



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**Anita A. Hackstedde, Chair
Charles T. George, Vice Chair
All Trustees are Members**

**Tuesday, September 20, 2022
4:00 p.m. or immediately following
previous meeting**

**Board Room
Tod Hall**

AGENDA

- A. Disposition of Minutes for Meeting Held June 22, 2022**
- B. Old Business**
- C. Committee Items**
 - 1. University Affairs Consent Items***

- C.1.a. = Tab 1 a. Resolution to Modify Outside Consulting/Employment Services – Faculty Policy, 3356-7-18**
- C.1.b. = Tab 2 b. Resolution to Modify Outside Consulting Services/Employment by Full-Time University Employees Policy, 3356-7-34**
- C.1.c. = Tab 3 c. Resolution to Modify Public Records Policy, 3356-9-07**
- C.1.d. = Tab 4 d. Resolution to Modify Records Management Policy, 3356-9-09**

2. University Affairs Action Item

- C.2.a. = Tab 5 a. Resolution to Ratify Personnel Actions**

University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, including intercollegiate athletics coaching positions for April 16, 2022, through July 15, 2022. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.

Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer, will report.

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

3. University Affairs Discussion Items

C.3.a. = Tab 6

a. Support Area Assessment: Student Enrollment and Business Services

Elaine Ruse, Associate Vice President for Student Enrollment and Business Services, will report.

b. Litigation, Personnel and Collective Bargaining Update

Holly Jacobs, Vice President for Legal Affairs and Human Resources, will provide a summary of current litigation and personnel matters, as well as a collective bargaining update.

D. New Business

E. Adjournment



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
OUTSIDE CONSULTING/EMPLOYMENT SERVICES – FACULTY
POLICY, 3356-7-18**

WHEREAS, University Policies are 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; and

WHEREAS, the Outside Consulting/Employment Services – Faculty policy has been formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Outside Consulting/Employment Services – Faculty, policy number 3356-7-18, attached hereto.

**Board of Trustees Meeting
September 21, 2022
YR 2023-**

3356-7-18 Outside consulting/employment services – faculty.

Responsible Division/Office: Legal Affairs/Human Resources; Office of
Academic Affairs
Responsible Officers: VP for Legal Affairs and Human Resources;
Provost/VP for Academic Affairs
Revision History: April 1999; December 2013; December 2019;
September 2022
Board Committee: University Affairs
Effective Date: **September 21, 2022**
Next Review: 2027

- (A) Policy statement. The university supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the university. Students, the university, and the state of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and university. Therefore, faculty may provide professional consulting services to entities or individuals outside the university and receive compensation for such services as long as the services do not create a conflict of commitment with the performance of their university duties, compete with the interests and work of the university, or violate any university policy or state or federal statute or applicable research or grant-funding guidelines.
- (B) Purpose. The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their university duties and in their areas of general professional expertise.
- (C) Scope. This policy applies to all full-time faculty who perform the duties of an educator, instructor, or professor and whose primary position does not involve the performance of or authority to perform administrative or supervisory functions. This policy does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers. This policy does not apply to employees covered by university policy, rule 3356-7-34 of the Administrative Code, “Outside consulting services/employment – full-time university employees.”

- (D) Definition. In general, “consulting” is defined as professional activity related to the person’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists.
- (E) Parameters.
- (1) Ohio ethics laws and related statutes.
 - (a) The prohibitions contained in Ohio ethics law in divisions (D) and (E) of section 102.03 of the Revised Code do not apply to faculty who are educators and whose position does not involve administrative or supervisory functions. Divisions (D) and (E) prohibit employees from soliciting, accepting, or using their position to secure anything of value if the thing of value is of such a character as to have a substantial and improper influence upon the employee with respect to their duties.
 - (b) Sections 102.04 and 2921.43 of the Revised Code prohibit all faculty, regardless of whether they perform administrative or supervisory duties, from receiving payment from a third party for the performance of their official duties.
 - (c) Section 2921.42 of the Revised Code prohibits all faculty from having an unlawful interest in a public contract (i.e., authorizing or influencing the university to enter into a contract that benefits the employee, family, or business associates, or simply benefitting from a contract with the university unless the exceptions in division (C) of section 2921.42 of the Revised Code are met.
 - (2) Faculty providing consulting services should also refer to rules 3356-7-01, “Conflicts of interest and conflicts of commitment”; 3356-5-12, “Licensing of university names and marks”; and 3356-4-19, “Use of university equipment” of the Administrative Code.
 - (3) Generally, the proportion of a faculty member’s professional effort devoted to consulting should not exceed one business day per

week. Acceptance of a faculty appointment at the university requires that the faculty member make a commitment to the university consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the university. Outside activities that should not interfere with the faculty members' commitment to the university include, but are not limited to, other public or private employment, consulting, teaching, research, or memberships on corporate boards.

- (4) University facilities, supplies, equipment, and resources, including letterhead (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the vice president for finance and business operations and the provost. Faculty shall not use the university name or the fact that they are affiliated with the university in a manner that suggests that the university approves the product or service that is the subject of the consulting or that would suggest university involvement or approval of the consulting activity, purpose or findings.
 - (5) Under Ohio law, the university owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the university. Approval for the use of university resources does not negate the university's rights to and interest in discoveries, inventions, or patents pursuant to Ohio law.
 - (6) Consulting services may not be offered for activities provided by the university as part of its operations unless otherwise approved in consultation with the provost. Faculty may not enter into consulting arrangements that compete with the interests and work of the university.
- (F) Procedures.
- (1) Faculty shall annually complete the outside consulting/employment disclosure form ("form"), regardless of whether or not they engage in outside consulting/employment.

- (2) Faculty shall submit the completed form to their chairperson for approval/disapproval at least thirty days prior to the commencement of the consulting/employment services. The chair shall complete their review and forward the form to the office of human resources.
 - (3) The office of human resources will forward a copy of the completed form to the signatories and will also provide copies of the form to the office of research services in order to assist with conflict checks in that office. The office of human resources will maintain the forms and information in accordance with university retention schedules.
 - (4) The form must be completed on an annual basis for each new and ongoing employment or consulting arrangement. Faculty are under a continuing duty to update the form when circumstances change.
- (G) Policy violations.
- (1) Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by section 9.86 of the Revised Code does not apply to consulting activities.
 - (2) Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment may result in corrective action/discipline up to and including termination.

3356-7-18 Outside consulting/employment services – faculty.

Responsible Division/Office: Legal Affairs/Human Resources; Office of Academic Affairs

Responsible Officers: VP for Legal Affairs and Human Resources; Provost/VP for Academic Affairs

Revision History: April 1999; December 2013; December 2019; September 2022

Board Committee: University Affairs

Effective Date: ~~December 5, 2019~~ September 21, 2022

Next Review: ~~2024~~ 2027

- (A) Policy statement. The university supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the university. Students, the university, and the state of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and university. Therefore, faculty may provide professional consulting services to entities or individuals outside the university and receive compensation for such services as long as the services do not create a conflict of commitment with the performance of their university duties, compete with the interests and work of the university, or violate any university policy or state or federal statute or applicable research or grant-funding guidelines.
- (B) Purpose. The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their university duties and in their areas of general professional expertise. ~~This policy does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers.~~
- (C) Scope. This policy applies to all full-time faculty who perform the duties of an educator, instructor, or professor and whose primary position does not involve the performance of or authority to perform administrative or supervisory functions. This policy does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or

publishers. This policy does not apply to employees covered by university policy, rule 3356-7-34 of the Administrative Code, "Outside consulting services/employment – full-time university employees."

(D) Definition. In general, "consulting" is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

(E) Parameters.

(1) ~~Faculty providing consulting services should also refer to rules 3356-7-01, "Conflicts of interest and conflicts of commitment"; 3356-5-12, "Licensing of university names and marks"; and 3356-4-19, "Use of university equipment" of the Administrative Code.~~

~~(2)~~ Ohio ethics laws and related statutes.

(a) The prohibitions contained in Ohio ethics law in divisions (D) and (E) of section 102.03 of the Revised Code do not apply to faculty who are educators and whose position does not involve administrative or supervisory functions.

~~(a)~~ Divisions (D) and (E) of section 102.03 of the Revised Code prohibit employees from soliciting, accepting, or using their position to secure anything of value if the thing of value is of such a character as to have a substantial and improper influence upon the employee with respect to their duties. ~~These specific sections do not apply to the faculty.~~

(b) ~~However, sections~~ Sections 102.04 and 2921.43 of the Revised Code prohibit all faculty, regardless of whether they perform administrative or supervisory duties, from receiving payment from a third party for the performance of their official duties.

(c) ~~Also, section~~ Section 2921.42 of the Revised Code prohibits all faculty from having an unlawful interest in a public contract (i.e., authorizing or influencing the university to enter into a contract that benefits the employee, family, or business associates, or simply benefitting from a contract with the university unless the

exceptions in division (C) of section 2921.42 of the Revised Code are met).

- (2) Faculty providing consulting services should also refer to rules 3356-7-01, "Conflicts of interest and conflicts of commitment"; 3356-5-12, "Licensing of university names and marks"; and 3356-4-19, "Use of university equipment" of the Administrative Code.
- (3) Generally, the proportion of a faculty member's professional effort devoted to consulting should not exceed one business day per week. Acceptance of a faculty appointment at the university requires that the faculty member make a commitment to the university consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the university. Outside activities that should not interfere with the faculty members' commitment to the university include, but are not limited to, other public or private employment, consulting, teaching, research, or memberships on corporate boards.
- (4) University facilities, supplies, equipment, and resources, including letterhead (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the vice president for finance and ~~administration~~business operations and the provost. Faculty shall not use the university name or the fact that they are affiliated with the university in a manner that suggests that the university approves the product or service that is the subject of the consulting or that would suggest university involvement or approval of the consulting activity, purpose or findings.
- (5) Under Ohio law, the university owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the university. Approval for the use of university resources does not negate the university's rights to and interest in discoveries, inventions, or patents pursuant to Ohio law.

- (6) Consulting services may not be offered for activities provided by the university as part of its operations unless otherwise approved in consultation with the provost. Faculty may not enter into consulting arrangements that compete with the interests and work of the university.

(F) Procedures.

- (1) Faculty shall annually complete the outside consulting/employment disclosure form ("form"), regardless of whether or not they engage in outside consulting/employment.
- (2) ~~The~~ Faculty shall submit the completed form ~~shall be submitted to~~ their chairperson for approval/disapproval at least thirty days prior to the commencement of ~~any~~ the consulting/employment activity services. The chair shall complete their review and forward the form to the office of human resources.
- ~~(2) — The faculty shall submit the form to the chair for review and approval/disapproval. The request will be forwarded to the dean and then to the provost/designee for review and approval/disapproval. Final approval is within the discretion of the provost/designee.~~
- (3) ~~The completed form will be forwarded to the office of human resources.~~ The office of human resources will forward a copy of the completed form to the signatories; and
- ~~(4) — The office of human resources~~ will also provide copies of the form to the office of research services in order to assist with conflict checks in that office. ~~Otherwise, the~~ The office of human resources will maintain the forms and information in accordance with university retention schedules.
- ~~(5)~~(4) The form must be completed on an annual basis for each new and ongoing employment or consulting arrangement. Faculty are under a continuing duty to update the form when circumstances change.

(G) Policy violations.

- (1) Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by section 9.86 of the Revised Code does not apply to consulting activities.
- (2) Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment may result in corrective action/discipline up to and including termination.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
OUTSIDE CONSULTING SERVICES/EMPLOYMENT BY FULL-TIME
UNIVERSITY EMPLOYEES POLICY, 3356-7-34**

WHEREAS, University Policies are 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; and

WHEREAS, the Outside Consulting Services/Employment by Full-Time University Employees policy has been formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Outside Consulting Services/Employment by Full-Time University Employees, policy number 3356-7-34, attached hereto.

**Board of Trustees Meeting
September 21, 2022
YR 2023-**

- (1) All employees subject to this policy are covered by Ohio ethics laws in Chapters 102. (ethics) and 2921. (offenses against justice and public administration) of the Revised Code.
- (2) Employees providing consulting services should also refer to the university policies and rules 3356-7-01, "Conflicts of interest and conflicts of commitment," 3356-5-12, "Licensing of university names and marks," and 3356-4-19, "Use of university equipment" of the Administrative Code.
- (3) Outside consulting services/employment is generally allowed unless it interferes with an employee's university duties or presents a conflict of interest regarding these duties. A conflict of interest typically exists when financial, professional, or other personal considerations directly or indirectly affect or benefit, or have the appearance of affecting or benefiting, an employee or the employee's family or business associates. (See rule 3356-7-01, "Conflicts of interest and conflicts of commitment" of the Administrative Code.)
- (4) Failure to adequately perform university responsibilities due to involvement in outside consulting/employment is considered neglect of duty and may result in corrective action up to and including termination, regardless of whether the activity has been reported or approved.
- (5) Any outside consulting services/employment should be performed outside of an employee's regular work schedule. When this is not possible, the employee must use accrued vacation or personal leave, provided such leave is approved in advance.
- (6) University facilities, supplies, equipment, and resources, including letterhead, the university name and logo (collectively referred to as "resources") may not be utilized when providing consulting services/employment without the prior written approval of the vice president for finance and business operations and the provost or appropriate vice president and appropriate compensation for the use. Approval for the use of university resources does not negate the university's rights to and interest in discoveries, inventions, or patents pursuant to Ohio law.

- (7) An employee may not use their affiliation with the university in a manner that suggests university approval of or involvement with the service/employment or any product, activity, purpose or findings of the service or work.
- (F) Procedures.
- (1) All full-time employees engaged in outside consulting/employment shall annually complete the outside consulting/employment disclosure form ("form"), regardless of whether or not they engage in outside consulting/employment.
 - (2) Employees shall submit completed form to their immediate supervisor for approval/disapproval at least thirty days prior to the commencement of the consulting/employment services. The supervisor shall complete their review and forward the completed form to the office of human resources.
 - (3) Prior approval may be rescinded at any time if the outside consulting/employment interferes with an employee's university duties or presents a conflict of interest regarding these duties.
 - (4) The office of human resources will forward a copy of the completed form, whether approved or disapproved, via university email to all signatories. The office of human resources will also forward a copy to the office of research services. The office of human resources will maintain the forms and information in accordance with university retention schedules.
 - (5) All employees are under a continuing duty to update the form when circumstances change.
- (G) Policy violations. Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment, may result in corrective action/discipline up to and including termination.

- (1) All employees subject to this policy are covered by Ohio ethics laws in Chapters 102. (ethics) and 2921. (offenses against justice and public administration) of the Revised Code.
- (2) Employees providing consulting services should also refer to the university policies and rules 3356-7-01, "Conflicts of interest and conflicts of commitment," 3356-5-12, "Licensing of university names and marks," and 3356-4-19, "Use of university equipment" of the Administrative Code.
- (3) Outside consulting services/employment is generally allowed unless it interferes with an employee's university duties or presents a conflict of interest regarding these duties. A conflict of interest typically exists when financial, professional, or other personal considerations directly or indirectly affect or benefit, or have the appearance of affecting or benefiting, an employee or the employee's family or business associates. (See rule 3356-7-01, "Conflicts of interest and conflicts of commitment" of the Administrative Code.)
- (4) Failure to adequately perform university responsibilities due to involvement in outside consulting/employment is considered neglect of duty and may result in corrective action up to and including termination, regardless of whether the activity has been reported or approved.
- (5) Any outside consulting services/employment should be performed outside of an employee's regular work schedule. When this is not possible, the employee must use accrued vacation or personal leave, provided such leave is approved in advance.
- (6) University facilities, supplies, equipment, and resources, including letterhead, the university name and logo (collectively referred to as "resources") may not be utilized when providing consulting services/employment without the prior written approval of the vice president for finance and business operations and the provost or appropriate vice president and appropriate compensation for the use. Approval for the use of university resources does not negate the university's rights to and interest in discoveries, inventions, or patents pursuant to Ohio law.

- (7) An employee may not use their affiliation with the university in a manner that suggests university approval of or involvement with the service/employment or any product, activity, purpose or findings of the service or work.

(F) Procedures.

- (1) All full-time employees engaged in outside consulting/employment shall annually complete the ~~human resources~~ outside consulting/employment disclosure form (“form”), regardless of whether or not they engage in outside consulting/employment.

- (2) ~~The~~ Employees shall submit completed form ~~should be submitted to the employee’s~~ their immediate supervisor for approval/disapproval at least thirty days prior to the ~~time when commencement of the consulting/employment services are expected to begin.~~

- (2) ~~If the~~ The supervisor shall complete their review and ~~supports the request, the request is forwarded to the next level. This process continues until the request (with endorsements) is received by the provost or appropriate vice president. Final approval is within the discretion of the appropriate vice president/provost.~~

- (3) ~~The~~ forward the completed form ~~shall be forwarded~~ to the office of human resources ~~where it is retained in accordance with university retention schedules.~~

(3) _____

- (4) ~~Prior approval may be rescinded at any time if the outside consulting/employment interferes with an employee’s university duties or presents a conflict of interest regarding these duties.~~

- (5)(4) The office of human resources will forward a copy of the completed form, whether approved or disapproved, via university email to all signatories. The office of human resources will also forward a copy to the office of research services. ~~Otherwise,~~ ~~the~~ The office of human resources will maintain the forms and information in accordance with university retention schedules.

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~~(6)~~(5) All employees are under a continuing duty to update the form when circumstances change.

- (G) Policy violations. Failure to adhere to this policy, including but not limited to failure to properly report outside consulting services/employment, may result in corrective action/discipline up to and including termination.



**YOUNGSTOWN
STATE
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**RESOLUTION TO MODIFY
PUBLIC RECORDS POLICY, 3356-9-07**

WHEREAS, University Policies are 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; and

WHEREAS, the Public Records policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Public Records, policy number 3356-9-07, attached hereto.

**Board of Trustees Meeting
September 21, 2022
YR 2023-**

3356-9-07 Public records.

Responsible Division/Office: Office of General Counsel
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: November 2007; March 2011; March 2017;
September 2022
Board Committee: University Affairs
Effective Date: September 21, 2022
Next Review: 2027

- (A) Policy statement. It is the policy of the university that openness leads to a better informed citizenry, which leads to better government and better public policy. In accordance with this policy, the university strictly adheres to the state's public records act (see section 149.43 of the Revised Code).
- (B) Purpose. To define the procedures that the university will follow in administering the public records law.
- (C) Definition. A "public record" is defined as any document, device or item, regardless of physical form or characteristic, including paper, electronic (including but not limited to e-mail), or other format, that is created or received by or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the university are public unless they are specifically exempt from disclosure under section 149.43 of the Revised Code.
- (D) Procedures.
 - (1) It is the policy of the university that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.
 - (2) Each request for public records should be evaluated for a response using the following guidelines:

- (a) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification.
- (b) The requester does not have to put a records request in writing and does not have to provide their identity or the intended use of the requested public record.
- (c) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time.

“Prompt” and “reasonable” take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

- (d) Public records requests should be directed to the “Office of the General Counsel, Tod Hall, Suite 314, Youngstown State University, One University Plaza, Youngstown, Ohio 44555,” or call (330) 941-2340.

“Routine requests” are those that certain departments receive on a consistent basis and that request basic information. These routine requests do not need to go to the office of the general counsel but may be processed by the office that retains the information after having first discussed the process with the office of the general counsel. “Non-routine requests,” or requests that produce voluminous documents, must be processed through the general counsel’s office.

- (e) Routine requests for information that are easily accessed will be processed as quickly as is reasonable. Non-routine or voluminous requests that require extensive copying or

research will be accompanied by an acknowledgment including:

- (i) An estimated number of business days it will take to satisfy the request.
 - (ii) An estimated cost, if copies are requested.
 - (iii) Any items within the request that may be exempt from disclosure, if known at the time of the acknowledgment.
- (f) Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.
- (g) Those seeking public records will be charged only the actual cost of making copies. The university is permitted to request payment in advance.
- (i) The charge for paper copies is five cents per page.
 - (ii) The charge for downloaded computer files to a compact disc is one dollar per disc.
 - (iii) There is no charge for documents e-mailed.
 - (iv) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.
- (h) Documents in electronic mail format are records as defined in section 149.43 of the Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure and all employees or representatives of the university are instructed to retain their e-mails that relate to public business.

- (i) The university recognizes the legal and civic consequences of a failure to properly respond to a public records request. In addition to the distrust in government, such a failure may result in a court ordering the university to comply with the law and to pay the requester attorney's fees and damages.

3356-9-07 Public records.

Responsible Division/Office: Office of General Counsel
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: November 2007; March 2011; March 2017;
September 2022
Board Committee: University Affairs
Effective Date: ~~March 16, 2017~~ September 21, 2022
Next Review: ~~2022~~ 2027

- (A) Policy statement. It is the policy of the university that openness leads to a better informed citizenry, which leads to better government and better public policy. In accordance with this policy, the university strictly adheres to the state's public records act (see section 149.43 of the Revised Code).
- (B) Purpose. To define the procedures that the university will follow in administering the public records law.
- (C) Definition. A "public record" is defined as any document, device or item, regardless of physical form or characteristic, including paper, electronic (including but not limited to e-mail), or other format, that is created or received by or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the university are public unless they are specifically exempt from disclosure under section 149.43 of the Revised Code.
- (D) Procedures.
- (1) It is the policy of the university that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.
 - (2) Each request for public records should be evaluated for a response using the following guidelines:

- (a) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification.
- (b) The requester does not have to put a records request in writing and does not have to provide ~~his or her~~their identity or the intended use of the requested public record.
- (c) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time.

“Prompt” and “reasonable” take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

- (d) Public records requests should be directed to the “Office of the General Counsel, Tod Hall, Suite 314, Youngstown State University, One University Plaza, Youngstown, Ohio 44555,” or call (330) 941-2340.

“Routine requests” are those that certain departments receive on a consistent basis and that request basic information. These routine requests do not need to go to the office of the general counsel but may be processed by the office that retains the information after having first discussed the process with the office of the general counsel. “Non-routine requests,” or requests that produce voluminous documents, must be processed through the general counsel’s office.

- (e) Routine requests for information that are easily accessed will be processed as quickly as is reasonable. Non-routine or voluminous requests that require extensive copying or

research will be accompanied by an acknowledgment including:

- (i) An estimated number of business days it will take to satisfy the request.
 - (ii) An estimated cost, if copies are requested.
 - (iii) Any items within the request that may be exempt from disclosure, if known at the time of the acknowledgment.
- (f) Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.
- (g) Those seeking public records will be charged only the actual cost of making copies. The university is permitted to request payment in advance.
- (i) The charge for paper copies is five cents per page.
 - (ii) The charge for downloaded computer files to a compact disc is one dollar per disc.
 - (iii) There is no charge for documents e-mailed.
 - (iv) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.
- (h) Documents in electronic mail format are records as defined in section 149.43 of the Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure and all employees or representatives of the university are instructed to retain their e-mails that relate to public business.

- (i) The university recognizes the legal and civic consequences of a failure to properly respond to a public records request. In addition to the distrust in government, such a failure may result in a court ordering the university to comply with the law and to pay the requester attorney's fees and damages.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
RECORDS MANAGEMENT POLICY, 3356-9-09**

WHEREAS, University Policies are 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; and

WHEREAS, the Records Management policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Records Management, policy number 3356-9-09, attached hereto.

**Board of Trustees Meeting
September 21, 2022
YR 2023-**

3356-9-09 Records management.

Responsible Division/Office: Office of Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: March 2012; December 2017; September 2022
Board Committee: University Affairs
Effective Date: September 21, 2022
Next Review: 2027

- (A) Policy statement. In accordance with section 149.33 of the Revised Code, the board of trustees has full responsibility for establishing and administering a records retention program for Youngstown state university (“university”). The board of trustees directs the university to comply with all state and federal laws regarding the creation and disposition of university records.
- (B) Purpose. To ensure compliance with section 149.33 of the Revised Code for the establishment and administration of efficient and economical management methods applied to the creation, utilization, maintenance, retention, preservation, and disposition of the university’s records.
- (C) Scope. This policy applies to all records of the university, both public and exempt, that are maintained and disposed in accordance with the university’s records retention schedule.
- (D) Definitions (for purposes of this policy).
 - (1) “Records” are defined as any document, device or item, regardless of physical form or characteristic (including a record created, generated, sent, communicated or stored by electronic means) that is created or received by or comes under the jurisdiction of the university and which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the university. Records and their retention and associated retention schedules are numerated in the “Records Retention for Public Colleges and Universities in Ohio: A Manual” (“IUC manual”). University records may include, but are not limited to:

- (a) Financial records such as requisitions, purchase orders, invoices, bank data, and ledgers or journals.
 - (b) Administrative records such as correspondence, emails, reports, policy statements and related items both sent and received.
 - (c) Minutes of all university board and committee meetings.
 - (d) Publications and other items issued by the university.
- (2) “Non-record materials” are documents, devices, or items in the university’s custody that do not meet the above definition because they are not needed to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Examples of non-records include:
- (a) Rough notes and drafts which do not contain any information that needs to be preserved or which merely duplicate information that is being preserved in other documents that are records.
 - (b) Extra copies of documents kept only for reference.
 - (c) Stocks of publications and processed documents.
 - (d) Library or museum materials intended solely for reference or exhibition.
- (3) “Active record” means any record that relates to current business matters and is required to carry out the daily activities of the department.
- (4) “Disposal” means the removal of records from a department or office. It does not necessarily refer to record destruction, but rather to the various processes of records retention, whether offsite storage, conversion, or destruction.

- (5) “Electronic record” means any record that is created, generated, communicated, received, maintained or stored on any electronic medium owned by the university or controlled by the university or a university employee. Examples include, but are not limited to email, word processing documents and spreadsheets, and databases.
 - (6) “Permanent record” means a record that has continued historical or other value to warrant retention beyond the time it is needed for administrative, legal, or fiscal purposes.
 - (7) “Records custodian” means the employee responsible for records retention in their assigned area of university operations.
 - (8) “Records retention schedule” is a listing of various types of routine, administrative records maintained by university offices and departments.
 - (9) “Transitory records” are records which are needed for a limited time to complete a routine action, used in the preparation of final records, or are kept as information or convenience copies by offices or individuals who do not have primary responsibility for them. Examples are drafts of documents, telephone messages, and emails relating to the scheduling of meetings.
 - (10) “Unit leader” is a department chair, office director, or other administrator that directs the regular function of a unit of the university.
- (E) Procedures.
- (1) The program shall be administered by the archives and special collections department of Maag library (“university archives”), which shall have authority to develop administrative procedures and guidelines to implement this rule.
 - (2) The university hereby adopts the IUC manual as developed by the inter-university council of Ohio, as it may be amended by the university’s administration, as its guidelines for the retention of its records. Records and their retention and associated retention schedules are numerated in the IUC manual.

- (3) University employees shall make such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the university and for the protection of the legal and financial rights of the state and persons directly affected by the university's activities.
- (4) The creation of unnecessary and duplicative records should be avoided. Duplicative records are not official and should not be used to represent official records. Duplicative records should not be retained and should be destroyed as soon as their immediate need has passed.
- (5) University records shall be retained for such period as is required by retention schedules established by the IUC manual and administered by university archives and may be disposed of only in accordance with disposition instructions issued by university archives.
- (6) Each unit leader is responsible for ensuring that unit records (including electronic records) are maintained in such a way that they can be identified and retrieved on demand.
- (7) Each unit leader shall identify a records custodian to ensure (in conjunction with university archives) that records are maintained in accordance with the university's records retention schedule. Employees other than the records custodian may maintain records so long as the records custodian is aware of the records and is able to retrieve them.
- (8) Each unit shall develop a records inventory that describes the categories of records created and maintained by that unit.
- (9) Records may be maintained in paper or electronic format so long as they may be identified and retrieved by the custodian. Maintenance and disposal of electronic records shall be determined by the content, not the medium. Digitized paper records (e.g., scanned documents) may be kept in lieu of paper records at the discretion of the unit leader and university archives.

- (10) University records shall not be removed or destroyed except in accordance with the university's records retention schedule.
 - (11) Detailed administration guidelines for records retention are found on the university's records management website.
- (F) Policy violation, removal, destruction, mutilation, alteration, transfer, or other disposition of university records, except as authorized by this policy, is prohibited and may result in disciplinary action.

3356-9-09 Records management.

Responsible Division/Office: ~~Finance and Business Operations~~Office of Academic Affairs
Responsible Officer: ~~VP for Finance and Business Operations~~Provost and Vice President for Academic Affairs
Revision History: March 2012; December 2017; September 2022
Board Committee: University Affairs
Effective Date: ~~December 7, 2017~~September 21, 2022
Next Review: ~~2022~~2027

- (A) Policy statement. In accordance with section 149.33 of the Revised Code, the board of trustees has full responsibility for establishing and administering a records retention program for Youngstown state university (“university”). The board of trustees directs the university to comply with all state and federal laws regarding the creation and disposition of university records.
- (B) Purpose. To ensure compliance with section 149.33 of the Revised Code for the establishment and administration of efficient and economical management methods applied to the creation, utilization, maintenance, retention, preservation, and disposition of the university’s records-.
- (C) Scope. This policy applies to all records of the university, both public and exempt, that are maintained and disposed in accordance with the university’s records retention schedule.
- (D) Definitions (for purposes of this policy).
 - (1) “Records” are defined as any document, device or item, regardless of physical form or characteristic (including a record created, generated, sent, communicated or stored by electronic means) that is created or received by or comes under the jurisdiction of the university and which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the university. Records and their retention and associated retention schedules are numerated in the ~~IUC~~

manual "Records Retention for Public Colleges and Universities in Ohio: A Manual" ("IUC manual"). University records may include, but are not limited to:

- (a) Financial records such as requisitions, purchase orders, invoices, bank data, and ledgers or journals.
 - (b) Administrative records such as correspondence, emails, reports, policy statements and related items both sent and received.
 - (c) Minutes of all university ~~boards~~board and committee meetings.
 - (d) Publications and other items issued by the university.
- (2) "Non-record materials" are documents, devices, or items in the university's custody that do not meet the above definition because they are not needed to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Examples of non-records include:
- (a) Rough notes and drafts which do not contain any information that needs to be preserved or which merely duplicate information that is being preserved in other documents that are records.
 - (b) Extra copies of documents kept only for reference.
 - (c) Stocks of publications and processed documents.
 - (d) Library or museum materials intended solely for reference or exhibition.
- (3) "Active record" means any ~~records~~record that ~~relate~~relates to current business matters and ~~are~~is required to carry out the daily activities of the department.
- (4) "Disposal" means the removal of records from a department or office. It does not necessarily refer to record destruction, but

rather, to the various processes of records retention, whether offsite storage, conversion, or destruction.

- (5) “Electronic record” means any record that is created, generated, communicated, received, maintained or stored on any electronic medium owned by the university or controlled by the university or a university employee. Examples include, but are not limited to: email, word processing documents and spreadsheets, and databases.
- (6) “Permanent record” means a record that has continued historical or other value ~~to a~~ warrant retention beyond the time ~~they are~~ it is needed for administrative, legal, or fiscal purposes.
- (7) “Records custodian” means the employee responsible for records retention in their assigned area of university operations.
- (8) “Records retention schedule” is a listing of various types of routine, administrative records maintained by university offices and departments.
- (9) “Transitory records” are records which are needed for a limited time to complete a routine action, used in the preparation of final records, or are kept as information or convenience copies by offices or individuals who do not have primary responsibility for ~~offices or individuals who do not have primary responsibility for~~ them. Examples are drafts of documents, telephone messages, and emails relating to the scheduling of meetings.
- (10) “Unit leader” is a department chair, office director, or other administrator that directs the regular function of a unit of the university.

~~(D)~~(E) Procedures.

- (1) The program shall be ~~directed by the vice president for finance and business operations and~~ administered by the archives and special collections ~~unit~~ department of Maag library (“university archives”), which shall have authority to develop administrative procedures and guidelines to implement this rule.

- (2) The university hereby adopts the ~~“Records Retention for Public Colleges and Universities in Ohio: A Manual”~~ (hereafter, the ~~“IUC manual”~~) as developed by the inter-university council of Ohio, as it may be amended by the university’s administration, as its guidelines for the retention of its records. Records and their retention and associated retention schedules are numerated in the IUC manual.
- (3) University employees shall make such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the university and for the protection of the legal and financial rights of the state and persons directly affected by the university’s activities.
- (4) The creation of unnecessary and duplicative records should be avoided. Duplicative records are not official and should not be used to represent official records. Duplicative records should not be retained and should be destroyed as soon as their immediate need has passed.
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- (6) Each unit leader is responsible for ensuring that unit records (including electronic records) are maintained in such a way that they can be identified and retrieved on demand.
- (7) Each unit leader shall identify a records custodian to ensure (in conjunction with university archives) that records are maintained in accordance with the university’s records retention schedule. Employees other than the records custodian may maintain records so long as the records custodian is aware of the records and is able to retrieve them.
- (8) Each unit shall develop a records inventory that describes the categories of records created and maintained by that unit.

- (9) Records ~~may~~may be maintained in paper or electronic format so long as they may be identified and retrieved by the custodian. Maintenance and disposal of electronic records shall be determined by the content, not the medium. Digitized paper records (e.g., scanned documents) may be kept in lieu of paper records at the discretion of the unit leader and university archives.
 - (10) University records shall not be removed or destroyed except in accordance with the university's records retention schedule.
 - (11) Detailed administration guidelines for ~~Youngstown state university~~ records retention are found on the university's records management website.
- (F) Policy violation, removal, destruction, mutilation, alteration, transfer, or other disposition of university records, except as authorized by this policy, is prohibited and may result in disciplinary action.



**YOUNGSTOWN
STATE
UNIVERSITY**

**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 June 23, 2022, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2021-2022 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; 3356-7-43, Externally Funded Professional/Administrative Staff; and 3356-7-36, Hiring and Selection Process, Contracts 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
September 21, 2022
YR 2023-**



SUMMARY OF PERSONNEL ACTIONS

Professional Administrative and Faculty Employees

4/16/22 through 7/15/22

Separations – 26

- Professional Administrative Staff – 6
- Excluded – 4
- Externally Funded – 4
- Faculty – 12

Appointments – 8

Replacement Positions – 4

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

New Positions – 4

- Excluded – 2
- Externally Funded – 2

Reclassifications/Position Adjustments – 17

- Professional Administrative Staff – 5
- Excluded – 11
- Faculty – 1

Promotions – 9

- Professional Administrative Staff – 8
- Excluded – 1

Salary Adjustments – 28

- Professional Administrative – 3
- Excluded – 6
- Externally Funded – 19

Transfers – 2

- Professional Administrative Staff – 1
- Excluded – 1

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Centofanti, Allison	APAS	Success Coordinator	First Year Student Services	5/27/2022	1.00	\$ 43,645.00	Resignation
Defibaugh, Brittany	APAS	Engagement	Alumni & Events Operations	5/13/2022	1.00	\$ 40,812.16	Resignation
Flazy, Virginia	APAS	Program Coordinator Strategic Communication	Dean Cliffe College of Creative Arts	5/31/2022	1.00	\$ 60,000.00	Resignation
Miller, Susanne	APAS	Senior Academic Advisor 2	Dean Bitonte College Health & Human	5/31/2022	1.00	\$ 60,994.42	Retirement
Popaj, Robert	APAS	Website Manager Portal Administrator	Marketing & Communications	7/4/2022	1.00	\$ 75,831.63	Retirement
Nells, Brian	APAS	Senior Academic Advisor 1	Dean Bitonte College Health & Human	5/31/2022	1.00	\$ 51,386.37	Resignation
Seltz, Rebecca	Excluded	Director	Institutional Research & Analytics	7/5/2022	1.00	\$ 95,040.54	Retirement
Greco-Yanniello, Alisha	Excluded	Director HRIS	Human Resources	4/22/2022	1.00	\$ 93,000.00	Resignation
Styraneck, Timothy	Excluded	Associate Director	Environmental Occupational Health & Safety	5/13/2022	1.00	\$ 66,973.76	Resignation
Mcweeney, Stanley	Excluded	Director Kilcawley Center Student Union	Kilcawley Center	5/9/2022	1.00	\$ 76,125.00	Resignation
Haynie, Hannah	Externally Funded	Coordinator COVID Tracking Operations	Environmental Occupational Health & Safety	5/15/2022	0.25	\$ 26,000.00	Resignation
Loew, Melanie	Externally Funded	Coordinator English Festival	English	5/15/2022	0.38	\$ 13,933.33	Resignation
Savin, Caitlin	Externally Funded	Instruction Specialist	Rich Center for Autism	7/15/2022	1.00	\$ 37,324.64	Resignation
Snight, Kristin	Externally Funded	Class Mentor Lead Instruction Specialist	Rich Center for Autism	6/30/2022	1.00	\$ 37,483.99	Resignation
Brickey, Russell	Faculty	Lecturer	English	5/15/2022	1.00	\$ 43,588.68	Nonrenewal
Choi, Myunghyun	Faculty	Lecturer	Criminal Justice	7/2/2022	1.00	\$ 42,734.00	Resignation

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Chordas, Ronald	Faculty	Lecturer	Master of Health & Human Services	5/15/2022	1.00	\$ 57,909.14	Nonrenewal
Dick, Jeffrey	Faculty	Professor	Geology & Environmental Studies	6/30/2022	1.00	\$ 91,338.04	Retirement
Fields, Ronald	Faculty	Lecturer	English	5/15/2022	1.00	\$ 43,588.68	Nonrenewal
Maier, Robyn	Faculty	Lecturer	Philosophy & Religious Studies	5/16/2022	1.00	\$ 49,138.50	Resignation
Muising, Cynthia	Faculty	Lecturer	Physics & Astronomy	5/15/2022	1.00	\$ 43,588.68	Nonrenewal
McCabe, Alan	Faculty	Professor	Geology & Environmental Studies	5/31/2022	1.00	\$ 94,703.46	Retirement
McVine, Mary	Faculty	Associate Professor	Teacher Education	6/20/2022	1.00	\$ 71,815.79	Retirement
Mathews, Walter	Faculty	Associate Professor	Communication	5/7/2022	1.00	\$ 84,791.00	Retirement
Mingrone, Alessia	Faculty	Visiting Lecturer - lves	World Languages and Cultures	5/15/2022	1.00	\$ 42,734.00	Nonrenewal
Maabe, Amy	Faculty	Lecturer	Human Ecology	5/15/2022	1.00	\$ 54,653.52	Nonrenewal

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Alexander, Anne	APAS	Academic Advisor 1	Dean - WCBA	7/5/2022	1.00	\$ 35,568.00
Jerome, Madison*	Excluded	Deputy, Title IX Coordinator and Investigator	Equal Opportunity & Policy Compliance	7/5/2022	1.00	\$ 48,000.00
Marino, Nicole*	Excluded	Intermittent Museum Assistant and Educator	Industry & Labor Steel Museum	7/6/2022	0.25	\$ 16,640.00
Moring, Greg	Excluded	Acting Chair, Art	Dean - Cliffe College of Creative Arts	6/16/2022	0.45	\$ 40,000.00
Chapman, Gabrielle	Externally Funded	Instruction Specialist	Rich Center for Autism	7/5/2022	1.00	\$ 21,175.00
Siamboi, Julia	Externally Funded	Instruction Specialist	Rich Center for Autism	7/5/2022	1.00	\$ 22,175.00
Prokop, Andrew*	Externally Funded	Project Technician, Hybrid DED Additive Manufacturing	Civil Environmental & Chemical Engr	6/16/2022	1.00	\$ 65,000.00
Rea, Allison*	Externally Funded	Project Technician	Excellence Training Center	7/5/2022	1.00	\$ 57,000.00
*New Positions						

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Bannon, Crystal	APAS	Assistant Director/ Senior Career Academic Advisor 1	Career Exploration & Development	6/16/2022	1.00	\$ 50,341.11	\$ 47,943.91
Betty, Katie	APAS	Success Coordinator/ Success Coordinator	Dean, Bitonte College Health & Human Services/First Year Student Success	7/5/2022	1.00	\$ 45,500.00	\$ 44,517.90
Miller, Megan	APAS	Senior Counselor, Penguin Service Center/ Counselor, Penguin Service Ctr	Registration & Records	5/1/2022	1.00	\$ 37,500.00	\$ 32,987.50
Stephan, Katie	APAS/Externally Funded	Clinical Counselor	Student Counseling Services	7/1/2022	1.00	\$ 52,800.30	\$ 51,765.00
Thompson, Kimberly	APAS	Senior Counselor Financial Aid/ Counselor, Financial Aid	Financial Aid and Scholarships	4/16/2022	1.00	\$ 40,505.91	\$ 36,823.55
Belgin, Heather	Excluded	Director / Associate Director	Alumni & Events Operations	4/16/2022	1.00	\$ 68,000.00	\$ 62,202.67
Christiansen Erb, Joy	Excluded	Associate Dean/ Special Assistant to the Dean	Dean - Cliffe College of Creative Arts	4/16/2022	1.00	\$ 107,000.00	\$ 101,829.00
Greene, Barbara	Excluded	Interim Director/ Manager AP Travel Services	Procurement Services	4/16/2022	1.00	\$ 79,020.00	\$ 69,020.00
Lucharski, Debora	Excluded/APAS	Interim Director/ Academic Advisor 2	Dean - STEM	7/16/2022	1.00	\$ 57,043.56	\$ 52,894.94
Lamb, Carol	Excluded	Interim Associate Dean/ Professor and Director	Dean - STEM/ School of Computer Science, Information & Engr Tech	7/1/2022	1.00	\$ 125,000.00	\$ 105,277.68
Luce, Stacey	Excluded	Manager, Benefits and Training / Manager, Employee Benefits	Human Resources	6/16/2022	1.00	\$ 68,329.80	\$ 62,118.00

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Minotti, Armand	Excluded	Associate Director, Marketing & Advertising/ Assistant Director, Marketing & Advertising	Marketing & Communications	5/1/2022	1.00	\$ 55,825.00	\$ 50,750.00
tojas, Rolando	Excluded/APAS	Manager/ Coordinator	Undergraduate Admissions	5/1/2022	1.00	\$ 44,601.52	\$ 36,601.52
iahli, Susan	PA Excluded/ Classified Excluded	Manager / Student Loan Supervisor	Financial Aid and Scholarships	4/16/2022	1.00	\$ 61,661.60	\$ 56,056.00
icrocco, Frank	Excluded/APAS	Manager / Assist Director Special Program	Financial Aid and Scholarships	4/16/2022	1.00	\$ 57,229.65	\$ 52,026.95
Thomas, Jennifer	Excluded/APAS	Manager/Assistant Director SP Verification	Financial Aid and Scholarships	4/16/2022	1.00	\$ 51,417.78	\$ 45,908.73
Smith, Stephanie	Faculty	Professor/ Professor & Chair Visual/Dramatic Arts	Art/Visual Dramatic Arts	7/1/2022	1.00	\$ 86,919.36	\$ 104,601.36

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
PROMOTIONS

EMPLOYEE NAME	NEW EMPLOYEE TYPE/OLD EMPLOYEE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
aker, Stephanie	APAS	Case Manager / Coordinator Housing Res Life	Dean of Students / Housing	7/5/2022	1.00	\$ 45,000.00	\$ 40,914.95
uck, Tiffany	APAS/Classified Excluded	Senior Financial Analyst / Business Operations Specialist 4	Controller's Office / Facilities Maintenance	4/16/2022	1.00	\$ 45,000.00	\$ 39,395.20
urdette, Molly	APAS	Assistant Director, Degree Completion & Credentialing Facilitator/ Senior Academic Advisor 1	Registration & Records / Dean - Beeghly College Liberal Arts, Social Sciences & Education	5/16/2022	1.00	\$ 57,000.00	\$ 48,606.32
uchon, Brian	APAS	Assistant Director / Senior Counselor Financial Aid	Financial Aid and Scholarships	4/16/2022	1.00	\$ 45,000.00	\$ 40,505.91
orda, Dalton	APAS	Coordinator Ops and Event Services/Temp Coordinator Facility Operations	Kilcawley Center	5/16/2022	1.00	\$ 40,000.00	\$ 36,101.52
Muir, Lauren	APAS	Associate Bursar / Coordinator, Gifts Accounting	Bursar / Controller's Office	5/16/2022	1.00	\$ 63,000.00	\$ 47,197.50
heiss, Ian	APAS	Assistant Director Retail Operations/Temporary Coordinator Retail Operations	Kilcawley Center	5/16/2022	1.00	\$ 45,000.00	\$ 36,101.00
Vells, Nicole	APAS	Coordinator Teacher Licensure/ Clinical Coordinator Graduate	Dean - Beeghly College Liberal Arts, Social Science & Education/ Nursing	5/1/2022	1.00	\$ 50,000.00	\$ 48,705.00
ameron, Angela	Excluded	Associate Director Research Services /Director	Office of Research Services / Ctr for Human Services Develop	6/20/2022	1.00	\$ 73,143.00	\$ 67,967.45

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Stanley, Jacob	APAS	Coordinator	Undergraduate Admissions	5/1/2022	1.00	\$ 40,000.00	1.00	\$ 36,101.52
Lyde, Carrie	APAS	Learning and Development Admin	Human Resources	5/16/2022	1.00	\$ 55,506.39	1.00	\$ 55,006.39
Leonelli, Ashley	APAS	Coordinator Graduate Admissions	Dean College of Graduate Studies	6/1/2022	1.00	\$ 46,964.26	1.00	\$ 46,464.26
Living, David	Excluded	Associate Director	Grounds	5/16/2022	1.00	\$ 75,000.00	1.00	\$ 67,583.59
Monteleone, Julie	Excluded	Director	Environmental Occupational Health & Safety	6/1/2022	1.00	\$ 75,000.00	1.00	\$ 69,020.00
Hubert, Christine	Excluded	Director	Undergraduate Admissions	5/1/2022	1.00	\$ 93,079.22	1.00	\$ 88,079.22
Acco, Vincent	Excluded	Director	Facilities Maintenance	5/16/2022	1.00	\$ 95,000.00	1.00	\$ 88,238.71
Spencer, William	Excluded	Associate Director, Planning & Construction	Facilities Maintenance	5/1/2022	1.00	\$ 85,000.00	1.00	\$ 75,077.89
White, Richard	Excluded	Director, Planning & Construction	Facilities Maintenance	5/1/2022	1.00	\$ 95,000.00	1.00	\$ 81,860.77
Block, Jodie	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 28,956.45	1.00	\$ 27,577.57
Biondi, Daniel	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 36,921.29	1.00	\$ 35,163.13
Burton, Shawntae	Externally Funded	Outreach Coordinator ADMETE	Civil Environmental & Chemical Engineer	5/1/2022	1.00	\$ 49,654.11	1.00	\$ 45,140.10
Candel, Anthony	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 42,619.65	1.00	\$ 40,590.14
Chapman, Chaste	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 22,233.75	1.00	\$ 21,175.00
Cornell, Amy	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 35,980.84	1.00	\$ 34,267.47
Devlin, Caitlin	Externally Funded	Class Mentor Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 37,324.64	1.00	\$ 35,547.28

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Jerreb, Scott	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 33,668.73	1.00	\$ 32,065.46
Jarris, Gloria	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 33,948.41	1.00	\$ 32,331.82
Joseph, Jana	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 40,239.57	1.00	\$ 38,323.40
Jassos, Pamela	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 34,983.57	1.00	\$ 33,317.69
Jeskovec, Alexandra	Externally Funded	Class Mentor Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 38,720.83	1.00	\$ 36,876.98
Jancini, Anthony	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 28,956.45	1.00	\$ 27,577.57
Moore, Kimberly	Externally Funded	Instruction Specialist	Rich Center for Autism	5/16/2022	1.00	\$ 24,057.82	1.00	\$ 22,696.06
Moore, Kimberly	Externally Funded	Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 25,260.71	1.00	\$ 24,057.82
Orch, Erica	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 34,037.17	1.00	\$ 32,416.35
Rott, Natalie	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 39,157.62	1.00	\$ 37,292.97
Vatkins, Taliah	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	7/1/2022	1.00	\$ 39,157.62	1.00	\$ 37,292.97
Wilson, Marcelle	Externally Funded	Museum Site Manager	History	7/1/2022	0.50	\$ 24,565.07	0.50	\$ 23,112.67

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
TRANSFERS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	SALARY
Moorer, Susan	APAS	Assistant Director DEI / Assistant Director SAS	Diversity and Inclusion / Dean of Students	6/16/2022	1.00	\$ 65,053.70
Logner, William	Excluded	Campus Safety Emergency Management Officer	YSU Police / University Relations	4/16/2022	1.00	\$ 48,283.14



YOUNGSTOWN
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SUMMARY OF PERSONNEL ACTIONS

Athletic Employees

4/16/2022 through 7/15/2022

Separations – 7

- Professional Administrative Staff – 1
- Excluded – 6

Appointments – 3

- Excluded – 3

Salary Adjustments – 17

- Professional Administrative Staff – 1
- Excluded – 16

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY	TYPE OF SEPARATION
Bailey, Rashaun	APAS	Assistant Athletic Trainer	Training Room	6/17/2022	1	\$ 57,117.26	Resignation
Collins, Ryan	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	6/3/2022	1.00	\$ 35,000.00	Nonrenewal
Gervelis, Alyssa	Excluded	Assistant Coach	Soccer - Women's	5/15/2022	1.00	\$ 30,450.00	Resignation
Marshall, Taylor	Excluded	Asst Coach Women's	Lacrosse - Women's	6/10/2022	1.00	\$ 32,500.00	Resignation
Nwachukwu, Chinedu	Excluded	Assistant Coach	Basketball - Men's	7/15/2022	1.00	\$ 77,647.50	Resignation
Peterson, Cole	Excluded	Assistant Football Coach	Football	7/8/2022	1.00	\$ 45,900.00	Resignation
Ritter, Linnie	Excluded	Assistant Coach	Volleyball	6/24/2022	1.00	\$ 30,000.00	Resignation

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Phillips, Thomas	Excluded	Assistant Coach	Football	4/18/2022	1.00	\$ 55,000.00
Romanyk-O'Brien, Ashley	Excluded	Assistant Coach	Lacrosse - Women's	7/5/2022	1.00	\$ 32,500.00
Bergner, Miles	Excluded	Manager, Athletic Facilities and Prog	Athletic Facilities Rental	5/16/2022	1.00	\$ 50,000.00

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/22 THROUGH 7/15/22
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Eddy, Connie	APAS	Coordinator	Ticket Office	6/1/2022	1.00	\$ 45,441.96	1.00	\$ 43,278.06
Butler, Chelsie	Excluded	Assistant Coach	Basketball - Women's	7/1/2022	1.00	\$ 51,510.00	1.00	\$ 47,500.00
Campbell, Brian	Excluded	Head Coach	Softball	7/1/2022	1.00	\$ 62,738.16	1.00	\$ 60,898.84
Clarkson, Kendyl	Excluded	Assistant Coach	Lacrosse - Women's	7/1/2022	1.00	\$ 41,335.50	1.00	\$ 35,525.00
Glover, Malika	Excluded	Assistant Coach	Basketball - Women's	7/1/2022	1.00	\$ 53,805.00	1.00	\$ 50,750.00
Gorby, Brian	Excluded	Head Coach Track and CC	Track - Men's	7/1/2022	1.00	\$ 71,359.20	1.00	\$ 68,588.63
Hernandez, Ulises	Excluded	Head Coach	Tennis - Men's	7/1/2022	1.00	\$ 41,256.96	1.00	\$ 35,447.64
Joy, Tony	Excluded	Head Coach	Golf - Men's	7/1/2022	0.75	\$ 29,483.10	0.75	\$ 28,618.48
Kuberski, Douglas	Excluded	Head Coach	Women's Bowling	7/1/2022	1.00	\$ 46,597.68	1.00	\$ 40,683.83
Morales, Arnaldo	Excluded	Assistant Coach Track and Field	Track - Men's	7/1/2022	1.00	\$ 42,179.04	1.00	\$ 40,541.00
Nicolais, John	Excluded	Associate Head Coach	Basketball - Women's	7/1/2022	1.00	\$ 60,001.50	1.00	\$ 55,825.00
Pacanowski, Jason	Excluded	Assistant Coach Director of Operations Wms Bktb	Basketball - Women's	7/1/2022	1.00	\$ 41,414.04	1.00	\$ 38,602.00
Reagan, Kelsey	Excluded	Assistant Coach Swimming	Swimming & Diving - Women's	7/1/2022	1.00	\$ 41,335.50	1.00	\$ 35,525.00
Sopel, Mickael	Excluded	Head Coach	Tennis - Women's	7/1/2022	1.00	\$ 55,894.98	1.00	\$ 53,724.29
Tomei, Megan	Excluded	Assistant Coach Track Field Throws	Track - Women's	7/1/2022	1.00	\$ 45,257.40	1.00	\$ 43,500.00
Walton, Theresa	Excluded	Head Coach	Lacrosse - Women's	7/1/2022	1.00	\$ 63,360.36	1.00	\$ 60,900.00
Zilles, Sara	Excluded	Assistant Coach	Softball	7/1/2022	1.00	\$ 41,976.06	1.00	\$ 40,745.34

The Division of Student Affairs

Board of Trustees Meeting

September 2022



**YOUNGSTOWN
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The Division of Student Affairs

The Division of Student Affairs encompasses departments that create the experiences beyond the classroom.

In an effort to meet students' unique needs, our division is comprised of three offices:
The Office of Student Enrollment and Business Services, The Office of the Dean of Students, and The Office of Student Experience.

The Division of Student Affairs is committed to supporting students in every facet of their experience at YSU.



YOUNGSTOWN
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The Office of Student Enrollment & Business Services

Undergraduate Admissions

Office of Undergraduate Admissions

Mission Statement: The Office of Undergraduate Admissions supports the mission of the university by recruiting, admitting and serving a diverse student population capable of matriculating and graduating. The office also maintains the integrity of the admissions process by systematic and efficient evaluation of academic credentials in order to ensure college access to eligible students.

Quality Statement: Identifying prospective students for recruitment that are college ready and capable of succeeding at Youngstown State University.

Attribute Statements:

- **Recruitment to Matriculation** - Identifies prospective students for recruitment through the use of direct communication with students, High School visits, college fairs, campus visit programs, and special events that are college ready and matriculate.
- **Persistence to Completion** - Evaluates student transcripts and test records to determine the applicant's ability to successfully matriculate to YSU and persist until graduation from their chosen academic program.
- **Career Planning to Life Long Learning** – Assists students to identify potential academic majors and careers through education/presentations, and to prepare for college by guiding prospective students and families through the admissions process.

The Office of Student Enrollment & Business Services

Financial Aid & Scholarships

Office of Financial Aid & Scholarships

Mission Statement: The Office of Financial Aid & Scholarships places an emphasis on education, collaboration, accountability, and innovation in its daily operations. The office strives to provide up-to-date information on financial aid processes and options for current and prospective students, as well as their families, working collaboratively with campus partners during student and recruitment events. Additionally, as counselors, managers of budgets, implementers of regulations, and keepers of protected data, it is the role of the office to ensure equity and consistency in the delivery of funds to students while also maintaining compliance with accurate reporting to federal, state, and private funding sources in an efficient and streamlined manner and by using technological enhancements and advancements. Through these efforts, the office establishes its value to the university by providing proficient awarding practices, increasing financial aid literacy, minimizing student debt, and decreasing default rates, thus ensuring its importance to a student's degree completion.

Quality Statement: Educating current and prospective students, as well as their families on financial aid processes and options that enable them to focus on academic goals rather than financial concerns.

The Office of Student Enrollment & Business Services

Financial Aid & Scholarships

Continued

Office of Financial Aid & Scholarships

Attribute Statements:

- Engages in recruitment events both on-campus and within the community.
- Provides outreach to prospective and current students in an effort to enhance their understanding of financial aid literacy.
- Counsels students and parents by having critical financial conversations about financial aid options, loss of income, appeals, etc.
- Packages financial aid and scholarships in support of YSU's enrollment strategies.
- Maximizes sources of federal, state, private and institutional funding for students.
- Ensures equity and consistency in the delivery of funds to students.
- Provides quality customer service that leads to enrolling and retaining students.
- Promotes debt management strategies.
- Works collaboratively with campus partners to educate and enhance awareness of financial aid and its importance in the student's overall college experience.
- Implements technological enhancements designed to educate and communicate more regularly about scholarships, making financial aid learning tools available 24/7, and providing information on student's personal financial aid usage.
- Advocates for and ensures that YSU is in compliance with the rules and regulations associated with federal, state, institutional and private donor funds.

The Office of Student Enrollment & Business Services



UNDERGRADUATE ADMISSIONS

- Recruitment of New & Transfer Students
- Credential Evaluation for Regular & Test Optional Admission
- Residency Review
- Admissions Recruitment & Yield Programs
- Assist Academic Colleges with Recruitment Activities & Events
- Individual Campus Visits & Tours
- High School Visits & College Fairs
- Major & Career Counseling

FINANCIAL AID & SCHOLARSHIPS

- Merit Based Scholarship Processing & Offers
- Recruitment Presentations & Outreach for New, Transfer & Adult Undergraduates
- FAFSA Education & Processing
- Federal Verification Processing
- Federal Direct Student & Parent Loan Processing
- Private Student Loan Processing
- Federal Work Study Employment Awarding and Processing
- Financial Aid Offer Packaging
- Payment Assistance Outreach to Current Students with Balances Owed
- Federal, State & Institutional Aid Program Compliance & Audits
- Financial Aid Literacy
- Outside Scholarships Check Processing
- Third Party Program Processing
- Employee Fee Remission Processing
- Graduate Scholarship & Assistantship Processing
- International Scholarship & Agreements Award Processing
- Ad Hoc Consortium & Study Abroad Processing

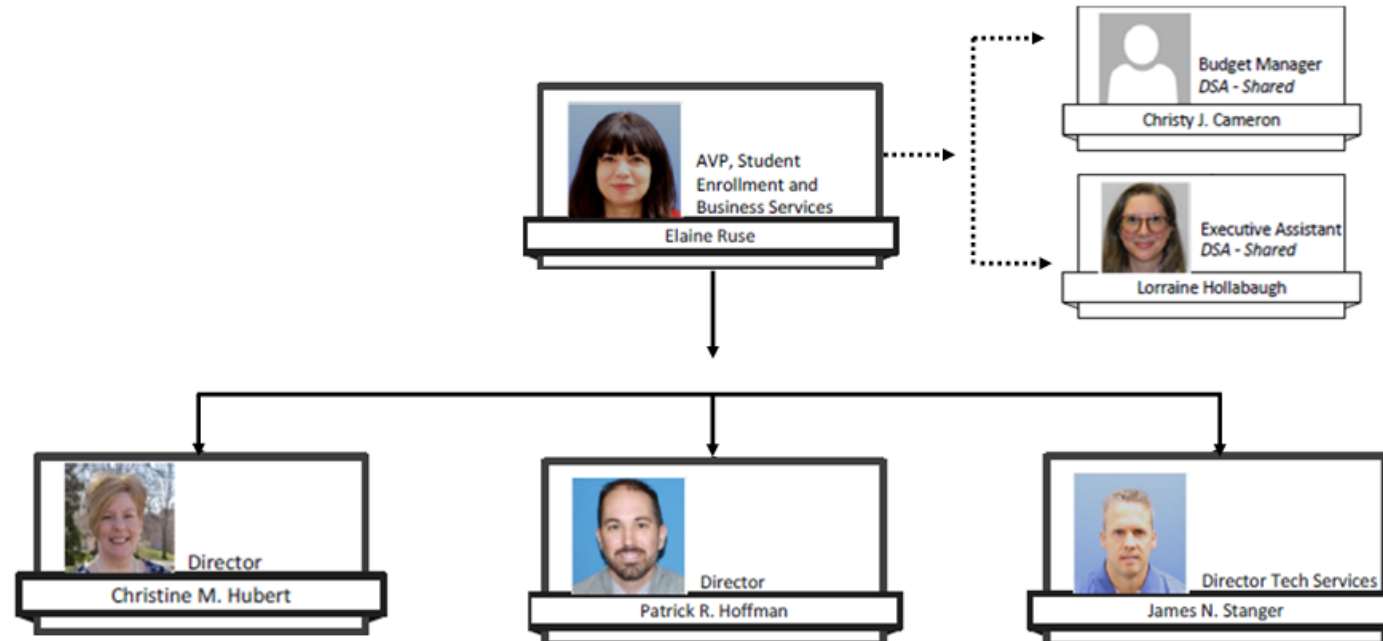
TECHNOLOGY & SUPPORT SERVICES FOR STUDENT ENROLLMENT AREAS

- Admissions & Financial Aid Data & Reports
- Ellucian CRM Recruit & Banner Systems Upgrades & Patches
- New Award Year Federal Updates
- Ellucian Banner Document Management Storage
- Federal & State Reporting Processes for Payment Reimbursement
- Federal Work Study Reconciliations with Payroll
- Upload Tool for Electronic Document Submissions
- SQL Queries and Reporting
- Online YSU Foundation Scholarship Application
- Online Scholarship Search Engine & Updates
- Online Net Price Calculator & Financial Aid Estimator
- Online Financial Aid Snapshot for Students
- Online Summer Aid Application
- Online Housing Grant Application
- Reporting Tool
- Online Staff Snapshot
- Financial Aid & Admissions Survey Queries & Data
- YSU Foundation Thank You Letter System & Processes

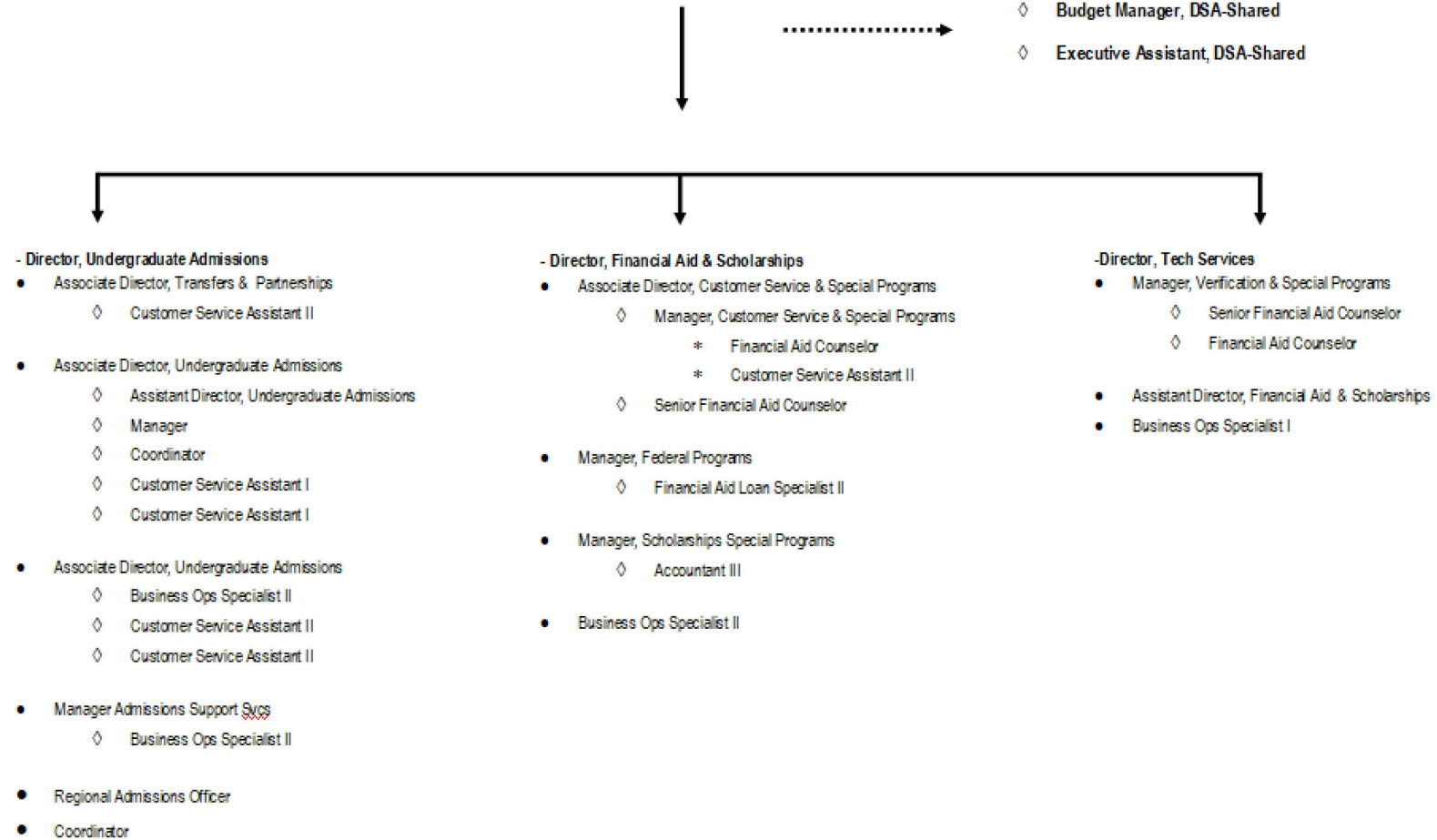


**YOUNGSTOWN
STATE
UNIVERSITY**

The Office of Student Enrollment & Business Services



-AVP, Student Enrollment & Business Services



Student Enrollment & Business Services

- Supports the strategic plan by doing everything possible to recruit and admit undergraduate students with the academic profile to be successful at YSU and by offering the best combination of financial aid to demonstrate YSU's net tuition cost value to enroll and persist through to graduation.
 - Experienced leaders work with Undergraduate Admissions & Financial Aid staff to focus on what can be done to counteract demographic, economic, and competitor institution influences. Freshmen & Transfer data is reported, monitored, and utilized.
 - Understand and appreciate what YSU has to offer and how competitive recruitment has become so they focus on responsiveness to student and parent needs and concerns, demonstrating YSU's student-centered approach to service.
 - Work to increase the number of applicants and admitted students to improve yield.
 - Provide the best financial aid offers and customer service to students while ensuring federal, state, external, and institutional compliance is upheld.



Student Enrollment & Business Services Undergraduate Admissions Initiatives

- Visit more high schools and attend more college fairs throughout Ohio and western Pennsylvania to recruit incoming freshmen
- Further develop communication strategies and communication plans within the New Recruit System
- Work with school counselors to increase application completion rates from their high schools
- Develop a more comprehensive student recruitment strategy for College Credit PLUS (CCP) students
- Implement the Recruit System in collaboration with the Honors College staff to process Honors College & BaccMed applications



Student Enrollment & Business Services Financial Aid & Scholarships Initiatives

- Implement the Banner Financial Aid Self-Service 9 System
- Increase the number of Free Application for Federal Student Aid (FAFSA's) Received
- Integrate both Beeghly College of Liberal Arts, Social Sciences & Education and Bitonte College of Health and Human Services into the online YSU Foundation Scholarship Application
- Process federal student aid verifications using the Ellucian Banner Document Management (BDM) System



Recruiter Territory Assignments

Travel Territories 2022



Fall Freshman Weekly Report

Fall 2022 vs. Fall 2021 vs. Fall 2020 vs. Fall 2019 vs. Fall 2018 Freshmen Comparison													
8/1/2022 vs. 8/2/2021 vs. 8/3/2020 vs. 8/5/2019 vs. 8/6/2018													
	Fall 2022	Fall 2021	Fall 2020	Fall 2019	Fall 2018	22 vs. '21	22 vs. '21	22 vs. '20	22 vs. '20	22 vs. '19	22 vs. '19	22 vs. '18	22 vs. '18
						Difference	Percentage	Difference	Percentage	Difference	Percentage	Difference	Percentage
Applied	7,275	6,532	8,470	9,161	10,457	743	11.37%	(1,195)	-14.11%	(1,886)	-20.59%	(3,182)	-30.43%
Admitted	5,919	5,172	5,945	6,166	7,164	747	14.44%	(26)	-0.44%	(247)	-4.01%	(1,245)	-17.38%
Honors College Applications	632	482	560	546	540	150	31.12%	72	12.86%	86	15.75%	92	17.04%
Registered for Orientation	1,572	1,654	1,956	2,042	2,452	(82)	-4.96%	(384)	-19.63%	(470)	-23.02%	(880)	-35.89%
Orientation Attendance (18 programs)	1,460	1,695	1,852	2,009	2,315	(235)	-13.86%	(392)	-21.17%	(549)	-27.33%	(855)	-36.93%
Scholarships Awarded	2,983	3,127	2,854	3,054	3,921	(144)	-4.61%	129	4.52%	1,789	-2.32%	(938)	-23.92%
FAFSA Applications Received	3,100	3,162	3,757	4,001	4,737	(62)	-1.96%	(657)	-17.49%	(901)	-22.52%	(1,637)	-34.56%
Financial Aid Offers	2,927	3,000	3,045	3,217	3,335	(73)	-2.43%	(118)	-3.88%	(290)	-9.01%	(408)	-12.23%
Freshmen Paid Housing	453	377	563	619	701	76	20.16%	(110)	-19.54%	(166)	-26.82%	(248)	-35.38%
Ohio admitted	3,520	3,420	3,155	3,156	5,397	100	2.92%	365	11.57%	364	11.53%	(1,877)	-34.78%
Out-of-state admitted	2,117	1,165	1,469	1,256	1,768	952	81.72%	648	44.11%	861	68.55%	349	19.74%
ACT Registered	21.19	21.31	21.60	21.57	21.66								
GPA Registered	3.53	3.52	3.48	3.40	3.35								
Transfer Applied	837	739	1012	1154	1260	98	13.26%	(175)	-17.29%	(317)	-27.47%	(423)	-33.57%
Transfer Admitted	498	491	575	689	750	7	1.43%	(77)	-13.39%	(191)	-27.72%	(252)	-33.60%
Transfer Registered	196	241	281	352	336	(45)	-18.67%	(85)	-30.25%	(156)	-44.32%	(140)	-41.67%
Admitted by Race	Fall 2022												
American Indian/Alaska Native	7	0.12%											
Asian	68	1.21%											
Black/African American	798	14.16%											
Native Hawaiian/Other Pacific Islander	4	0.07%											
Hispanic/Latino Ethnicity	277	4.91%											
Multiple	248	4.40%											
Nonresident Alien	1,053	18.68%											
Unknown	145	2.57%											
White	3,037	53.88%											
Total Admitted	5,637												

Prepared by: E. Ruse 8/1/22



**YOUNGSTOWN
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Fall 14th Day Comparisons

Fall 2021 Freshmen / Overall Registration Comparison vs 2020 and 2019 and 2018 and 2017

	Fall 2021	Fall 2020	21 vs. '20	%	Fall 2019	21 vs. '19	%	Fall 2018	21 vs. '18	%	Fall 2017	21 vs. '17	%
Headcount	11298	11,788	-490	-4.16%	12,155	-857	-7.05%	12,696	-1,398	-11.01%	12,644	-1,346	-10.65%
FTE	9031	9,739	-708	-7.27%	10,185	-1,154	-11.33%	10,566	-1,535	-14.53%	10,432	-1,401	-13.43%
Total New Freshmen	1629	1,822	-193	-10.59%	2,010	-381	-18.96%	2,383	-754	-31.64%	2,278	-649	-28.49%
Total New Transfers	387	420	-33	-7.86%	470	-83	-17.66%	495	-108	-21.82%	608	-221	-36.35%
Total New Graduate	491	426	65	15.26%	285	206	72.28%	348	143	41.09%	334	157	47.01%
Total New College Credit Plus	559	777	-218	-28.06%	682	-123	-18.04%	811	-252	-31.07%	631	-72	-11.41%
ACT average	21.31	21.60	-0.29		21.57	-0.26		21.65	-0.34		21.80	-0.49	
GPA average	3.52	3.48	0.04		3.4	0.12		3.35	0.17		3.31	0.21	
Honors College Freshmen	299	337	-38	-11.28%	282	17	6.03%	330	-31	-9.39%	333	-34	-10.21%
Boardman	109	130	-21	-16.15%	122	-13	-10.66%	126	-17	-13.49%	122	-13	-10.66%
Austintown Fitch	98	99	-1	-1.01%	114	-16	-14.04%	140	-42	-30.00%	107	-9	-8.41%
Canfield	71	80	-9	-11.25%	107	-36	-33.64%	110	-39	-35.45%	90	-19	-21.11%
Poland	60	56	4	7.14%	64	-4	-6.25%	86	-26	-30.23%	71	-11	-15.49%
Hubbard	41	49	-8	-16.33%	47	-6	-12.77%	60	-19	-31.67%	72	-31	-43.06%
Struthers	40	44	-4	-9.09%	42	-2	-4.76%	57	-17	-29.82%	54	-14	-25.93%
Ursuline	37	48	-11	-22.92%	40	-3	-7.50%	49	-12	-24.49%	45	-8	-17.78%
Howland	32	39	-7	-17.95%	48	-16	-33.33%	60	-28	-46.67%	45	-13	-28.89%
Lakeview	30	35	-5	-14.29%	34	-4	-11.76%	33	-3	-9.09%	39	-9	-23.08%
McKinley	27	36	-9	-25.00%	45	-18	-40.00%	33	-6	-18.18%	37	-10	-27.03%
South Range	27	33	-6	-18.18%	35	-8	-22.86%	25	2	8.00%	40	-13	-32.50%
Cardinal Mooney	26	33	-7	-21.21%	29	-3	-10.34%	33	-7	-21.21%	33	-7	-21.21%
Girard	26	39	-13	-33.33%	30	-4	-13.33%	38	-12	-31.58%	49	-23	-46.94%
Springfield Local	26	30	-4	-13.33%	20	6	30.00%	37	-11	-29.73%	30	-4	-13.33%
McDonald	25	18	7	38.89%	29	-4	-13.79%	24	1	4.17%	34	-9	-26.47%
Salem	23	9	14	155.56%	19	4	21.05%	27	-4	-14.81%	17	6	35.29%
Hickory, PA	22	18	4	22.22%	7	15	214.29%	28	-6	-21.43%	18	4	22.22%
Youngstown Early College	21	18	3	16.67%	28	-7	-25.00%	26	-5	-19.23%	18	3	16.67%
Campbell	20	22	-2	-9.09%	22	-2	-9.09%	25	-5	-20.00%	15	5	33.33%
Liberty	19	13	6	46.15%	28	-9	-32.14%	33	-14	-42.42%	26	-7	-26.92%
New Castle PA	19	19	0	0.00%	18	1	5.56%	18	1	5.56%	10	9	90.00%
Crestview	18	31	-13	-41.94%	21	-3	-14.29%	18	0	0.00%	22	-4	-18.18%
Mineral Ridge	18	25	-7	-28.00%	24	-6	-25.00%	27	-9	-33.33%	19	-1	-5.26%
Western Reserve	18	13	5	38.46%	15	3	20.00%	23	-5	-21.74%	19	-1	-5.26%



Financial Aid Dashboard

The Office of Financial Aid and Scholarships is committed to helping students with the financial aid process. Every effort to communicate all available financial resources is made. One of our main objectives is to offer students and parents a complete financial aid package early to plan for college expenses.

YSU OFFICE OF FINANCIAL AID & SCHOLARSHIPS

KEY INDICATORS OF SUCCESS

Processing	2019-20	2020-21	2021-22*
Number of Federal Student Aid Applications (FAFSA's) received	14,410	13,773	12,595
Number of FAFSA results (Institutional Student Information Records-ISIR's) verified	2,702	2,370	2,435
Number of students packaged (completed FAFSA results)	11,842	11,473	11,318
Number of loan applications processed and paid (to students with registered hours)	7,663	6,908	6,310
Number of Summer Aid applications received	669	648	834
Funds Management (Disbursed/Paid Amounts)	2019-20	2020-21	2021-22*
Federal Grants (Pell & FSEOG)	\$19,472,259.30	\$17,593,480.27	\$16,202,841.18
Federal Loans (Stafford & PLUS)	\$51,939,654.00	\$48,975,734.00	\$47,188,706.00
Private (Alternative) Loans	\$4,734,827.21	\$4,220,705.76	\$4,327,603.00
Federal Work-Study	\$553,756.98	\$405,504.51	\$634,241.11
Ohio and Pennsylvania State Grants	\$5,783,179.81	\$5,177,549.79	\$4,964,040.05
YSU Goal Based Scholarship Programs (funded by YSU Foundation and the University)	\$15,846,683.38	\$15,436,028.50	\$14,149,480.13
All Other Aid Programs	\$24,258,958.48	\$23,652,552.64	\$34,010,826.51
Total Aid Disbursements	\$122,589,319.16	\$115,461,555.47	\$121,477,737.98

* 2021-22 award information is not final and is subject to change

Financial Aid Night – Funding Your Future

The Office of Financial Aid and Scholarships sponsored two community service financial aid night events. An in-person event held on campus in the Kilcawley Center on October 19, 2021 and a virtual event held January 26, 2022.

Both events educated college-bound students and parents, promoted financial aid literacy, and provided information about financial aid applications such as the Free Application for Federal Student Aid and YSU's scholarship applications. Attendance was noteworthy with a total of 289 in attendance between both events.



Student Outreach

The Office of Financial Aid and Scholarships has focused on providing more personalized direct outreach to students and families since the COVID-19 pandemic hit. Over the last year, the Office of Financial Aid and Scholarships participated in numerous recruitment events such as Penguin Preview Day programs, Experience Y Day programs, and new student orientations to name a few. Moreover, the staff conducted financial aid presentations at local area high schools and presented scholarships to recipients at senior ceremonies as well. Staff also attended on-campus events hosted by YSU departments and colleges to provide information over the last year.

Telephone call and email campaigns were used to offer financial aid staff assistance with the completion of the Free Application for Federal Student Aid (FAFSA), federal verification, acceptance of financial aid offers, and resolving outstanding balances owed to name a few.

When the U.S. Department of Education waived certain federal verification requirements, the Office of Financial Aid and Scholarships reached out to students and families to ask if they experienced a financial hardship during the calendar year 2020, or into 2021 so they could offer financial assistance and reassess federal and state grant eligibility to ensure students were receiving all possible need-based financial aid resources. They also mailed postcards and sent email communications to students encouraging them to contact the Office of Financial Aid and Scholarships to make an appointment with a financial aid counselor for assistance with the loss of income process.

The Office of Financial Aid and Scholarships also has staff available to answer questions asked through the ZeeMe app. The app focuses on engagement and connects incoming freshmen to university representatives and to each other.



YOUNGSTOWN
STATE
UNIVERSITY

2019 SEBS Staff to Employee Ratio & Comparison

INSTITUTION	STUDENT FTE	SEBS STAFF FTE	STUDENT: SEBS RATIO
Bowling Green State University	16,462	86.0	1 : 191
Kent State University	23,143	71.0	1 : 326
Miami University	19,716	157.0	1 : 126
Ohio University	20,330	120.0	1 : 169
Wright State University	12,279	85.0	1 : 144
Youngstown State University	10,185	35.0	1 : 291

*Student FTE Source: 2019 Fall 15th Day Enrollment Statistics
Total SEBS Staff Source: Peer University websites, Peer contacts*

2019 SEBS Staff to Employee Ratio & Comparison

INSTITUTION	TOTAL # FT/PT EMPLOYEES	TOTAL FTE SEBS STAFF	SEBS STAFF TO EMPLOYEE RATIO	TOTAL SEBS OPERATING BUDGET	SEBS SPEND PER TOTAL # FT/PT EMPLOYEES
Bowling Green State University	3,594	86.0	1 : 42	\$5,352,236	\$1,489
Kent State University	6,653	71.0	1 : 94	\$4,574,624	\$688
Miami University	4,656	157.0	1 : 30	\$16,871,699	\$3,624
Ohio University	6,497	120.0	1 : 54	\$12,612,206	\$1,941
Wright State University	2,694	85.0	1 : 32	\$6,465,603	\$2,400
Youngstown State University	1,973	35.0	1 : 56	\$4,216,444	\$2,137

Total FT/PT Employee Source: Ohio Department of Higher Education, Fall 2019, report date April 2020

Total SEBS Staff Source: Peer University websites, Peer contacts

Total Operating Budget Source: Peer University websites

Points of Pride

Implementation of the CRM
Ellucian “Recruit” System
for Undergraduate
Admission Recruitment &
Application Processes

Penguin Preview Day
Recruitment Programs

Experience Y Day Yield
Programs

Permanent Test Optional
Admission Approved by
Academic Senate

Virtual Admissions
Recruitment & Financial Aid
Community Service
Education Programs

HEERF I, II & III Emergency
Grant Student Aid
Distribution, Administration,
& Compliance

Financial Aid Community
Service Financial Aid Night
Programs to Improve
Financial Aid Literacy

State of Ohio 2021-22
Second Chance Grant Pilot
Program and 2022-23
Award Year Continuation

Tracking of Admissions &
Financial Aid Student
Information & Report
Distribution of Year Over Year
Comparisons & Dashboards

Increased & Improved
Communication Plans
Associated with Prospective
Student Recruitment,
Admissions Applications &
Orientation Sign Up

Thank you!



**YOUNGSTOWN
STATE
UNIVERSITY**

The Office of Student Enrollment & Business Services

Classification Summary

Classification	FY18		FY19		FY20		FY21		FY22	
	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE
AVP, Student Enrollment & Business Services	0.00	0.0	0.00	0.0	0.00	0.0	129,355.00	1.0	131,295.33	1.0
Administrative Assistant I, Student Enrollment & Business Services	22,791.60	0.5	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Regional Admissions Officer Student Enrollment Business Services	37,500.00	1.0	37,875.00	1.0	38,632.00	1.0	38,632.00	1.0	39,211.48	1.0
	60,291.60	1.5	37,875.00	1.0	38,632.00	1.0	167,987.00	2.0	170,506.81	2.0
Executive Director, Financial Aid & Scholarships	0.00	0.0	0.00	0.0	118,555.42	1.0	0.00	0.0	0.00	0.0
Director, Financial Aid & Scholarships	109,600.00	1.0	110,696.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0
Director, Financial Aid & Scholarships	0.00	0.0	0.00	0.0	80,000.00	1.0	80,000.00	1.0	81,200.00	1.0
Director, Technology & Support Services Financial Aid	86,500.00	1.0	87,365.00	1.0	89,112.30	1.0	89,112.30	1.0	90,448.98	1.0
Assistant Director, Compliance Programs Financial Aid	48,000.00	1.0	48,480.00	1.0	49,449.60	1.0	50,438.59	1.0	51,195.17	1.0
Business Ops Specialist I, Technology & Support Services Financial Aid	0.00	0.0	0.00	0.0	0.00	0.0	53,123.20	1.0	53,788.80	1.0
Customer Services Assistant I, Financial Aid	42,432.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Customer Services Assistant II, Technology & Support Services Financial Aid	0.00	0.0	45,572.80	1.0	45,822.40	1.0	45,822.40	1.0	46,404.80	1.0
Student Loan Supervisor, Financial Aid	51,792.00	1.0	55,120.00	1.0	55,369.60	1.0	55,369.60	1.0	56,056.00	1.0
Financial Aid Loan Specialist I	34,548.80	1.0	35,526.40	1.0	35,776.00	1.0	35,776.00	1.0	0.00	0.0
Financial Aid Loan Specialist II	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	36,462.40	1.0
Business Ops Specialist II, Financial Aid and Scholarships	0.00	0.0	0.00	0.0	0.00	0.0	54,142.40	1.0	54,828.80	1.0
Associate Director, Cust Serv Spec Prgm Financial Aid	72,500.00	1.0	73,225.00	1.0	74,689.50	1.0	74,689.50	1.0	75,809.84	1.0
Assistant Director, Special Programs Financial Aid	0.00	0.0	48,287.27	1.0	50,253.02	1.0	51,258.08	1.0	52,026.95	1.0
Assistant Director, Special Programs Verification Financial Aid	0.00	0.0	43,473.93	1.0	44,343.41	1.0	45,230.28	1.0	45,908.73	1.0
Assistant Director, Fed Programs Financial Aid	50,000.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Financial Aid Counselor	33,411.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Financial Aid Counselor	31,820.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Financial Aid Counselor	0.00	0.0	33,000.00	1.0	35,568.00	1.0	36,279.36	1.0	36,823.55	1.0
Financial Aid Counselor	0.00	0.0	36,000.00	1.0	36,720.00	1.0	37,454.40	1.0	38,016.22	1.0
Financial Aid Counselor	0.00	0.0	33,000.00	1.0	35,568.00	1.0	36,279.36	1.0	36,823.55	1.0
Sr. Financial Aid Counselor II	43,848.78	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Sr. Financial Aid Counselor II	38,093.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Financial Aid Associate	0.00	0.0	29,536.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0
Associate Director, Financial Aid Programs	0.00	0.0	57,933.60	1.0	59,092.28	1.0	59,092.28	1.0	59,978.66	1.0
Associate Director Financial Analysis Report	71,500.00	1.0	72,215.00	1.0	73,659.30	1.0	72,186.11	1.0	0.00	0.0
Manager Scholarships, Special Programs Financial Aid	43,872.00	1.0	49,878.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0
Manager Scholarships, Special Programs Financial Aid	0.00	0.0	0.00	0.0	49,878.00	1.0	49,878.00	1.0	50,626.17	1.0
Manager, Financial Aid Programs Financial Aid	48,500.00	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Accountant II, Financial Aid	0.00	0.0	0.00	0.0	33,009.60	1.0	0.00	0.0	0.00	0.0
Accountant III, Financial Aid	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	36,920.00	1.0
Administrative Assistant I, Financial Aid	51,896.00	1.0	52,873.60	1.0	53,123.20	1.0	0.00	0.0	0.00	0.0
Administrative Assistant I, Financial Aid	50,356.80	1.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Administrative Assistant II, Financial Aid	0.00	0.0	53,892.80	1.0	54,142.40	1.0	0.00	0.0	0.00	0.0
	908,670.38	17.0	966,075.40	18.0	1,074,132.03	19.0	926,131.86	17.0	903,318.62	17.0



The Office of Student Enrollment & Business Services

Classification Summary Continued

Classification	FY18		FY19		FY20		FY21		FY22	
	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE	Average Salary	FTE
Director, Undergraduate Admissions	91,952.18	0.5	92,871.50	0.5	0.00	0.0	0.00	0.0	0.00	0.0
Director, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	86,777.56	1.0	88,079.22	1.0
Associate Director, Transfers/Partnerships Undergraduate Admissions	60,500.00	1.0	61,105.00	1.0	62,327.10	1.0	62,327.10	1.0	63,262.01	1.0
Associate Director, Undergraduate Admissions	70,900.80	1.0	71,609.81	1.0	73,042.01	1.0	71,581.17	1.0	0.00	0.0
Associate Director, Undergraduate Admissions	60,500.00	1.0	61,105.00	1.0	62,327.10	1.0	62,327.10	1.0	63,262.01	1.0
Associate Director, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	60,900.00	1.0
Assistant Director, Undergraduate Admissions	44,000.00	1.0	45,450.00	1.0	46,359.00	1.0	42,557.56	1.0	0.00	0.0
Assistant Director, Undergraduate Admissions	53,445.00	1.0	53,979.45	1.0	56,059.04	1.0	0.00	0.0	0.00	0.0
Assistant Director, Undergraduate Admissions	44,275.14	1.0	44,717.89	1.0	0.00	0.0	0.00	0.0	0.00	0.0
Assistant Director, Undergraduate Admissions	53,963.10	1.0	54,502.73	1.0	55,592.79	1.0	56,704.65	1.0	57,555.22	1.0
Manager, Admissions Supp Serv Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	54,417.00	1.0	55,233.26	1.0
Customer Services Representative I Undergraduate Admissions	33,009.60	1.0	33,987.20	1.0	34,236.80	1.0	34,236.80	1.0	34,673.60	1.0
Customer Services Representative I Undergraduate Admissions	37,148.80	1.0	38,126.40	1.0	38,376.00	1.0	38,376.00	1.0	38,854.40	1.0
Customer Services Representative II Undergraduate Admissions	17,274.40	0.5	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0
Customer Services Representative II Undergraduate Admissions	44,075.20	1.0	45,052.80	1.0	45,302.40	1.0	0.00	0.0	0.00	0.0
Customer Services Representative II Undergraduate Admissions	44,740.80	1.0	45,718.40	1.0	45,968.00	1.0	45,968.00	1.0	46,550.40	1.0
Customer Services Representative II Undergraduate Admissions	49,628.80	1.0	50,606.40	1.0	50,856.00	1.0	50,856.00	1.0	51,500.80	1.0
Customer Services Representative II Undergraduate Admissions	34,798.40	1.0	35,776.00	1.0	36,025.60	1.0	36,025.60	1.0	36,483.20	1.0
Coordinator, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	35,568.00	1.0	36,601.52	1.0
Coordinator, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	35,568.00	1.0	36,101.52	1.0
Coordinator, Membership & Marketing Undergraduate Admissions	0.00	0.0	0.00	0.0	19,803.50	0.5	20,502.57	0.5	20,502.57	0.5
Data Systems Coordinator I, Undergraduate Admissions	53,456.00	0.5	54,433.60	0.5	54,683.20	0.5	0.00	0.0	0.00	0.0
Business Ops Specialist II, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	44,179.20	1.0	44,179.20	1.0
Business Ops Specialist II, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	58,115.20	1.0	58,843.20	1.0
Business Ops Specialist II, Undergraduate Admissions	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	31,782.40	1.0
Administrative Assistant II, Undergraduate Admissions	42,952.00	1.0	43,929.60	1.0	44,179.20	1.0	0.00	0.0	0.00	0.0
Administrative Assistant II, Undergraduate Admissions	56,888.00	1.0	57,865.60	1.0	58,115.20	1.0	0.00	0.0	0.00	0.0
	893,508.22	16.5	890,837.38	16.0	783,252.94	15.0	836,087.51	16.5	824,364.53	16.5
	1,862,470.20	35.0	1,894,787.78	35.0	1,896,016.97	35.0	1,930,206.37	35.5	1,898,189.96	35.5
Shared DSA Positions										
Executive Assistant, Division of Student Affairs (paid out of DOS)	0.00	0.0	0.00	0.0	0.00	0.0	43,000.00	1.0	43,645.00	1.0
Budget Manager, Division of Student Affairs (paid out of SE)	62,000.00	1.0	62,620.00	1.0	63,872.40	1.0	65,149.85	1.0	66,127.10	1.0



2019 SEBS YSU Salary Analysis

Classification	Average Salary by Position							
	BGSU	KENT	MIAMI	OU	WSU	YSU/Payroll Report	Position Average	% YSU Compared to Average
AVP, Student Enrollment & Business Services	\$197,000.00	\$187,568.00	\$296,573.00	\$211,561.00	-	-	\$223,175.50	0%
Administrative Assistant I, Student Enrollment & Business Services	\$34,382.40	\$38,882.00	\$38,038.00	\$41,497.00	\$34,585.00	-	\$37,476.88	0%
Regional Admissions Officer Student Enrollment Business Services	-	-	-	-	-	\$37,875.00	\$37,875.00	0%
Executive Director, Financial Aid & Scholarships	-	-	-	-	-	-	-	-
Director, Financial Aid & Scholarships	\$116,694.00	\$144,882.00	\$97,375.00	\$108,473.00	\$106,227.00	\$110,696.00	\$114,057.83	-3%
Director, Financial Aid & Scholarships	-	-	-	-	-	-	-	-
Director, Technology & Support Services Financial Aid	-	-	-	-	-	\$87,365.00	\$87,365.00	0%
Assistant Director, Compliance Programs Financial Aid	-	-	-	-	-	\$48,480.00	\$48,480.00	0%
Business Ops Specialist I, Technology & Support Services Financial Aid	-	\$32,650.00	\$33,605.00	-	\$35,848.00	-	\$34,034.33	0%
Customer Services Assistant I, Financial Aid	\$28,433.60	-	\$31,586.00	\$28,785.00	-	-	\$29,601.53	0%
Customer Services Assistant II, Technology & Support Services Financial Aid	\$31,262.40	-	-	-	-	\$45,572.80	\$38,417.60	0%
Student Loan Supervisor, Financial Aid	-	-	-	-	-	\$55,120.00	\$55,120.00	0%
Financial Aid Loan Specialist I	-	-	-	-	-	\$35,526.40	\$35,526.40	0%
Financial Aid Loan Specialist II	-	-	-	-	-	-	-	-
Business Ops Specialist II, Financial Aid and Scholarships	-	-	-	-	-	-	-	-
Associate Director, Cust Serv Spec Prgm Financial Aid	-	-	-	-	-	\$73,225.00	\$73,225.00	0%
Assistant Director, Special Programs Financial Aid	-	-	-	-	-	\$48,287.27	\$48,287.27	0%
Assistant Director, Special Programs Verification Financial Aid	-	-	-	-	-	\$43,473.93	\$43,473.93	0%
Assistant Director, Fed Programs Financial Aid	-	-	-	-	-	-	-	-
Financial Aid Counselor	\$31,262.40	-	-	-	-	-	\$31,262.40	0%
Financial Aid Counselor	\$31,262.40	\$37,500.00	\$41,784.00	\$40,006.00	\$43,864.00	-	\$38,883.28	0%
Financial Aid Counselor	\$31,262.40	\$37,500.00	\$41,784.00	\$40,006.00	\$43,864.00	\$36,000.00	\$38,402.67	-7%
Financial Aid Counselor	\$31,262.40	\$37,500.00	\$41,784.00	\$40,006.00	\$43,864.00	\$33,000.00	\$37,902.73	-15%
Financial Aid Counselor	\$31,262.40	\$37,500.00	\$41,784.00	\$40,006.00	\$43,864.00	\$33,000.00	\$37,902.73	-15%
Sr. Financial Aid Counselor II	\$34,382.40	-	-	-	-	-	\$34,382.40	0%
Sr. Financial Aid Counselor II	\$34,382.40	-	-	-	-	-	\$34,382.40	0%
Financial Aid Associate	-	-	-	-	-	\$29,536.00	\$29,536.00	0%
Associate Director, Financial Aid Programs	-	-	-	-	-	\$57,933.60	\$57,933.60	0%
Associate Director Financial Analysis Report	-	-	-	-	-	\$72,215.00	\$72,215.00	0%
Manager Scholarships, Special Programs Financial Aid	-	-	-	-	-	\$49,878.00	\$49,878.00	0%
Manager Scholarships, Special Programs Financial Aid	-	-	-	-	-	-	-	-
Manager, Financial Aid Programs Financial Aid	-	-	-	-	-	-	-	-
Accountant II, Financial Aid	-	-	-	-	-	-	-	-
Accountant III, Financial Aid	-	-	-	-	-	-	-	-
Administrative Assistant I, Financial Aid	\$34,382.40	\$38,882.00	\$38,038.00	\$41,497.00	\$34,585.00	\$52,873.60	\$40,043.00	24%
Administrative Assistant I, Financial Aid	-	-	-	-	-	-	-	-
Administrative Assistant II, Financial Aid	\$37,856.00	-	\$44,290.00	-	-	\$53,892.80	\$45,346.27	16%

2019 SEBS YSU Salary Analysis

Classification	Average Salary by Position							Position Average	% YSU Compared to Average
	BGSU	KENT	MIAMI	OU	WSU	YSU/Payroll Re port			
Director, Undergraduate Admissions	\$111,974.00	\$123,788.00	\$169,000.00	\$149,789.00	\$72,001.00	\$92,871.50	\$119,903.92	-29%	
Director, Undergraduate Admissions	-	-	-	-	-	-	-	-	
Associate Director, Transfers/Partnerships Undergraduate Admissions	-	-	-	-	-	\$61,105.00	\$61,105.00	0%	
Associate Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$71,609.81	\$72,583.47	-1%	
Associate Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$61,105.00	\$70,832.67	-16%	
Associate Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	-	\$72,778.20	0%	
Assistant Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$45,450.00	\$68,223.50	-50%	
Assistant Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$53,979.45	\$69,645.08	-29%	
Assistant Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$44,717.89	\$68,101.48	-52%	
Assistant Director, Undergraduate Admissions	\$74,510.00	\$78,855.00	\$79,784.00	\$69,221.00	\$61,521.00	\$54,502.73	\$69,732.29	-28%	
Manager, Admissions Supp Serv Undergraduate Admissions	-	-	-	-	-	-	-	-	
Customer Services Representative I Undergraduate Admissions	\$28,433.60	-	\$31,586.00	\$28,785.00	-	\$33,987.20	\$30,697.95	10%	
Customer Services Representative I Undergraduate Admissions	\$28,433.60	-	\$31,586.00	\$28,785.00	-	\$38,126.40	\$31,732.75	17%	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	-	-	-	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	\$45,052.80	\$45,052.80	0%	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	\$45,718.40	\$45,718.40	0%	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	\$50,606.40	\$50,606.40	0%	
Customer Services Representative II Undergraduate Admissions	-	-	-	-	-	\$35,776.00	\$35,776.00	0%	
Coordinator, Undergraduate Admissions	-	\$52,020.00	\$92,145.00	\$38,838.00	-	-	\$61,001.00	0%	
Coordinator, Undergraduate Admissions	-	\$52,020.00	\$92,145.00	\$38,838.00	-	-	\$61,001.00	0%	
Coordinator, Membership & Marketing Undergraduate Admissions (.5)	-	\$52,020.00	\$92,145.00	\$38,838.00	-	-	\$61,001.00	0%	
Data Systems Coordinator I, Undergraduate Admissions	-	\$52,020.00	\$92,145.00	\$38,838.00	-	\$54,433.60	\$59,359.15	-9%	
Business Ops Specialist II, Undergraduate Admissions	-	-	-	-	-	-	-	-	
Business Ops Specialist II, Undergraduate Admissions	-	-	-	-	-	-	-	-	
Business Ops Specialist II, Undergraduate Admissions	-	-	-	-	-	-	-	-	
Administrative Assistant II, Undergraduate Admissions	\$37,856.00	-	\$44,290.00	-	-	\$43,929.60	\$42,025.20	4%	
Administrative Assistant II, Undergraduate Admissions	\$37,856.00	-	\$44,290.00	-	-	\$57,865.60	\$46,670.53	-20%	

*Executive Assistant reports to ER but is paid by DOS

