00	\$30,600.00	Resign
Butler, Chelsie	Excluded	Assistant Coach	Basketball - Women's	9/11/2023	1.00	\$52,540.20	Resign
Hernandez, Ulises	Excluded	Head Coach	Tennis - Men's	9/6/2023	1.00	\$42,923.74	Resign
Tomei, Megan	Excluded	Assistant Coach Track Field Throws	Track - Women's	7/31/2023	1.00	\$47,547.30	Resign

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/2023 THROUGH 10/15/2023
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Glass, Jacob	Excluded	Assistant Coach Track Field Throws	Track - Men's	9/16/2023	1.00	\$45,257.00
Harris, Robert	Excluded	Head Coach Women's Lacrosse	Lacrosse - Women's	7/17/2023	1.00	\$70,000.00
Jewell, Teonna	Excluded	Assistant Coach Women's Basketball	Basketball - Women's	10/9/2023	1.00	\$65,000.00
Norris, Timothy	Excluded	Director Corporate Sponsorships and Athletic Marketing	Ticket Office	9/1/2023	1.00	\$63,000.00
Woolard, Taylor	Excluded	Assistant Coach Women's Lacrosse	Lacrosse - Women's	8/16/2023	1.00	\$45,000.00

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/2023 THROUGH 10/15/2023
MULTI-YEAR APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	PREVIOUS SALARY
Scott, Aline	Excluded	Head Coach, Volleyball	Volleyball	8/16/2023 -6/30/2026	1.00	\$ 76,152.00	\$ 76,152.00



YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES RESOLUTION RELATED TO THE ACADEMIC MASTER PLAN

WHEREAS, the campus community has engaged over time in the evolution of our *Plan for Strategic Actions to Take Charge of Our Future* with the Board endorsing a renewed Plan in September, 2023;

WHEREAS, the implementation of an enrollment enterprise strategy will focus on markets of opportunity for high quality academic programs as well as student retention, progress and degree completion;

WHEREAS, the value of a YSU degree will be even further realized via career success as well as through the availability of continuous learning opportunities for on-going career advancement;

WHEREAS, for a vibrant future, YSU must offer academic programs that are relevant to both interests and business/industry needs so as to be connected with careers of opportunity, particularly as gainful employment evolves as a measure of institutional success;

WHEREAS, for this to be realized, the Board has for some time now, anticipated the presentation of an Academic Master Plan, and to assure such is developed, requested Vice Provost Jennifer Pintar to evolve such a Plan with feedback from various members of the Board and institutional leadership;

WHEREAS, such a plan initially requires the internal adjustment of resources in advance of the growth of programs as the Academic Master Plan is implemented.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees endorses the Academic Master Plan as presented to the Governance Committee on December 6, 2023, hereto attached, and expects implementation;

BE IT FURTHER RESOLVED, that the Board anticipates regular updates including possible adjustments to the plan as opportunities further evolve.

Board of Trustees
December 7, 2023

YR 2024-



**BOARD OF TRUSTEES
RESOLUTION OF APPRECIATION**

Interim President Dr. Helen K. Lafferty

WHEREAS, on February 1, 2023, Dr. Helen K. Lafferty stepped forward to serve as the interim president of Youngstown State University;

WHEREAS, Dr. Lafferty generously took a sabbatical from her faculty position at Villanova University in Pennsylvania;

WHEREAS, Dr. Lafferty will conclude her enthusiastic service as interim president on December 31, 2023 with the University;

WHEREAS, throughout Dr. Lafferty's time at YSU, she encouraged open dialogue and communication;

WHEREAS, Dr. Lafferty worked daily advancing the mission of YSU as a student-centered University built on academic excellence;

WHEREAS, Dr. Lafferty prioritized YSU faculty and celebrated YSU students and their successes;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees hereby express their thanks and appreciation to Dr. Helen Lafferty for her service to her alma mater, dedication to the betterment of higher education as a whole, commitment to student success, and passion for the greater Youngstown community;

BE IT FURTHER RESOLVED, that a copy of this Resolution of Appreciation be provided to Dr. Lafferty.

Board of Trustees
Meeting December 7, 2023
YR 2024 -