

# **Board of Trustees Meeting - THURSDAY - MARCH 2, 2023**

Youngstown State University - Board of Trustees

Board Meeting Room, Tod Hall

Mar 2, 2023 10:00 AM - 11:00 AM EST

## **Table of Contents**

### **I. Call to Order**

CHAIR JAKUBEK THE 387th MEETING OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY WILL PLEASE COME TO ORDER. PLEASE RISE FOR THE PLEDGE OF ALLEGIANCE. SECRETARY SEALS, WILL YOU PLEASE CALL THE ROLL?

### **II. Roll Call**

SECRETARY SEALS MEMBERS OF THE BOARD OF TRUSTEES, PLEASE INDICATE YES WHEN I CALL YOUR NAME TO INDICATE YOUR ATTENDANCE: Trustee George Trustee Hackstedde Trustee Erzurum Trustee Jakubek Trustee Kerola Trustee Lyden Trustee Peterson Trustee Ryan Trustee Seals-I am recording myself as present Trustee Spiegel Trustee Centofanti Trustee Khan

### **III. Proof of Notice of the Meeting**

CHAIR JAKUBEK WILL THE SECRETARY PROVIDE PROOF OF NOTICE OF TODAY'S MEETING? SECRETARY SEALS 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 JAKUBEK DRAFT COPIES OF THE MINUTES OF THE BOARD'S REGULAR MEETING(S) AND/OR SPECIAL 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 APPROVED AS PROVIDED.

### **V. Report of the President of the University**

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

### **VI. Presentations**

CHAIR JAKUBEK WE WILL NOW HEAR FROM OUR SPEAKERS WHO WILL BE INTRODUCED BY PROVOST SMITH, OUR STUDENT TRUSTEE AS A STUDENT TRUSTEE IS A PRESENTER, AND DEPUTY ATHLETIC DIRECTOR, TORY LINDLEY.

#### **A. Faculty Presentation - Dr. Dragana Crnjak, Professor, Department of Art**

Introduction by Brien N. Smith, Provost and Vice President for Academic Affairs

#### **B. Student Organization Presentation -Julie Centofanti, Transcribing Initiative**

Introduction by Mollie Hartup, Director, Sokolov Honors College and Elsa Khan, Student Trustee

#### **C. Athletics Presentations - Aline Scott, Head Coach; and Player, Isidora Susic,**

##### **Women's Volleyball**

Introduction by Tory Lindley, Deputy Athletic Director

**VII. Reports of the Committees of the Board**

CHAIR JAKUBEK DOES ANY BOARD MEMBER REQUEST A SEPARATE VOTE ON ANY RESOLUTION ASSOCIATED WITH ANY OF THE COMMITTEES OF THE BOARD? IF SO, WE WILL VOTE ON THOSE INDIVIDUALLY; OTHERWISE, WE WILL NOW USE A ROLL CALL VOTE TO ENDORSE ALL RESOLUTIONS ASSOCIATED WITH EACH COMMITTEE.

**A. Academic Excellence and Student Success Committee**

CHAIR JAKUBEK TRUSTEE SEALS, PLEASE CONDUCT A ROLL CALL VOTE FOR THE RESOLUTION(S) ASSOCIATED WITH THE ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE AS INCLUDED IN THIS AGENDA.

**1. Resolution to Approve Religious Accommodations of Students Policy, 3356-8-09.....5**  
Resolution to Approve Religious Accommodations of Students Policy, 3356-8-09.pdf.....5

**B. Investment Committee**

CHAIR JAKUBEK TRUSTEE SEALS, PLEASE CONDUCT A ROLL CALL VOTE FOR THE RESOLUTION(S) ASSOCIATED WITH THE INVESTMENT COMMITTEE AS INCLUDED IN THIS AGENDA

**1. Resolution to Approve an Outsourced Chief Investment Officer Investment Strategy.....9**  
Resolution to Approve an Outsourced Chief Investment Officer Investment Strategy.pdf.....9

**2. Resolution to Approve the Addition of an Investment Manager for the Non-Endowed Long-Term Investment Pool.....11**  
Resolution to Approve Investment Manager for Non-Endowed Long-Term Pool.pdf.....11

**3. Resolution to Approve Clearstead's Recommendation to Rebalance the Non-Endowment Long-Term Investment Pool.....13**  
Resolution to Approve Clearstead's rebalance recommendation - March 2023.pdf.....13

**C. Finance and Facilities Committee**

CHAIR JAKUBEK TRUSTEE SEALS, PLEASE CONDUCT A ROLL CALL VOTE FOR THE RESOLUTION(S) ASSOCIATED WITH THE FINANCE AND FACILITIES COMMITTEE AS INCLUDED IN THIS AGENDA.

**1. Resolution to Modify Purchasing Policy, 3356-3-01.....15**  
Resolution to Modify - Purchasing policy.pdf.....15

**2. Resolution to Modify Acceptable Use of University Technology Resources Policy, 3356-4-09.....26**

Resolution to Modify - Acceptable Use of University Technology Resources policy.pdf.....	26
---	----

**3. Resolution to Approve an Increase to the International Application Fee.....47**

Resolution to Approve an Increase to the International Application with Exhibit A.pdf.....	47
---	----

**4. Report of the Audit Subcommittee**

CHAIR JAKUBEK TRUSTEE PETERSON, PLEASE PROVIDE THE REPORT FROM THE AUDIT SUBCOMMITTEE? Trustee Peterson provides a verbal report.

**D. University Affairs Committee**

CHAIR JAKUBEK TRUSTEE SEALS, PLEASE CONDUCT A ROLE CALL VOTE FOR THE RESOLUTION(S) ASSOCIATED WITH THE UNIVERSITY AFFAIRS COMMITTEE AS INCLUDED IN THIS AGENDA.

**1. Resolution to Modify Civic Leave with Pay, Excluded**

**Professional/Administrative and Excluded Classified Staff Policy,.....49**

Resolution to Modify - Civic Leave with Pay for Excluded PA & Classified Staff policy.pdf.....	49
---	----

**2. Resolution to Modify Unscheduled Leave Policy, 3356-7-16.....54**

Resolution to Modify - Unscheduled Leave policy.pdf.....	54
--	----

**3. Resolution to Modify President's Leadership Merit Awards Policy,.....61**

Resolution to Modify - President's Leadership Merit Awards policy.pdf.....	61
--	----

**4. Resolution to Modify Employee Health Insurance Programs Policy,  
3356-7-22.....66**

Resolution to Modify - Employee Health Insurance Programs policy.pdf.....	66
---	----

**5. Resolution to Ratify Personnel Actions.....76**

Resolution to Ratify Personnel Actions - Faculty & PA Staff including Athletics.pdf.....	76
---	----

Board Summary 1-15-2023 - Faculty.pdf.....	77
--	----

1-15-23 Board Report - Faculty.pdf.....	78
---	----

Board Summary 1-15-2023 - Professional Administrative.pdf.....	81
--	----

1-15-23 Board Report - Professional Administrative.pdf.....	82
---	----

Board Summary 1-15-2023 - Athletics.pdf.....	88
--	----

1-15-23 Board Report - Athletics.pdf.....	89
---	----

**E. Governance Committee**

CHAIR JAKUBEK: IN ACCORDANCE WITH THE BOARD'S BYLAWS, THE GOVERNANCE COMMITTEE HAS MET AND TODAY MAKES ITS REPORT TO THE BOARD REGARDING ITS NOMINATIONS OF OFFICERS FOR THE YEAR STARTING THIS JUNE. TODAY'S REPORT CONSTITUTES A FIRST READING ONLY. VOTING ON

THE ELECTION OF OFFICERS WILL TAKE PLACE AT THE BOARD'S JUNE REGULAR MEETING. THE GOVERNANCE COMMITTEE'S RECOMMENDATIONS FOR THE 2023-24 BOARD OFFICERS ARE: CHAIRPERSON - MICHAEL PETERSON OR MOLLY SEALS VICE CHAIRPERSON - CHARLES GEORGE SECRETARY - ANITA HACKSTEDDE

**VIII. Communications, Memorials, and News Updates**

CHAIR JAKUBEK PRESIDENT LAFFERTY, ARE THERE ANY COMMUNICATIONS OR MEMORIALS TO COME BEFORE THE BOARD? President Lafferty responds.

**IX. Unfinished Business**

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

**X. New Business**

CHAIR JAKUBEK WE WILL NOW CONSIDER THREE IMPORTANT RESOLUTIONS IN NEW BUSINESS. I WILL SUMMARIZE EACH RESOLUTION AFTER WHICH ANY MEMBER OF THE BOARD MAY OFFER COMMENTS. Chair Jakubek summarizes each Resolution in their order and Board members comment. Following this... CHAIR JAKUBEK WITHOUT OBJECTION, WE WILL NOW CONSIDER THESE THREE RESOLUTIONS IN CONSENT. IS THERE A MOTION TO DO SUCH; IS THERE A SECOND? SECRETARY SEALS, PLEASE CONDUCT A ROLL CALL VOTE. THESE RESOLUTIONS ARE PASSED BY THIS BOARD.

**A. Resolution to designate James P. Tressel as President and Coach Emeritus...93**

Resolution for Emeritus Status\_ James P. Tressel.pdf.....93

**B. Resolution to confer an honorary degree upon Ellen J. Tressel.....95**

Resolution for Honorary Degree and Commencement Speaker\_ Ellen J.....95

**C. Resolution of appreciation for service as a student trustee to Elsa Khan.....96**

Resolution of Appreciation\_ Elsa Khan.pdf.....96

**XI. Chairperson's Remarks**

CHAIR JAKUBEK COMMENTS

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

CHAIR JAKUBEK THE CHAIR WILL ENTERTAIN A MOTION SETTING THE FOLLOWING DATES AND TIMES FOR THE NEXT REGULAR MEETINGS OF THE BOARD OF TRUSTEES: Thursday, June 22, 2023 - 10 am Wednesday, September 22, 2023 - 10 am Thursday, December 7, 2023 - 10 am

**XIII. ADJOURNMENT**

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



**RESOLUTION TO APPROVE  
RELIGIOUS ACCOMMODATIONS OF STUDENTS POLICY, 3356-8-09**

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

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

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

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

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-42**

**3356-8-09 Religious accommodations of students.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Vice Provost for Academic Administration and Student Outreach Support  
Revision History: **New**  
Board Committee: Academic Excellence and Student Success  
**Effective Date:** **March 2, 2023**  
Next Review: 2028

---

- (A) Policy statement. It is the policy of Youngstown state university (university) to recognize that diversity comes in many forms including religious diversity. In order to support our students and their diverse beliefs, the university adopts a policy consistent with Ohio Revised Code 3345.024, “The Testing Your Faith Act.”
- (B) Purpose. The purpose of this policy is to establish procedures to reasonably accommodate the sincerely held beliefs and practices of individual students with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.
- (C) Parameters. Students may be absent for up to three days each academic semester to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. The university shall not impose an academic penalty as a result of a student being absent as permitted under this policy.
  - (1) The university will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements missed due to an absence described in this policy if both of the following apply:
    - (a) The student’s sincerely held religious belief or practice severely affects the student’s ability to take an examination or meet an academic requirement; and

- (b) Not later than fourteen days after the first day of instruction in a particular course, the student is required to provide the instructor with written notice of the specific dates for which the student requests alternative accommodations.

(D) Procedures.

- (1) Instructors' responsibilities.
  - (a) Instructors will accept without question the sincerity of a student's religious or spiritual belief system
  - (b) Instructors shall keep requests for alternative accommodations confidential.
  - (c) Instructors shall schedule a time and date for an alternative examination, which may be before or after the time and date the examination or other academic requirement was originally scheduled, but shall do so without prejudicial effect.
  - (d) All instructors must include in each course syllabus a statement referencing this policy that shall include:
    - (i) A description of the general procedure for requesting accommodations from the course instructor;
    - (ii) Contact information for an individual whom students may contact for more information about this policy; and
    - (iii) The procedure under which a student may notify the university with any complaint with regard to the implementation of this policy.
- (2) This policy shall be posted in a prominent location on the university web site. The posting shall include the contact information of an individual who can provide further information about this policy.

- (3) A non-exhaustive list of major religious holidays or festivals for the next two academic years shall be posted in a prominent location on the university web site. The list shall explicitly state that it is non-exhaustive and shall not be used to deny reasonable accommodation to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list.
- (4) Students may notify the university of any complaint under this policy by contacting the office of equal opportunity, policy development & title IX.





**RESOLUTION TO APPROVE  
AN OUTSOURCED CHIEF INVESTMENT OFFICER  
INVESTMENT STRATEGY**

**WHEREAS**, the Investment Committee of the Board of Trustees of Youngstown State University is responsible for identification of asset classes, strategic asset allocation, acceptable asset ranges above and below the strategic asset allocation, and selecting investment managers, pursuant to University policy 3356-3-10; and

**WHEREAS**, the Investment Committee has considered various approaches to asset management, including the non-discretionary model currently used by the university, and the discretionary model commonly referred to as an *outsourced chief investment officer* (OCIO) model; and

**WHEREAS**, the OCIO approach provides greater flexibility to more quickly respond to changes in investment markets, thereby helping to mitigate investment risk.

**NOW, THEREFORE, BE IT RESOLVED**, that the Investment Committee of the Board of Trustees of Youngstown State University does hereby approve moving to an outsourced investment officer model, effective immediately upon approval of this resolution.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-43**

# EXECUTIVE SUMMARY (CONTINUED)

---

Tasks completed and next steps for the Board:

- Clearstead present education on different Fiduciary service models **(COMPLETED)**
- Clearstead to gather Committee feedback / questions and follow up with responses **(COMPLETED)**
- Board decision on evolving the investment structure with Clearstead to a discretionary assignment **(ACTION)**
- If Approved:
  - Clearstead would work with University stakeholders to update the investment advisory agreement to reflect a level of discretionary authority
  - Clearstead would review and recommend changes to the Investment Policy and guidelines to update roles and responsibilities
  - Clearstead would work with University stakeholders to be granted trading authority at PNC Bank (University's primary custodian) and any other custodians/managers (no authority for external cash movements will be given to Clearstead)



**RESOLUTION TO APPROVE  
THE ADDITION OF AN INVESTMENT MANAGER FOR THE  
NON-ENDOWED LONG-TERM INVESTMENT POOL**

**WHEREAS**, the Investment Committee of the Board of Trustees of Youngstown State University is responsible for identification of asset classes, strategic asset allocation, acceptable asset ranges above and below the strategic asset allocation, and selecting investment managers, pursuant to University policy 3356-3-10; and

**WHEREAS**, the Investment Committee has consulted with the University's investment advisor, Clearstead, regarding asset allocations, portfolio and market performance, and investment managers.

**NOW, THEREFORE, BE IT RESOLVED**, that the Investment Committee of the Board of Trustees of Youngstown State University does hereby approve the addition of Apollo Infrastructure Opportunities Fund III as an investment manager for the University's pool of non-endowed long-term assets.

# EXECUTIVE SUMMARY

**RECOMMENDATION:** Clearstead recommends a \$2.75 million commitment to the Apollo Infrastructure Opportunities Fund III in the Long-Term Pool.

## WHY INVEST IN APOLLO INFRASTRUCTURE OPPORTUNITIES?

- **Established Market Leader**
- **Deep Team & Resources**
- **Disciplined Process and Robust Platform**
- **Track Record of Results**



**RESOLUTION TO APPROVE  
CLEARSTEAD'S RECOMMENDATION TO REBALANCE THE  
NON-ENDOWMENT LONG-TERM INVESTMENT POOL**

**WHEREAS**, the Investment Committee of the Board of Trustees of Youngstown State University is responsible for identification of asset classes, strategic asset allocation, acceptable asset ranges above and below the strategic asset allocation, and selecting investment managers, pursuant to University policy 3356-3-10; and

**WHEREAS**, the Investment Committee has consulted with the University's investment advisors and recommends rebalancing the Non-Endowment Long-Term Investment Pool.

**NOW, THEREFORE, BE IT RESOLVED**, that the Investment Committee of the Board of Trustees of Youngstown State University does hereby approve the rebalance, attached hereto.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-45**

# PORTFOLIO RECOMMENDATIONS (ACTION)

YOUNGSTOWN STATE UNIVERSITY

AS OF FEBRUARY 17, 2023

	TICKER	INVESTMENT STRATEGY	MARKET VALUE (CURRENT)	% OF PORTFOLIO	CHANGES	MARKET VALUE (POST CHANGES)	% OF PORTFOLIO	POLICY TARGET	POLICY RANGE	TACTICAL +/-
<b>Total Operating &amp; Short Term</b>			<b>\$33,606,554</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$33,606,554</b>	<b>100.0%</b>	<b>100.0%</b>		
<b>Operating Assets</b>			<b>\$33,606,554</b>	<b>100.0%</b>		<b>\$33,606,554</b>	<b>100.0%</b>		<b>60-100%</b>	
Federated Hermes Govt Obligations	FOGXX	Money Market	\$33,515,148	99.7%		\$33,515,148	99.7%			
Star Plus*	-	Cash Equivalent	\$0	0.0%		\$0	0.0%			
Star Ohio*	-	Cash Equivalent	\$91,406	0.3%		\$91,406	0.3%			
<b>Short-Term Assets</b>			<b>\$0</b>	<b>0.0%</b>		<b>\$0</b>	<b>0.0%</b>		<b>0-40%</b>	
Vanguard Short-Term Federal Adm	VSGDX	Short-Term Fixed	\$0	0.0%		\$0	0.0%			
<b>Total Long Term Reserves Pool</b>			<b>\$61,473,407</b>	<b>100.0%</b>	<b>\$0</b>	<b>\$61,473,407</b>	<b>100.0%</b>	<b>100.0%</b>		
<b>Domestic Equity</b>			<b>\$19,520,552</b>	<b>31.8%</b>		<b>\$18,720,552</b>	<b>30.5%</b>	<b>27.0%</b>	<b>20-35%</b>	<b>3.5%</b>
<b>Large Cap</b>			<b>\$12,537,449</b>	<b>20.4%</b>		<b>\$12,267,449</b>	<b>20.0%</b>			
Vanguard Instl Index	VINIX	Large Cap Core	\$12,537,449	20.4%	-\$270,000	\$12,267,449	20.0%			
<b>Small/Mid Cap</b>			<b>\$6,983,103</b>	<b>11.4%</b>		<b>\$6,453,103</b>	<b>10.5%</b>			
Vanguard Mid Cap Index Adm	VIMAX	Mid-Cap Core	\$3,276,186	5.3%	-\$180,000	\$3,096,186	5.0%			
Loomis Sayles Small Growth N2	LSSNX	Small Cap Growth	\$1,819,105	3.0%	-\$140,000	\$1,679,105	2.7%			
Victory Integrity Small Cap Value Y	VSVIX	Small Cap Value	\$1,887,811	3.1%	-\$210,000	\$1,677,811	2.7%			
<b>International Equity</b>			<b>\$5,256,046</b>	<b>8.6%</b>		<b>\$5,056,046</b>	<b>8.2%</b>	<b>8.0%</b>	<b>0-15%</b>	<b>0.2%</b>
William Blair International Growth I	BIGIX	Foreign Growth	\$2,305,758	3.8%		\$2,305,758	3.8%			
Dodge & Cox International Stock	DODFX	Foreign Value	\$2,950,288	4.8%	-\$200,000	\$2,750,288	4.5%			
<b>Total Equity</b>			<b>\$24,776,598</b>	<b>40.3%</b>		<b>\$23,776,598</b>	<b>38.7%</b>	<b>35.0%</b>	<b>25-45%</b>	<b>3.7%</b>
<b>Alternatives</b>			<b>\$6,797,431</b>	<b>11.1%</b>		<b>\$6,797,431</b>	<b>11.1%</b>	<b>15.0%</b>	<b>0-20%</b>	<b>-3.9%</b>
H.I.G. Principal Lending Fund*	-	Private Credit	\$2,200,333	3.6%		\$2,200,333	3.6%			
<b>Apollo Infrastructure Opps Fund III</b>		Real Assets	\$0	0.0%		\$0	0.0%			
Weatherlow Fund*	-	Hedge FoF	\$4,597,098	7.5%		\$4,597,098	7.5%			
<b>Fixed Income</b>			<b>\$29,899,133</b>	<b>48.6%</b>		<b>\$30,899,133</b>	<b>50.3%</b>	<b>50.0%</b>	<b>35-75%</b>	<b>0.3%</b>
<b>Short Term Fixed Income</b>			<b>\$17,644,413</b>	<b>28.7%</b>		<b>\$18,644,413</b>	<b>30.3%</b>	<b>30.0%</b>	<b>25-45%</b>	<b>0.3%</b>
YSU Short Term Bond	-	Short-Term Fixed	\$12,470,282	20.3%		\$12,470,282	20.3%			
Lord Abbett Short Duration	LLDYX	Short-Term Fixed	\$5,174,131	8.4%	\$1,000,000	\$6,174,131	10.0%			
<b>Intermediate Fixed Income</b>			<b>\$12,254,721</b>	<b>19.9%</b>		<b>\$12,254,721</b>	<b>19.9%</b>	<b>20.0%</b>	<b>10-30%</b>	<b>-0.1%</b>
JPMorgan Core Bond Fund R6**	JCBUX	Core Plus Fixed	\$5,040,843	8.2%		\$5,040,843	8.2%			
YSU Intermediate Term Fixed	-	Interm-Term Fixed	\$4,229,094	6.9%		\$4,229,094	6.9%			
Prudential High Yield Bond R6	PHYQX	High Yield	\$2,984,783	4.9%		\$2,984,783	4.9%			
<b>Cash &amp; Cash Equivalents</b>			<b>\$245</b>	<b>0.0%</b>		<b>\$245</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0-5%</b>	<b>0.0%</b>
Equity Account Cash	-	Money Market	\$245	0.0%		\$245	0.0%			
<b>Total University Assets</b>			<b>\$95,079,961</b>			<b>\$95,079,961</b>				

\*As of 01/31/2023.

\*\*Held at JPMorgan.

Why Lord Abbett? Lord Abbett has a significant yield advantage over the other short-term fixed income investment – the (PNC) short-term bond portfolio – which is primarily held by the University to satisfy ORC requirements. Lord Abbett’s yield of ~6.2% (as of 12/31) is an attractive rate for short-term bond exposure.



**RESOLUTION TO MODIFY  
PURCHASING POLICY, 3356-3-01**

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

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

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

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

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-46**

### **3356-3-01 Purchasing.**

Responsible Division/Office: Procurement Services  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 1998; June 2001; March 2007; May 2010;  
January 2012; December 2016; June 2017;  
June 2022; March 2023  
Board Committee: Finance and Facilities  
**Effective Date: March 2, 2023**  
Next Review: 2028

---

- (A) Policy statement. Employees who are delegated signature authority for university accounts are authorized to make purchasing decisions for their respective areas, following applicable university procedures. In all its business practices, the university will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the university will seek to obtain the best value when making purchases, while protecting the interests of Youngstown state university (university).
- (B) Purpose. This policy helps ensure compliance with applicable federal and state purchasing regulations and provides a means for purchasing at a reasonable cost.
- (C) Definitions.
- (1) “Goods” are defined as, but not limited to, equipment, materials, other tangible assets, and insurance, but excluding real property or an interest in real property.
  - (2) “Services” are defined as any deliverable resulting from labor performed specifically for the university, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, and software design. Services do not include services furnished pursuant to employment agreements.
  - (3) “Professional design services” are defined as, but not limited to, services within the scope of practice of a state-registered architect,



registered engineer, registered surveyor, landscape architect and interior designer. See rule 3356-4-07 of the Administrative Code (university policy 3356-4-07, “Selection of design professionals for university capital projects”).

- (4) “Construction renovation” is defined in rule 3356-4-15 of the Administrative Code (university policy 3356-4-15, “University construction/renovation projects”).

(D) Parameters.

- (1) Accountability for vendor commitment and/or the actual purchase of goods or services rests with the financial manager. All construction/renovation projects must be coordinated through the university’s facilities office.
- (2) Procurement services has the primary responsibility to manage and monitor the purchasing process. Authority is delegated to the Maag library to purchase items to be added to its collection.
- (3) As a commitment to diversity, equity and inclusion, the university provides opportunities for socially and economically disadvantaged businesses and participates in the state of Ohio’s minority business enterprise (MBE) and encouraging diversity, growth and equity (EDGE) programs.
- (4) To ensure the best value and compliance with applicable federal and/or state of Ohio regulations, the university requires competitive selection for certain dollar thresholds and participates in competitively awarded governmental and group purchasing agreements.

(E) Procedures.

- (1) Requests for purchases are made by using a university-approved procurement card or the online procurement requisition system.
- (2) An authorized electronic requisition/purchase order for goods or services must be processed through procurement services prior to vendor commitment and/or the actual purchase except for authorized procurement card purchases. Exceptions may be made in the case of an emergency, such as, but not limited to,

unexpected building repairs that could otherwise result in catastrophic structural failure.

- (3) All purchases for goods and services for which there is an existing university contract or price agreement with one or more preferred vendors must be made from those vendors. This applies regardless of payment method (purchase order, p-card, etc.). Some existing university contracts and agreements can be found on punch out catalogs on the university's online procurement system. Instances where significant cost savings can be achieved by purchasing from a vendor not on an existing university contract or price agreement requires approval by the director of procurement services, or designee, prior to vendor commitment and/or actual purchase.
- (4) If there is no existing university contract available, procurement services can assist in locating an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration schedule, inter-university council purchasing group, or others.
- (5) Competitive selection dollar thresholds.
  - (a) Goods or services when an individual transaction/project from a single supplier is fifty thousand dollars or more.
  - (b) Professional design services when an individual transaction is fifty thousand dollars or more.
  - (c) A construction/renovation project when the construction project cost is two hundred fifteen thousand dollars or more or the threshold established by rule 153:1-9-01 of the Administrative Code.
- (6) For purchases below the competitive selection dollar thresholds, the director of procurement services, or designee, may require a minimum of three quotes or a competitive selection process when in the best interest of the university to do so or when regulations require.
- (7) For purchases at or above the competitive selection dollar thresholds, appropriate forms of competitive selection include:

- (a) An invitation to bid (ITB). A formal ITB is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
  - (b) A request for proposal (RFP). RFPs are managed and distributed through the university's procurement services office. An RFP is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
  - (c) A request for qualifications (RFQ). With the assistance of procurement services, an RFQ is sent to prospective bidders and may be published in appropriate media when seeking to purchase services. RFQs for professional design services are handled solely through the facilities office.
  - (d) Purchases under an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration (GSA) schedule, inter-university council purchasing group, or others, some of which can be found on punch out catalogs on the university's online procurement system (eCUBE).
- (8) Exceptions to competitive selection requirements.
- (a) Maintenance contracts purchased from the manufacturer or authorized dealer/supplier of the specific equipment to be serviced.
  - (b) Software/hardware for system upgrades and ongoing maintenance and support on existing systems already in use.
  - (c) Special circumstances, including single source provider, emergency purchases, or economic efficacy. If the purchase is at or above the competitive selection dollar threshold and the nature of the purchase is such that competitive selection would be impractical, the department making the request for a purchase may submit a written request for a waiver of competitive selection. Such requests must include justification as to why a waiver is

warranted, be signed by the appropriate financial manager with signature authority, and be attached electronically to the requisition being submitted for the purchase.

If the director of procurement services, or designee, finds that sufficient justification has been presented, the waiver may be approved. If the director, or designee, feels that a bid waiver should be denied, it will be forwarded to the vice president for finance and business operations, or designee, for a final determination. If the request is denied, procurement services will initiate a competitive selection process at the request of the department end user.

- (9) Bidding thresholds may be adjusted to comply with federal and/or state regulations.
- (10) Contract compliance and administration processes will be conducted in accordance with rule 3356-3-04 of the Administrative Code (university policy 3356-3-04, "Contract compliance and administration").
- (11) The university assumes no obligation for any purchases made outside of the purchasing procedures established herein. Staff who fail to follow approved processes may be subject to personal financial liability and appropriate disciplinary action.
- (12) Purchases must follow established guidelines as delineated on the procurement services website.
- (13) Exceptions to this policy may be considered when consistent with the goals established by rule 3356-01.01 of the Administrative Code (university policy 3356-01.01, "Supplier diversity").

### 3356-3-01 Purchasing.

Responsible Division/Office: Procurement Services  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 1998; June 2001; March 2007; May 2010;  
January 2012; December 2016; June 2017;  
June 2022; [March 2023](#)  
Board Committee: Finance and Facilities  
**Effective Date:** ~~June 23, 2022~~ [March 2, 2023](#)  
Next Review: ~~2027~~ [2028](#)

---

- (A) Policy statement. Employees who are delegated signature authority for university accounts are authorized to make purchasing decisions for their respective areas, following applicable university procedures. In all its business practices, the university will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the university will seek to obtain the best value when making purchases, while protecting the interests of Youngstown state university (university).
- (B) Purpose. This policy helps ensure compliance with applicable federal and state purchasing regulations and provides a means for purchasing at a reasonable cost.
- (C) Definitions.
- (1) “Goods” are defined as, but not limited to, equipment, materials, other tangible assets, and insurance, but excluding real property or an interest in real property.
  - (2) “Services” are defined as any deliverable resulting from labor performed specifically for the university, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, and software design. Services do not include services furnished pursuant to employment agreements.
  - (3) “Professional design services” are defined as, but not limited to, services within the scope of practice of a state-registered architect,

registered engineer, registered surveyor, landscape architect and interior designer. See rule 3356-4-07 of the Administrative Code (university policy 3356-4-07, “Selection of design professionals for university capital projects”).

- (4) “Construction renovation” is defined in rule 3356-4-15 of the Administrative Code (university policy 3356-4-15, “University construction/renovation projects”).

(D) Parameters.

- (1) Accountability for vendor commitment and/or the actual purchase of goods or services rests with the financial manager. All construction/renovation projects must be coordinated through the university’s facilities office.
- (2) Procurement services has the primary responsibility to manage and monitor the purchasing process. Authority is delegated to the Maag library to purchase items to be added to its collection.
- (3) As a commitment to diversity, equity and inclusion, the university provides opportunities for socially and economically disadvantaged businesses and participates in the state of Ohio’s minority business enterprise (MBE) and encouraging diversity, growth and equity (EDGE) programs.
- (4) To ensure the best value and compliance with applicable federal and/or state of Ohio regulations, the university requires competitive selection for certain dollar thresholds and participates in competitively awarded governmental and group purchasing agreements.

(E) Procedures.

- (1) Requests for purchases are made by using a university-approved procurement card or the online procurement requisition system.
- (2) An authorized electronic requisition/purchase order for goods or services must be processed through procurement services prior to vendor commitment and/or the actual purchase except for authorized procurement card purchases. Exceptions may be made in the case of an emergency, such as, but not limited to,

unexpected building repairs that could otherwise result in catastrophic structural failure.

- (3) All purchases for goods and services for which there is an existing university contract or price agreement with one or more preferred vendors must be made from those vendors. This applies regardless of payment method (purchase order, p-card, etc.). Some existing university contracts and agreements can be found on punch out catalogs on the university's online procurement system. Instances where significant cost savings can be achieved by purchasing from a vendor not on an existing university contract or price agreement requires approval by the director of procurement services, or designee, prior to vendor commitment and/or actual purchase.
- (4) If there is no existing university contract available, procurement services can assist in locating an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration schedule, inter-university council purchasing group, or others.
- (5) Competitive selection dollar thresholds.
  - (a) Goods or services when an individual transaction/project from a single supplier is fifty thousand dollars or more.
  - (b) Professional design services when an individual transaction is fifty thousand dollars or more.
  - (c) A construction/renovation project when the construction project cost is two hundred fifteen thousand dollars or more or the threshold established by rule 153:1-9-01 of the Administrative Code.
- (6) For purchases below the competitive selection dollar thresholds, the director of procurement services, or designee, may require a minimum of three quotes or a competitive selection process when in the best interest of the university to do so or when regulations require.
- (7) For purchases at or above the competitive selection dollar thresholds, appropriate forms of competitive selection include:

- (a) An invitation to bid (ITB). A formal ITB is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
  - (b) A request for proposal (RFP). RFPs are managed and distributed through the university's procurement services office. An RFP is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
  - (c) A request for qualifications (RFQ). With the assistance of procurement services, an RFQ is sent to prospective bidders and may be published in appropriate media when seeking to purchase services. RFQs for professional design services are handled solely through the facilities office.
  - (d) Purchases under an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration (GSA) schedule, inter-university council purchasing group, or others, some of which can be found on punch out catalogs on the university's online procurement system (eCUBE).
- (8) Exceptions to competitive selection requirements.
- (a) Maintenance contracts purchased from the manufacturer or authorized dealer/supplier of the specific equipment to be serviced.
  - (b) Software/hardware for system upgrades and ongoing maintenance and support on existing systems already in use.
  - (c) Special circumstances, including single source provider, emergency purchases, or economic efficacy. If the purchase is at or above the competitive selection dollar threshold and the nature of the purchase is such that competitive selection would be impractical, the department making the request for a purchase may submit a written request for a waiver of competitive selection. Such requests must include justification as to why a waiver is



warranted, be signed by the appropriate financial manager with signature authority, and be attached electronically to the requisition being submitted for the purchase.

If the director of procurement services, or designee, finds that sufficient justification has been presented, the waiver may be approved. If the director, or designee, feels that a bid waiver should be denied, it will be forwarded to the vice president for finance and business operations, or designee, for a final determination. If the request is denied, procurement services will initiate a competitive selection process at the request of the department end user.

- (9) Bidding thresholds may be adjusted to comply with federal and/or state regulations.
- (10) Contract compliance and administration processes will be conducted in accordance with rule 3356-3-04 of the Administrative Code (university policy 3356-3-04, "Contract compliance and administration").
- (11) The university assumes no obligation for any purchases made outside of the purchasing procedures established herein. Staff who fail to follow approved processes may be subject to personal financial liability and appropriate disciplinary action.
- (12) Purchases must follow established guidelines as delineated on the procurement services website.
- (13) [Exceptions to this policy may be considered when consistent with the goals established by rule 3356-01.01 of the Administrative Code \(university policy 3356-01.01, "Supplier diversity"\).](#)



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

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

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

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

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

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

Responsible Division/Office: Information Technology Services  
Responsible Officer: VP for Finance and Business Operations  
Revision History: August 1999; November 2010; December 2012;  
March 2016; June 2021; March 2023  
Board Committee: Finance and Facilities  
**Effective Date: March 2, 2023**  
Next Review: 2028

---

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

- (4) Technology resources provided by the university are the property of the university. University-owned technology is not intended to supersede the need for technology purchases for personal purposes.
  - (5) As the university is a public entity, information in an electronic form may also be subject to disclosure under the Ohio public records act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).
  - (6) Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.
- (D) User requirements. All users of the university-owned technology resources (computing, digital recordings, networking and data), regardless of affiliation with the university, must:
- (1) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
  - (2) Protect the confidentiality, integrity and availability of technology resources.
  - (3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
  - (4) Comply with all applicable policies at Youngstown state university (YSU).
  - (5) Respect the right of other technology users to be free from harassment or intimidation.
  - (6) Respect copyrights, intellectual property rights, and ownership of files and passwords.
  - (7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
  - (8) Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those

resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.

- (9) Limit personal use of university technology resources so that such use does not interfere with one's responsibilities to the university.
  - (10) Not attempt to circumvent information technology security systems or the university "IT Security Manual."
  - (11) Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the university.
  - (12) Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the university.
  - (13) Not state or imply that they speak on behalf of the university without authorization to do so and not use university trademarks and logos without authorization to do so.
- (E) User responsibilities.
- (1) By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to adhere to the university "IT Security Manual."
  - (2) Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.
  - (3) Users are responsible for any activity performed on university-owned technology devices assigned to them except when the device is compromised by actions beyond the user's control.
  - (4) There is no expectation of personal privacy when using university resources. See paragraph (F) of this rule.
  - (5) Potential violations regarding use of technology resources should be reported to the appropriate information technology services

manager(s) or information security officer.

- (6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
  - (7) Users are responsible for maintaining data in compliance with the university records retention plan.
  - (8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See university policy 3356-4-13, "Sensitive information/information security"; rule 3356-4-13 of the Administrative Code.)
  - (9) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.
- (F) No expectation of privacy.
- (1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.
  - (2) When authorized by the office of the general counsel, the university may also specifically monitor the activity and accounts of individual end-users of university technology resources,

including login sessions, file systems, and communications.

- (3) When authorized by the appropriate university administrator (president, vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned personnel for university business and the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.
- (4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
- (5) Personal computing devices:
  - (a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.
  - (b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).
  - (c) Personal computing devices must comply with university "IT Security Manual" when using the campus wireless network or other provided university technology resource.
  - (d) Personal computing devices used to conduct university business are subject to public records requests.
  - (e) Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the university's wired or wireless network.

- (G) Email. Email is an official means for communication at the university. Students, faculty, and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.
- (H) Security. The university employs various measures (i.e., the university's "IT Security Manual") to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.

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

- (I) Additional policy ramifications. Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resources and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.
- (J) Examples of unacceptable use:
  - (1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.
    - (a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.
    - (b) Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.



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

software products that are not appropriately licensed is prohibited.

- (j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- (k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.
- (l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.
- (m) Attempting to log onto another user's account (secured or otherwise) is prohibited.
- (n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
- (o) Personal use beyond limited responsible use is prohibited.
- (p) Digital recordings of any sensitive nature, such as manager-employee personnel discussions/interactions or any discussions that email sensitive or protected data (i.e., FERPA, HIPAA, etc.), as well as recording of any meeting or conversation without full disclosure that the interaction is being recorded. All recordings become subject to the public records law of Ohio, university policy 3356-9-07, "Public records" and 3356-9-09, "Records management" (rules 3356-9-07 and 3356-9-09 of the Administrative Code).
- (q) Use of TikTok, or any other social media application that

freely harvests device and/or network data, is prohibited on YSU-owned devices.

- (2) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing university-owned resources.
- (K) Enforcement.
- (1) The office of the chief information officer (CIO) may suspend and/or restrict either an individual's or a device's access to the university network resource if:
    - (a) It is deemed necessary to maintain the security or functionality of the network resource.
    - (b) It is deemed necessary to protect the university from potential liability.
    - (c) The account, system, or device is believed to have been either compromised or is in violation of this policy.
  - (2) The office of the CIO must immediately report the enforcement action and the justification for the action to the vice president of student affairs, vice president for finance and administration, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.
- (L) Exceptions.
- (1) The chief information officer, or designee, may approve exceptions to this policy on a case-by-case basis (with written authorization according to the university "IT Security Manual").
  - (2) Faculty and staff who have a legitimate business or academic case for using TikTok or other prohibited applications can request an exception.

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

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

Responsible Division/Office: Information Technology Services  
Responsible Officer: VP for Finance and Business Operations  
Revision History: August 1999; November 2010; December 2012;  
March 2016; June 2021; [March 2023](#)  
Board Committee: Finance and Facilities  
**Effective Date:** ~~June 3, 2021~~ [March 2, 2023](#)  
Next Review: ~~2026~~ [2028](#)

---

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

- (4) Technology resources provided by the university are the property of the university. University-owned technology is not intended to supersede the need for technology purchases for personal purposes.
  - (5) As the university is a public entity, information in an electronic form may also be subject to disclosure under the Ohio public records act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).
  - (6) Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.
- (D) User requirements. All users of the university-owned technology resources (computing, digital recordings, networking and data), regardless of affiliation with the university, must:
- (1) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
  - (2) Protect the confidentiality, integrity and availability of technology resources.
  - (3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
  - (4) Comply with all applicable policies at Youngstown state university ([YYSU](#)).
  - (5) Respect the right of other technology users to be free from harassment or intimidation.
  - (6) Respect copyrights, intellectual property rights, and ownership of files and passwords.
  - (7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
  - (8) Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those

resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.

- (9) Limit personal use of university technology resources so that such use does not interfere with one's responsibilities to the university.
  - (10) Not attempt to circumvent information technology security systems or the university "IT Security Manual."
  - (11) Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the university.
  - (12) Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the university.
  - (13) Not state or imply that they speak on behalf of the university without authorization to do so and not use university trademarks and logos without authorization to do so.
- (E) User responsibilities.
- (1) By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to adhere to the university "IT Security Manual."
  - (2) Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.
  - (3) Users are responsible for any activity performed on university-owned technology devices assigned to them except when the device is compromised by actions beyond the user's control.
  - (4) There is no expectation of personal privacy when using university resources. See paragraph (F) of this rule.
  - (5) Potential violations regarding use of technology resources should be reported to the appropriate information technology services

manager(s) or information security officer.

- (6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
  - (7) Users are responsible for maintaining data in compliance with the university records retention plan.
  - (8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See university policy 3356-4-13, "Sensitive information/information security"; rule 3356-4-13 of the Administrative Code.)
  - (9) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.
- (F) No expectation of privacy.
- (1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.
  - (2) When authorized by the office of the general counsel, the university may also specifically monitor the activity and accounts of individual end-users of university technology resources,



including login sessions, file systems, and communications.

- (3) When authorized by the appropriate university administrator (president, vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned personnel for university business and the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.
- (4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
- (5) Personal computing devices:
  - (a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.
  - (b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).
  - (c) Personal computing devices must comply with university "IT Security Manual" when using the campus wireless network or other provided university technology resource.
  - (d) Personal computing devices used to conduct university business are subject to public records requests.
  - (e) Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the university's wired or wireless network.

- (G) Email. Email is an official means for communication at the university. Students, faculty, and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.
- (H) Security. The university employs various measures (i.e., the university's "IT Security Manual") to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.

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

- (I) Additional policy ramifications. Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resources and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.
- (J) Examples of unacceptable use:
- (1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.
    - (a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.
    - (b) Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.

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

software products that are not appropriately licensed is prohibited.

- (j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- (k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.
- (l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.
- (m) Attempting to log onto another user's account (secured or otherwise) is prohibited.
- (n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
- (o) Personal use beyond limited responsible use is prohibited.
- (p) Digital recordings of any sensitive nature, such as manager-employee personnel discussions/interactions or any discussions that email sensitive or protected data (i.e., FERPA, HIPAA, etc.), as well as recording of any meeting or conversation without full disclosure that the interaction is being recorded. All recordings become subject to the public records law of Ohio, university policy 3356-9-07, "Public records" and 3356-9-09, "Records management" (rules 3356-9-07 and 3356-9-09 of the Administrative Code).
- (q) Use of TikTok, or any other social media application that

freely harvests device and/or network data, is prohibited on YSU-owned devices.

- ~~(2) Exemptions. Individual university staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the university "IT Security Manual") in the course of performing legitimate job responsibilities.~~
- ~~(3) Passwords. Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder. Passwords may be changed at the request of the area supervisor and approved by the supervisor's vice president or the president.~~
- ~~(4)~~(2) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing university-owned resources.

(K) Enforcement.

- (1) The office of the chief information officer (CIO) may suspend and/or restrict either an individual's or a device's access to the university network resource if:
  - (a) It is deemed necessary to maintain the security or functionality of the network resource.
  - (b) It is deemed necessary to protect the university from potential liability.
  - (c) The account, system, or device is believed to have been either compromised or is in violation of this policy.
- (2) The office of the CIO must immediately report the enforcement action and the justification for the action to the vice president of student affairs, vice president for finance and administration, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.

(L) Exceptions.

- (1) The chief information officer, or designee, may approve exceptions to this policy on a case-by-case basis (with written authorization according to the university “IT Security Manual”).
- (2) Faculty and staff who have a legitimate business or academic case for using TikTok or other prohibited applications can request an exception.
  - (a) Approved exceptions require a departmental purchase of a dedicated YSU-owned device that does not comingle university data.



**RESOLUTION TO APPROVE  
AN INCREASE TO THE INTERNATIONAL APPLICATION FEE**

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

**WHEREAS**, Ohio law also provides that each Board may establish special purpose fees, service and housing charges, fines and penalties and that a tuition surcharge shall be paid by all students who are not residents of Ohio; and

**WHEREAS**, Ohio law provides that fees charged for instruction shall not be considered to be a price for service but shall be considered to be an integral part of the state government financing program in support of higher education opportunity for students;

**NOW, THEREFORE, BE IT RESOLVED**, that the Youngstown State University Board of Trustees does hereby approve an adjustment to the application fee for international applicants, as depicted on Exhibit A and made part hereof, effective retroactively on February 1, 2023.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-48**

**Exhibit A**

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Change</u>
International Application Fee	\$45.00	\$75.00	\$30.00





**RESOLUTION TO MODIFY  
CIVIC LEAVE WITH PAY, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE AND EXCLUDED CLASSIFIED  
STAFF POLICY, 3356-7-11**

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

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

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

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

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-49**

**3356-7-11 Civic leave with pay, excluded professional/administrative and excluded classified staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: October 1998; March 1999; March 2013;  
September 2018; March 2023  
Board Committee: University Affairs  
**Effective Date: March 2, 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 leave programs, it provides for and encourages preventive healthcare; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:
- (a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;
  - (b) Summoned for jury duty by any court of competent jurisdiction; or
  - (c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.

- (2) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.
  - (3) Employees who are appellants in any action before the state personnel board of review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.
- (C) Procedures.
- (1) Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
  - (2) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
  - (3) Employees covered by collective bargaining should refer to their respective agreement.

**3356-7-11 Civic leave with pay, excluded professional/administrative and excluded classified staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: October 1998; March 1999; March 2013;  
September 2018; [March 2023](#)  
Board Committee: University Affairs  
**Effective Date:** ~~September 6, 2018~~ [March 2, 2023](#)  
Next Review: ~~2023~~ [2028](#)

---

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive healthcare; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:
- (a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;
  - (b) Summoned for jury duty by any court of competent jurisdiction; or
  - (c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.

- (2) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.
  - (3) Employees who are appellants in any action before the state personnel board of review (“SPBR”) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.
- (C) Procedures.
- (1) Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
  - (2) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
  - (3) Employees covered by collective bargaining should refer to their respective agreement.



**RESOLUTION TO MODIFY  
UNSCHEDULED LEAVE POLICY, 3356-7-16**

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

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

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

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

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-50**

**3356-7-16      Unscheduled leave policy.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: March 1999; January 2012; December 2018;  
March 2023  
Board Committee: University Affairs  
**Effective Date: March 2, 2023**  
Next Review: 2028

---

- (A) Policy statement. As a comprehensive university with a resident student community, Youngstown state university (university) must maintain certain essential functions and services regardless of whether the university, or a portion of the university, has been closed due to inclement weather or other extraordinary circumstances. When unscheduled leave is in effect, nonessential employees may elect to work or take accrued leave or leave without pay. Under unscheduled leave, employees are not required to provide usual advance notice when they have determined travel to or remaining on campus may reasonably jeopardize their safety.
- (B) Purpose. To provide consistent guidelines and procedures for employees and students to follow when an emergency situation necessitates the declaration of unscheduled leave.
- (C) Scope. This policy applies to all employees, including student employees and students of the university, with the exception of employees deemed to be essential employees.
- (D) Definitions.
  - (1) “Unscheduled leave” - accrued leave that nonessential university employees may take in the event of extreme weather or similar emergency circumstances which prevents them from reporting to or continuing work as usual. Sick leave cannot be utilized for unscheduled leave unless the absence meets the university criteria for use of sick leave.
  - (2) “Essential function or service” - a function or service designated as indispensable to the continued and safe operation of the university.

Essential functions and services include but are not limited to snow removal, public safety, telecommunications, environmental, student residence, and food services. Essential functions and services may vary depending on circumstances.

- (3) “Essential employee” - an employee whose presence is required regardless of the existence of an emergency and whose absence from duty could endanger the safety and/or well-being of the campus population and/or physical plant.

(E) Parameters.

- (1) The use of unscheduled leave is only available when the president, or his/her designee, has invoked the unscheduled leave policy.
- (2) Supervisors will specifically notify essential personnel when they are required to report for work during a period of unscheduled leave. Notification requiring an employee to report to work is based on the specific emergency circumstances and the function or service designated as essential under these emergency circumstances.
- (3) Individuals utilizing unscheduled leave do not need to request and have leave preapproved; however, they are responsible for notifying their supervisor, or in the case of students, their instructor, when they intend to take leave or be absent from class.
- (4) The type of leave taken must be consistent with other university policies and/or bargaining unit agreements. Employees may not use sick leave for an unscheduled leave absence unless the absence meets the criteria established for sick leave by their bargaining unit agreement or other board of trustees’ policy.
- (5) Leave without pay may only be utilized if the employee has no other appropriate leave time available.
- (6) This policy may be invoked for the entire campus, only certain buildings or areas of campus, for an entire day(s) or portion of a day(s).



- (7) This policy may be invoked when the university is operating in “classes cancelled” status.
- (F) Procedures.
- (1) The president, or his/her designee, has the authority to invoke this policy. The decision to invoke this policy will be communicated to the campus community via normal electronic media.
  - (2) Supervisors will establish reasonable procedures for nonessential employees to follow to notify their departments if unscheduled leave is taken.
  - (3) All leave taken must be reported and approved on either the bi-weekly time sheet or the semi-monthly leave report as applicable.
  - (4) Faculty members seeking to cancel classes during declared unscheduled leave must follow their department procedures.
- (G) Policy violation. Employees who fail to adhere to the requirements of this policy without sufficient justification, will be subject to appropriate disciplinary action.
- (H) Students. Students should consult course syllabi and the university’s [e-bulletin](#) for procedures regarding absence from class.

### 3356-7-16      **Unscheduled leave policy.**

Responsible Division/Office:    Human Resources  
Responsible Officer:            VP for Legal Affairs and Human Resources  
Revision History:                March 1999; January 2012; December 2018;  
March 2023  
Board Committee:                University Affairs  
**Effective Date:**                ~~December 6, 2018~~ March 2, 2023  
Next Review:                      ~~2023~~ 2028

---

- (A)    Policy statement. As a comprehensive university with a resident student community, Youngstown state university (“university”) must maintain certain essential functions and services regardless of whether the university, or a portion of the university, has been closed due to inclement weather or other extraordinary circumstances. When unscheduled leave is in effect, nonessential employees may elect to work or take accrued leave or leave without pay. Under unscheduled leave, employees are not required to provide usual advance notice when they have determined travel to or remaining on campus may reasonably jeopardize their safety.
- (B)    Purpose. To provide consistent guidelines and procedures for employees and students to follow when an emergency situation necessitates the declaration of unscheduled leave.
- (C)    Scope. This policy applies to all employees, including student employees and students of the university, with the exception of employees deemed to be essential employees.
- (D)    Definitions.
- (1)    “Unscheduled leave.” - ~~Leave~~ accrued leave that nonessential university employees may take in the event of extreme weather or similar emergency circumstances which prevents them from reporting to or continuing work as usual. Sick leave cannot be utilized for unscheduled leave unless the absence meets the university criteria for use of sick leave.
- (2)    “Essential function or service.” - ~~A~~ a function or service designated as indispensable to the continued and safe operation of

the university. Essential functions and services include but are not limited to snow removal, public safety, telecommunications, environmental, student residence, and food services. Essential functions and services may vary depending on circumstances.

- (3) “Essential employee.” ~~“An”~~ - an employee whose presence is required regardless of the existence of an emergency and whose absence from duty could endanger the safety and/or well-being of the campus population and/or physical plant.

(E) Parameters.

- (1) The use of unscheduled leave is only available when the president, or his/her designee, has invoked the unscheduled leave policy.
- (2) ~~Essential personnel are required to report for work when unscheduled leave is declared, unless they are specifically notified not to report by their supervisor.~~ Supervisors will specifically notify essential personnel when they are required to report for work during a period of unscheduled leave. Notification requiring an employee to report to work is based on the specific emergency circumstances and the function or service designated as essential under these emergency circumstances.
- (3) Individuals utilizing unscheduled leave do not need to request and have leave preapproved; however, they are responsible for notifying their supervisor, or in the case of students, their instructor, when they intend to take leave or be absent from class.
- (4) The type of leave taken must be consistent with other university policies and/or bargaining unit agreements. Employees may not use sick leave for an unscheduled leave absence unless the absence meets the criteria established for sick leave by their bargaining unit agreement or other board of trustees’ policy.
- (5) Leave without pay may only be utilized if the employee has no other appropriate leave time available.
- (6) This policy may be invoked for the entire campus, only certain buildings or areas of campus, for an entire day(s) or portion of a day(s).

- (7) This policy may be invoked when the university is operating in “classes cancelled” status.
- (F) Procedures.
- (1) The president, or his/her designee, has the authority to invoke this policy. The decision to invoke this policy will be communicated to the campus community via normal electronic media.
  - (2) Supervisors will establish reasonable procedures for nonessential employees to follow to notify their departments if unscheduled leave is taken.
  - (3) All leave taken must be reported and approved on either the bi-weekly time sheet or the semi-monthly leave report as applicable.
  - (4) Faculty members seeking to cancel classes during declared unscheduled leave must follow their department procedures.
- (G) Policy violation. Employees who fail to adhere to the requirements of this policy without sufficient justification, will be subject to appropriate disciplinary action.
- (H) Students. Students should consult course syllabi and the university’s [e-bulletin](#) for procedures regarding absence from class.



**RESOLUTION TO MODIFY  
PRESIDENT’S LEADERSHIP MERIT AWARDS POLICY, 3356-7-28**

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

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

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

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

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-51**

**3356-7-28 President's leadership merit awards.**

Responsible Division/Office: Office of the President  
Responsible Officer: President and AVP for University Relations  
Revision History: December 1998; October 2010; March 2018;  
March 2023  
Board Committee: University Affairs  
**Effective Date: March 2, 2023**  
Next Review: 2028

---

- (A) Policy statement. Youngstown state university (university), through its president, recognizes executive and administrative officers that have made distinctive contributions to the university's mission and ideals beyond the regular performance of duties and responsibilities.
- (B) Scope. This policy applies to executive and administrative level officers of the university as defined in rules 3356-9-01 and 3356-9-02 of the Administrative Code (university policies 3356-9-01, "Selection and evaluation of executive level officers of the university" and 3356-9-02, "Selection and annual evaluation of administrative officers of the university," respectively). This policy excludes the president of the university, who is ineligible to receive the presidential award.
- (C) Parameters.
- (1) In order to be eligible, an executive or administrative officer must be a current full-time employee who has worked at the university for at least two consecutive years, not including temporary employment.
  - (2) Prior winners may not be considered for the award more than every five years.
  - (3) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
    - (a) Service
    - (b) Innovation

- (c) Teamwork/collaboration
  - (d) Leadership
  - (e) Student success
- (4) Leadership merit award(s) for outstanding service and commitment to the university is typically announced during the regular June meeting of the board of trustees but may be announced at any other regular board of trustees meeting.
- (5) The leadership award allows the president to utilize an annual stipend of up to three thousand dollars to recognize executive and administrative officers.
- (D) Procedure.
- (1) The president shall receive nomination(s) of executive or administrative level officer(s) for this award from the divisional vice presidents. After review of the nominations, the president may then select which nominee(s) will receive this award.
  - (2) Prior to making the award, the president will provide the names of the recipient(s) to the board of trustees.

**3356-7-28 President's leadership merit awards.**

Responsible Division/Office: Office of the President  
Responsible Officer: President and AVP for University Relations  
Revision History: December 1998; October 2010; March 2018;  
March 2023  
Board Committee: University Affairs  
**Effective Date:** ~~March 15, 2018~~ March 2, 2023  
Next Review: ~~2023~~ 2028

---

- (A) Policy statement. Youngstown state university (“~~university~~”), through its president, recognizes executive and administrative officers that have made distinctive contributions to the university’s mission and ideals beyond the regular performance of duties and responsibilities.
- (B) Scope. This policy applies to executive and administrative level officers of the university as defined in rules 3356-9-01 and 3356-9-02 of the Administrative Code (~~corresponding~~ university policies 3356-9-01, “Selection and evaluation of executive level officers of the university” and 3356-9-02, “Selection and annual evaluation of administrative officers of the university,” respectively). This policy excludes the president of the university, who is ineligible to receive the presidential award.
- (C) Parameters.
- (1) In order to be eligible, an executive or administrative officer must be a current full-time employee who has worked at the university for at least two consecutive years, not including temporary employment.
  - (2) Prior winners may not be considered for the award more than every five years.
  - (3) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
    - (a) Service
    - (b) Innovation



- (c) Teamwork/collaboration
  - (d) Leadership
  - (e) Student success
- (4) Leadership merit award(s) for outstanding service and commitment to the university is typically announced during the regular June meeting of the board of trustees but may be announced at any other regular board of ~~trustee's~~ trustees meeting.
- (5) The leadership award allows the president to utilize an annual stipend of up to three thousand dollars to recognize executive and administrative officers.
- (D) Procedure.
- (1) The president ~~may select an~~ shall receive nomination(s) of executive or administrative level officer(s) ~~of for this award from~~ the ~~university to~~ divisional vice presidents. After review of the nominations, the president may then select which nominee(s) will receive this award.
  - (2) Prior to making the award, the president will provide the names of the recipient(s) to the board of trustees.



**RESOLUTION TO MODIFY  
EMPLOYEE HEALTH INSURANCE PROGRAMS POLICY, 3356-7-22**

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

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

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

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

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-52**

**3356-7-22 Employee health insurance programs.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: March 1998; December 2011; June 2015;  
December 2016; March 2018; March 2023  
Board Committee: University Affairs  
**Effective Date: March 2, 2023**  
Next Review: 2028

---

- (A) Policy statement. The board of trustees authorizes all of the university's employee health care insurance programs. This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the university.
- (B) Health care advisory committee. A health care advisory committee (HCAC) with representation from all bargaining units and non-bargaining employees from each of the university divisions is established in accordance with the HCAC September 2011 policy and guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost-controlling measures.
- (C) Plan design and benefit levels.
  - (1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.
  - (2) Eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage as identified in the [Employee Benefits](#) section of the office of human resources website.
- (D) Premium sharing.
  - (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to

contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.

- (2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:
  - (a) Employees will contribute, via payroll deduction, an aggregate percent of the funding level as recommended by the office of human resources or negotiated through collective bargaining and approved by the board of trustees. Annual funding level percentages will be identified for the new plan year.
  - (3) Payments shall be deducted in equal amounts from each eligible participant's paychecks.
- (E) Working spouse/coordination of benefits.
  - (1) Working spouses of university employees who have access to group medical and/or prescription coverage which is sponsored, maintained and/or provided by the spouse's current employer, former employer (if retirees), or business for self-employed individuals other than sole proprietors, collectively or individually, (referred to as employer coverage), are required to enroll for primary coverage at least at the single coverage level unless he/she is entitled to medicare as of January 1, 2015. These spouses are only permitted to have secondary access to university group medical and/or prescription drug plan (referred to as university coverage). The use of the word spouse in this policy refers to a legal spouse.

For purposes of this section, in instances where the spouse's employer makes no monetary contribution for employer coverage, such plans will not be considered to be employer coverage. This is intended to apply to situations in which the spouse is a current employee in a business but not to situations in which the spouse is a business owner, including partner of a company and/or firm, is a self-employed individual (other than a sole proprietor) in a business, or a retiree in a group medical and/or prescription drug insurance plan.

- (2) The requirement of paragraph (E)(1) of this rule does not apply to any spouse who works less than twenty-five hours per week and is required to pay more than fifty percent of the single premium rate or five hundred dollars per month, whichever is greater, in order to participate in employer coverage.
  - (3) An employee's spouse who fails to enroll in their employer coverage, as outlined above, will remain on the university coverage for secondary coverage.
  - (4) In the event the spouse is a medicare beneficiary and medicare is secondary to the university coverage and medicare is primary to the spouse's employer coverage, the university coverage will be the primary coverage. Sections 3902.11 to 3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.
- (F) Upon becoming eligible, the employee's spouse must enroll in employer coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll, whose spouse participates in the university's group medical and/or prescription drug insurance coverage, shall, upon request, complete and submit to the plan a written certification verifying whether his/her spouse is eligible for and enrolled in employer coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will be removed from university coverage. Any information not completed or provided on the certification form may be requested from the employee.
- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer or designee, of a change in the eligibility of the employee's spouse for employer coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of university coverage to which the employee's spouse is not entitled, the employee's spouse will be disenrolled from university coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the university coverage.

The administrator shall provide at least thirty days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable university coverage for reimbursement of benefits and expenses, including attorney's fees and costs incurred by the university coverage as a result of the false information or failure. Additionally, if the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.

- (I) The details of the working spouse limitations and coordination of benefits requirements are available on the office of human resources website at [Employee Benefits](#).
- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses are employed by the university have the option either to be treated as only one employee, employee plus one or family coverage, or to select individual coverage and for each to pay the single salary share for premium.
- (K) If one spouse works for the university and the other does not, the children may remain on the university insurance. If both spouses work for the university and choose employee plus one or family coverage, the spouses will determine which employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.

**3356-7-22 Employee health insurance programs.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: March 1998; December 2011; June 2015;  
December 2016; March 2018; [March 2023](#)  
Board Committee: University Affairs  
**Effective Date:** ~~March 15, 2018~~ [March 2, 2023](#)  
Next Review: ~~2023~~ [2028](#)

---

- (A) Policy statement. The board of trustees authorizes all of the university's employee health care insurance programs. This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the university.
- (B) Health care advisory committee. A health care advisory committee (~~"HCAC"~~) with representation from all bargaining units and non-bargaining employees from each of the university divisions is established in accordance with the HCAC September 2011 policy and guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost-controlling measures.
- (C) Plan design and benefit levels.
- (1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.
- (2) Eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage as identified in the ~~"Benefits" section on~~ [Employee Benefits section of](#) the office of human resources website.
- (D) Premium sharing.
- (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to

contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.

- (2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:
- (a) Employees will contribute, via payroll deduction, an aggregate ~~of fifteen per cent~~ percent of the funding level. ~~Funding rates will be established for three tiers: the employee only, employee plus one dependent, and family (employee plus two or more dependents) contracts. A flat percentage of salary that is required for funding level to be reached will be identified each July first as recommended by the office of human resources or negotiated through collective bargaining and approved by the board of trustees. Annual funding level percentages will be identified for the new plan year.~~
- (b) ~~Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the funding rates effective July 1, 2017 through June 30, 2018:~~
- (i) ~~Minimum of ten per cent, and~~
- (ii) ~~Maximum of twenty per cent.~~
- (c) ~~Effective July 1, 2018 and thereafter, employees will contribute via pay deduction fifteen per cent of the cost of the employee only, employee plus one dependent, and family (employee plus two or more dependents) of the full premium for fully insured components, or for self-insured components, the established fully insured equivalent rate.~~
- (3) Payments shall be deducted in equal amounts from each eligible participant's ~~semimonthly~~ paychecks.



## (E) Working spouse/coordination of benefits.

- (1) ~~As a condition of eligibility for coverage under the university's group medical and/or prescription drug plan (referred to as "university coverage"), if an employee's spouse is eligible for~~ Working spouses of university employees who have access to group medical and/or prescription coverage which is sponsored, maintained and/or provided by the spouse's current employer, former employer (if retirees), or business for self-employed individuals other than sole proprietors, collectively or individually, (referred to as "employer coverage"), ~~the spouse must be required to~~ enroll for primary coverage at least at the single coverage in ~~his/her employer coverage level~~ unless he/she is entitled to medicare as of January 1, 2015. These spouses are only permitted to have secondary access to university group medical and/or prescription drug plan (referred to as university coverage). The use of the word "spouse" in this policy refers to a legal spouse.

For purposes of this section, in instances where the spouse's employer makes no monetary contribution for employer coverage, such plans will not be considered to be employer coverage. This is intended to apply to situations in which the spouse is a current employee in a business but not to situations in which the spouse is a business owner, including partner of a company and/or firm, is a self-employed individual (other than a sole proprietor) in a business, or a retiree in a group medical and/or prescription drug insurance plan.

- (2) The requirement of paragraph (E)(1) of this rule does not apply to any spouse who works less than twenty-five hours per week and is required to pay more than fifty ~~per cent~~ percent of the single premium ~~fundng~~ rate or five hundred dollars per month, whichever is greater, in order to participate in employer coverage.
- (3) An employee's spouse who fails to enroll in their employer coverage, as outlined above, ~~shall be ineligible for~~ will remain on the university coverage for secondary coverage.
- (4) ~~Upon the spouse's enrollment in employer coverage, that coverage will become the primary plan and the university coverage will become the secondary plan, according to the primary plan's~~

~~coordination of benefits and participation rules. Notwithstanding the foregoing, in~~ In the event the spouse is a medicare beneficiary and medicare is secondary to the university coverage and medicare is primary to the spouse's employer coverage, the university coverage will be the primary coverage. Sections 3902.11 to 3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.

- (F) Upon becoming eligible, the employee's spouse must enroll in employer coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll, whose spouse participates in the university's group medical and/or prescription drug insurance coverage, shall, upon request, complete and submit to the plan a written certification verifying whether his/her spouse is eligible for and enrolled in employer coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will be removed ~~immediately~~ from university coverage. Any information not completed or provided on the certification form may be requested from the employee.
- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer or designee, of a change in the eligibility of the employee's spouse for employer coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of university coverage to which the employee's spouse is not entitled, the employee's spouse will be disenrolled from university coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the university coverage.

The administrator shall provide at least thirty days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable university coverage for reimbursement of benefits and expenses, including attorney's fees and costs incurred by the university coverage as a result of the false information or failure. Additionally, if the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.

- (I) The details of the working spouse limitations and coordination of benefits requirements are available ~~upon request from the human resource office~~ on the office of human resources website at Employee Benefits.
- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses are employed by the -university have the option either to be treated as only one employee, employee plus one or family coverage, or to select individual coverage and for each to pay the single salary share for premium.
- (K) If one spouse works for the university and the other does not, the children may remain on the university insurance. If both spouses work for the university and choose employee plus one or family coverage, the ~~higher paid~~ spouses will determine which employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.



**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

**WHEREAS**, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the December 9, 2022, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2022-2023 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-05, Faculty Rank and Tenure for Designated Administrators; 3356-9-02, Selection, Appointment, and Annual Evaluation of Administrative Officers; 3356-7-42, Selection, Appointment, and Evaluation of Professional/Administrative Staff; 3356-7-43, Externally Funded University Positions; and 3356-7-36, Hiring and Selection Process, Evaluation and Compensation for Intercollegiate Athletic Coaches;

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

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-53**



## **SUMMARY OF PERSONNEL ACTIONS**

### **Faculty**

**10/16/2022 through 1/15/2023**

#### **Separations – 6**

- Tenured Faculty – 2
- Term Faculty – 4

#### **Appointments – 2**

- Term Faculty – 2

#### **Position Adjustments – 2**

- Tenure Track Faculty – 1
- Tenured Faculty – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**FACULTY**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT/ PROGRAM</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
Cali, Sabrina	Faculty - Term	Lecturer	Kinesiology and Sport Science	12/19/2022	1.00	\$ 42,734.00	Resignation
Goldberg, Randall	Faculty - Tenured	Associate Professor	Dana School of Music	12/31/2022	1.00	\$ 73,252.10	Resignation
Hu, Ou	Faculty - Tenured	Professor	Economics	12/31/2022	1.00	\$ 92,055.71	Resignation
Ramadan, Saleem	Faculty - Term	Lecturer	Mechanical Engineering	1/6/2023	1.00	\$ 58,140.00	Resignation
Tavoni, Stephen	Faculty - Term	Lecturer	Biology	12/31/2022	1.00	\$ 51,000.00	Resignation
Yancer, Sean	Faculty - Term	Lecturer	Dana School of Music	1/6/2023	1.00	\$ 44,460.45	Resignation

**YOUNGSTOWN STATE UNIVERSITY**  
**FACULTY**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT/PROGRAM</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
<b>Term Appointments</b>						
Forbes, Joanna	Faculty - Term	Lecturer	Management	1/1/2023	1.00	\$ 44,000.00
Reed, Andrae	Faculty - Term	Lecturer	Computer Science & Information Systems	1/2/2023	1.00	\$ 59,000.00

**YOUNGSTOWN STATE UNIVERSITY**  
**FACULTY**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/OLD POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Peck, Teresa	Faculty - Tenure Track / Faculty - Term	Assistant Professor / Senior Lecturer	Nursing	1/1/2023	1.00	\$ 60,000.00	\$ 57,053.52
Reale, Steven	Faculty - Tenured	Professor	Dana School of Music	8/22/2022	1.00	\$ 86,369.49	\$ 83,695.58



## **SUMMARY OF PERSONNEL ACTIONS**

### **Professional Administrative - (Excluding Athletics)**

**10/16/2022 through 1/15/2023**

#### **Separations – 11**

- Professional Administrative Staff – 7
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 2

#### **Appointments – 9**

##### **New Positions – 2** *(Notated with an asterisk \*)*

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 1

##### **Replacement Positions – 7**

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 1

#### **Reclassifications/Position Adjustments – 5**

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

#### **Promotions – 7**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 5

#### **Salary Adjustments – 6**

- Professional Administrative – 3
- Professional Administrative Excluded – 3

#### **Transfers – 1**

- Professional Administrative Staff – 1

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
Campbell, Emily	APAS	Academic Advisor 1	Dean - STEM	12/27/2022	1.00	\$38,760.00	Resigned
Haskins, Jacob	APAS	Case Manager	Student Success	11/25/2022	1.00	\$44,517.90	Resigned
Kline, Bryan	APAS	Success Coordinator	First Year Student Services	11/18/2022	1.00	\$43,000.00	Resigned
Lorenzi, Danielle	APAS	Coordinator Admissions Recruit	Dean Cliffe College of Creative Arts	11/10/2022	1.00	\$55,482.77	Resigned
McMaster, Shannon	APAS	Coordinator	Study Abroad	11/12/2022	0.50	\$21,420.00	Resigned
Russo, Carmen	APAS	Senior Counselor PSC	Registration & Records	10/21/2022	1.00	\$39,438.02	Resigned
Sak, Domonique	APAS	Coordinator Comp Sports Camps	Club Sports	12/30/2022	1.00	\$44,496.31	Resigned
Hrishenko, Michael	Excluded	Director	IT Customer Services	1/2/2023	1.00	\$117,860.85	Retirement
Page, Leslie	Excluded	Temporary Success Coordinator	First Year Student Services	1/13/2023	0.63	\$31,000.00	Temporary Appointment Ended
McDavid, Todd	Externally Funded	Regional Admissions Officer	Student Enroll & Business Services	12/15/2022	1.00	\$39,995.71	Retirement
Price, Alisha	Externally Funded	Site Coordinator	Ctr for Human Services Dev	12/16/2022	0.80	\$36,695.84	Resigned

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Henline, Emily	APAS	Academic Advisor 1	Dean - WCBA	1/3/2023	1.00	\$ 38,500.00
McCurry, Rebecca	APAS	Counselor Penguin Service Center	Registration & Records	11/16/2022	1.00	\$ 37,000.00
Merrill, Katherine	APAS	Coordinator Community Engagement and Events	Performing Arts Series	1/1/2023	1.00	\$ 60,000.00
Mims, Donquail	APAS	Coordinator Transition and Mentoring Programs	Diversity and Inclusion	12/19/2022	1.00	\$ 40,000.00
Missik, Lauren	APAS	Coordinator Community Standards and Student Conduct	Dean of Students	1/3/2023	1.00	\$ 45,000.00
Tharp, Andrea*	APAS	Assistant Director Community Engagement	Honors College	11/16/2022	0.50	\$ 22,881.00
Carter, Shane	Excluded	Temporary Associate Director International Programs	Study Abroad	1/3/2023	0.80	\$ 56,000.00
Mosca, Joseph*	Excluded	Intermittent Recruitment and Retention Advisor	Dean Bitonte College Health & Human Services	11/16/2022	0.50	\$ 24,000.00
O'Donnell, Skyler	Externally Funded	Site Coordinator	Center for Human Services Development	11/16/2022	0.80	\$ 32,000.00
<b>* New Positions</b>						

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE/ OLD FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Bibler, Cheri	APAS	Senior Business Systems Administrator/ Business Systems Administrator	IT Data Analytics / IT Application Services	1/1/2023	1.00	\$ 77,725.25	\$ 74,023.95
Kroliski, Joel	APAS	Senior Business Systems Administrator/ Business Systems Administrator	IT Data Analytics / IT Application Services	1/1/2023	1.00	\$ 68,509.50	\$ 63,281.37
Geilhard, Ryan	Excluded	Director / Director	IT Customer Services / IT Infrastructure Services	1/1/2023	1.00	\$ 125,724.94	\$ 119,738.04
Hartup, Mollie	Excluded	Director / Associate Director	Honors College	11/16/2022	1.00	\$ 66,195.19	\$ 58,579.81
Rager, Lexi	Excluded / APAS	Associate Director / Assistant Director	Honors College	7/1/2022	1.00	\$ 48,363.00	\$ 43,786.98

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/OLD EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Mouse, David	APAS / ACE	Software Integration Engineer / Software Integration Analyst 2	IT Application Services	12/1/2022	1.00	\$ 69,248.40	\$ 60,216.00
Richard, LaTieya	APAS	Senior Technology Trainer / Technology Trainer	IT Training Services	1/1/2023	1.00	\$ 52,800.00	\$ 48,960.00
Greene, Barbara	Excluded	Director / Interim Director	Procurement Services	11/16/2022	1.00	\$ 84,500.00	\$ 80,600.40
Markowitz, Ronald	Excluded / APAS	Associate Director Operations & Events / Coordinator Adv. Rec.	Kilcawley Center / Andrews Student Recr. & Wellness Center	10/16/2022	1.00	\$ 57,000.00	\$ 46,454.31
Maurice, Aaron	Excluded / Classified / Excluded	Classification and Compensation Administrator / Human Resources Generalist	Human Resources	12/1/2022	1.00	\$ 50,000.00	\$ 39,769.60
Miller, Megan	Excluded / APAS	Assistant Registrar / Senior Counselor Penguin Service Center	Registration & Records	12/1/2022	1.00	\$ 60,000.00	\$ 38,250.00
Wells, Tasha	Excluded	Director Data Analytics / Associate Director	IT Data Analytics / IT Customer Services	1/1/2023	1.00	\$ 105,000.00	\$ 87,120.50

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Gary, Sarah	APAS	Coordinator Ctr. Career Mgmt.	Dean - WCBA	11/15/2022	0.50	\$ 18,966.90	0.75	\$ 28,450.35
Krasinski, Steven	APAS	Systems Engineer	IT Infrastructure Services	12/1/2022	1.00	\$ 75,457.76	1.00	\$ 74,957.76
Miller, Carrie	APAS	Success Coordinator	First Year Student Services	1/1/2023	1.00	\$ 43,500.00	1.00	\$ 43,000.00
Hoffman, Patrick	Excluded	Director	Financial Aid and Scholarships	12/1/2022	1.00	\$ 87,000.00	1.00	\$ 82,824.00
Smith, Jessica	Excluded	Manager Scholarships Special Programs	Financial Aid and Scholarships	12/16/2022	1.00	\$ 54,220.62	1.00	\$ 51,638.69
Thomas, Jennifer	Excluded	Manager Verification and Special Programs	Financial Aid and Scholarships	12/16/2022	1.00	\$ 55,068.45	1.00	\$ 52,446.14

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>SALARY</b>
Gran, Zackary	APAS	Senior Financial Analyst / Coordinator, Grants Accounting	Financial Aid and Scholarships / Controller's Office	11/1/2022	1.00	\$ 48,141.45



## **SUMMARY OF PERSONNEL ACTIONS**

### **Athletics Employees**

**10/16/2022 through 1/15/2023**

#### **Separations – 2**

- Professional Administrative Excluded – 2

#### **Appointments – 0**

#### **Salary Adjustments – 1**

- Professional Administrative Externally Funded – 1

#### **Reclassification - 2**

- Professional Administrative Excluded – 2

#### **Multi-Year Appointments – 3**

- Professional Administrative Excluded – 3



**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>	<b>TYPE OF SEPARATION</b>
Binns, Armon	Excluded	Assistant Coach	Football	1/6/2023	1.00	\$ 58,140.00	Resignation
Love, Richard	Excluded	Associate Director	Athletic Ticket Office	12/19/2022	1.00	\$ 76,237.08	Resignation

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Spencer, Jaysen	Externally Funded	Director	Athletic Administration	1/1/2023	1.00	\$ 50,000.00	1.00	\$ 46,588.50

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>FTE</b>	<b>PREVIOUS SALARY</b>
Lesko, Jennifer	Excluded	Assistant Athletics Director Sports Medicine/ Assistant Athletic Trainer	Training Room	10/16/2022	1.00	\$ 62,000.00	1.00	\$ 53,230.17
Morella, Thomas	Excluded	Associate Athletics Director Development / Associate Athletics Director	Ticket Office	1/1/2023	1.00	\$ 71,991.03	1.00	\$ 68,562.89

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 10/16/2022 THROUGH 1/15/2023**  
**MULTI-YEAR APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Barnes, John	Excluded	Head Coach, Women's Basketball	Basketball - Women's	7/1/2022 - 4/30/2026	1.00	\$ 173,531.00	\$ 170,127.74
Calhoun, Jarrod	Excluded	Head Coach, Men's Basketball	Basketball - Men's	7/1/2022 -4/30/2026	1.00	\$ 213,848.00	\$ 209,654.34
Phillips, Doug	Excluded	Head Coach, Football	Football	1/5/2023 - 12/31/2026	1.00	\$ 300,000.00	\$ 263,534.58



**RESOLUTION BY THE BOARD OF TRUSTEES TO NAME JAMES P. TRESSEL,  
PRESIDENT AND COACH EMERITUS**

**WHEREAS**, James P. Tressel has served Youngstown State University with distinction for 38 years;

**WHEREAS**, Mr. Tressel came to YSU in 1986 and, for over 15-years served as head football coach and six as executive director of Intercollegiate Athletics appeared in the playoffs 10 times and won four national championships;

**WHEREAS**, in 2001, Mr. Tressel became the head football coach at Ohio State University, where over 10 seasons he guided the Buckeyes to the 2002 National Championship, seven Big Ten Championships, and beat arch-rival Michigan nine out of 10 games;

**WHEREAS**, after leaving Ohio State, and transitioning into an administrative role, Mr. Tressel served as executive vice president of Student Success at the University of Akron, before his appointment as president of YSU in 2014;

**WHEREAS**, under President Tressel's leadership the institution participated in an eighteen-month process to evolve with Board of Trustees endorsement the Plan for Strategic Actions to Take Charge of Our Future, the foundational elements of which are student futures and life-long learning, academic distinction and discovery of knowledge, and collective impact with the community;

**WHEREAS**, under President Tressel's leadership, YSU's graduation rate increased significantly; supporters donated record amounts of money; the university scored high marks on its national accreditation report; the number of international students, honors students and student-athletes continued to grow; the university offered more online courses, more student scholarships and more student housing options; there evolved more business and industry partnerships; faculty and staff won a record-setting number of grants; and students continued to excel in national and international settings;

**WHEREAS**, his recognizing the needs of the region and State to grow and thrive necessitated an institutional focus on workforce education and innovation to contribute to the state of Ohio's needs for more of its population to have both post-secondary degrees and credentials;

**WHEREAS**, as President, he met regularly with student leadership and groups for input as well as regularly convening to mentor as well as seeking the points of view and perspectives of the Presidential Mentors, all of which served as a conduit for student input into decision-making priorities;

**WHEREAS**, as a coach, director of athletics, vice president, and president, he has presided or participated in countless graduations, supported the success of thousands of students, and continues to mentor many of those individuals throughout their careers;

**WHEREAS**, Mr. Tressel's mantra, *Macte Virtute*, a Latin term meaning "increase excellence", has guided YSU, students, faculty and community to great heights, and his consistent goals of ensuring that students graduate on time, with little to no debt and a job in hand has laid a foundation for the entire institution;

**WHEREAS**, and in consideration of the December 2, 2022 YSU Board of Trustees Resolution titled, "*For Significant and Distinctive Contributions: President and First Lady James P. and Ellen J. Tressel*".

**NOW THEREFORE BE IT RESOLVED**, the Youngstown State University Board of Trustees does hereby proclaim the designation of James P. Tressel as President and Coach Emeritus.

**Board of Trustees Meeting**  
**March 2, 2023**  
**YR 2023-54**



**RESOLUTION TO AUTHORIZE CONFERRAL OF HONORARY DEGREE  
ELLEN J. TRESSEL**

**WHEREAS**, Ellen J. Tressel is a native of Youngstown and a graduate of Youngstown State University with a bachelor's degree in Business Administration;

**WHEREAS**, Ms. Tressel worked at the Youngstown Welding and Engineering Co. as Director of Purchasing, later joining Jostens Printing and Publishing and then Butler Wick and Co., earning the role of Vice President of Trading;

**WHEREAS**, Ms. Tressel supported community fund-raising in the City of Akron and Summit County and served the Central Ohio community through board affiliation or via service for the James Cancer Hospital Foundation, Nationwide Children's Hospital, Center for Science and Industry, Ohio State University Library, Fore Hope, YWCA Family Center, Mid-Ohio Food Bank and the Ronald McDonald House;

**WHEREAS**, in recent years, Ms. Tressel has served on the boards of the Akron Children's Hospital Foundation, Home Savings and Loan (now Premier Financial Corp.), Friends of the Fellows of Riverside Gardens, Mahoning Valley Historical Society and Beatitude House Ministries, where she was co-chair of a capital campaign that raised more than \$3.7 million;

**WHEREAS**, Ms. Tressel is also a member of the YSU Foundation "We See Tomorrow Campaign" Committee that raised more than \$126 million for the university, for which Ellen and Jim Tressel pledged \$1 million to endow the Ellen and Jim Tressel Student Work Opportunity Endowment Fund;

**WHEREAS**, Ms. Tressel has also played a critical role in advancing YSU through her family, the Watsons, including financial support for the Watson and Tressel Training Site, the Watson and Tressel Reading Lounge in Kilcawley Center and the new Watson Team Center;

**WHEREAS**, Ms. Tressel provided steadfast support while her husband, James P. Tressel, served as president of YSU, contributing countless hours of time and energy dedicated to advancing and enhancing the success of the university;

**WHEREAS**, Youngstown State University and the Mahoning Valley region have benefited through Ms. Tressel's recognition that education and relevant support services can improve the lives of individuals and families that enhance community well-being and contribute to regional sustainable prosperity.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Business, honoris causa, upon Ellen J. Tressel, with all the rights and privileges attendant thereto;

**BE IT FURTHER RESOLVED**, that Ms. Tressel will be the commencement speaker for the Spring 2023 commencement.



**RESOLUTION OF APPRECIATION  
ELSA KHAN**

**WHEREAS**, Elsa Khan is a senior Biology/Pre-Med major in the BaccMed program at Youngstown State University;

**WHEREAS**, on June 4, 2021, Gov. Mike DeWine appointed Ms. Khan as a Student Trustee of the Youngstown State University Board of Trustees;

**WHEREAS**, during her term as Student Trustee, Ms. Khan served on the Academic Excellence and Student Success, Institutional Engagement, Finance and Facilities, Governance and University Affairs committees, as well as the Audit and Investment subcommittees of the Board;

**WHEREAS**, while serving as Student Trustee, Ms. Khan also maintained a rigorous academic, work and campus leadership regimen, including her work as Vice President for Student Life with the YSU Student Government Association, a student office assistant in the YSU Sokolov Honors College and active membership of the Muslim Student Association, STEM Leadership Society, Freshguins Leadership Program, Students for Sight, Biology Club, MALAINA Diversity and Inclusion Club, Diversity, Equity and Inclusion Student Board and the Multicultural Buddies Program;

**WHEREAS**, Ms. Khan has been a consistent member of the Dean's List and President's List throughout her time at YSU, and is the recipient of the Rebecca Banks Spirit Award for her work on the Student Government Association and the Hirsch-Satrum Leadership Award for her leadership in campus activities;

**WHEREAS**, as a Student Trustee, Ms. Khan served YSU, its faculty, staff and especially its students with distinction, bringing to the Board a thoughtful, articulate and respected perspective on student issues and concerns;

**WHEREAS**, trustees thank Ms. Khan for the leadership and perspective that she brought to the Board.

**NOW, THEREFORE, BE IT RESOLVED**, that the members of the Board of Trustees express their appreciation to Elsa Khan for her dedication and efforts to promote the welfare and best interests of the students, faculty and staff of Youngstown State University and the community which it serves;

**BE IT FURTHER RESOLVED** that a copy of this Resolution be furnished to Ms. Khan.

**Board of Trustees Meeting  
March 2, 2023  
YR 2023-56**