



**YOUNGSTOWN
STATE
UNIVERSITY**

Youngstown State University

Board of Trustees Committee Meetings

Wednesday, September 2, 2020



Virtual Meeting

<https://ysu.edu/board-of-trustees>

**BOARD OF TRUSTEES
Meeting Schedule**

Wednesday, September 2, 2020

<https://ysu.edu/board-of-trustees>

- 8:30 a.m. Governance Committee
- 11:30 a.m.* Academic Excellence and Student Success Committee
- 12:30 p.m.* Institutional Engagement Committee
- 1:00 p.m.* Lunch Break
- 1:30 p.m.* Investment Subcommittee
- 2:00 p.m.* Audit Subcommittee
- 2:30 p.m.* Finance & Facilities Committee
- 3:30 p.m.* University Affairs Committee
- 5:00 p.m.* Executive Committee

Thursday, September 3, 2020

- 8:30 a.m. Possible Committee Meeting
- 10:00 a.m. Board Meeting
- 11:00 a.m. Spiegel/Anderson Naming Reception DeBartolo Stadium Club or TBD

*Approximate time for start of the meeting; the meeting will start immediately following preceding committee meeting.



**YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES COMMITTEES**

Anita A. Hackstedde, Chair

John R. Jakubek, Vice Chair

2020-2021

STANDING COMMITTEES

**ACADEMIC EXCELLENCE AND STUDENT
SUCCESS**

James E. "Ted" Roberts, Chair

Allen L. Ryan, Vice Chair

All Trustees are Members

FINANCE AND FACILITIES

Michael A. Peterson, Chair

Capri S. Cafaro, Vice Chair

All Trustees are Members

AUDIT SUBCOMMITTEE

Michael A. Peterson, Chair

Molly Seals, Vice Chair

John R. Jakubek

James E. "Ted" Roberts

Galatiani G. Lopuchovsky

INVESTMENT SUBCOMMITTEE

Capri S. Cafaro, Chair

Charles T. George, Vice Chair

Allen L. Ryan, Jr.

Joseph J. Kerola

Victoria M. Woods

INSTITUTIONAL ENGAGEMENT

Molly S. Seals, Chair

Allen L. Ryan, Jr., Vice Chair

All Trustees are Members

UNIVERSITY AFFAIRS

Charles T. George, Chair

Capri S. Cafaro, Vice Chair

All Trustees are Members

EXECUTIVE COMMITTEE

Anita A. Hackstedde, Chair

John R. Jakubek, Vice Chair

James E. "Ted" Roberts

Molly S. Seals

Michael A. Peterson

Charles T. George

GOVERNANCE COMMITTEE

Anita A. Hackstedde, Chair

John R. Jakubek, Vice Chair

All Trustees are Members

6-29-20

Governance Committee

Agenda



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
GOVERNANCE COMMITTEE
Anita A. Hackstedde, Chair
John R. Jakubek, Vice Chair
All Trustees are Members**

**Wednesday, September 2, 2020
8:30 a.m.**

<https://ysu.edu/board-of-trustees>

AGENDA

A. Disposition of Minutes

B. Old Business

C. Committee Items

1. Governance Discussion Items

C.1.a. = Tab 1 a. Leadership Developed Meeting Agenda with Topics and Timeline

C.1.b. = Tab 2 b. 2020 Board of Trustees Survey Results

C.1.c. = Tab 3 c. Diversity, Equity and Inclusion Related Strategies

C.1.d = Tab 4 d. Brand and Value Related to the Plan

C.1.e = Tab 5 e. Brand Timeline BoT Governance 2020

C.1.f = Tab 6 f. Academic Program Enhancement & Effectiveness

C.1.g = Tab 7 g. 2021 Board Meeting Schedule

D. New Business

E. Adjournment

Youngstown State University
Board of Trustees
September 2, 2020

Governance Committee

- 8:30 – 8:45 The Year Ahead: Comments from Chair Hackstedde, Vice Chair Jakubek, and President Tressel
- 8:45 – 9:30 Reactions and discussion regarding Trustees' responses to the Board Survey
- 9:30 – 10:00 Diversity, Equity, and Inclusion Initiative Update
- 10:00 – 11:30 *Plan for Strategic Actions to Take Charge of Our Future*
- The YSU Value Proposition and *The Plan*
 - Develop a Multi-Year Plan to Achieve Enrollment That Respects YSU's Mission and Values and Provides a Pathway to Fiscal Sustainability
 - Visioning the future relative to the YSU Value Proposition
 - Aligning academic programs to enhance and advance the YSU Value Proposition (Academic Program Enhancement & Effectiveness Initiative)

NOTE: Implementing *Plan for Strategic Actions to Take Charge of Our Future* guided via the respective Board of Trustees Committees

Governance: Multi-year plan for enrollment relative to mission/vision/values related to fiscal sustainability

Academic Excellence and Student Success: Academic actions (Academic Senate-connected)

Institutional Engagement: Community engagement

University Affairs: Culture & Community; Support Area mission, quality statements and accompanying attributes

Finance and Facilities: Enrollment as related to resource allocation/reallocation strategies and outcomes

Youngstown State University
Board of Trustees
June 2020 Survey

Compilation of topics important to members of the Board

Enrollment

- International student recruitment
- Student Recruitment Best Practices

Student Success

- A focus on Student Success requires Enrollment and Persistence continue to be a major focus, particularly given the recent shutdown experienced all across our state. Our efforts as a university to redesign and step up to the challenge of providing high touch and high tech just-in-time interventions is critical to success in enrollment, persistence and student futures. We need to understand as a board the brand/value proposition for candidates, what our students are learning, and how quality of teaching and learning are truly measured and achieved.
- Retaining Students
- Student Retention Best Practices
- How do we assure we are doing our very best to retain and complete students?
- Enhanced recruitment and retention; what actions will we take to ensure students persist and graduate?

Academic Programs

- How do we think about a more focused set of majors/programs/classes going forward to take advantage of the needs of our students and community.
- Next Gen-education visions
- Improve and Increase our On-Line capability (key response to Covid)
- Online learning and program development for a wider audience
- Given the demographics and our potential shrinking market, should we start to think about merging some of our programs with other schools?
- E-Learning

Diversity & Inclusion

- Diversity and Inclusion needs more attention. We are under-prepared and data-starved in this area. We need all statistics and success metrics (for student, faculty, staff, and applicants) to be stratified by race, first generation student/college grad, and other relevant inclusion data and then to understand how the university is using various levers to achieve desired outcomes and close achievement gaps.

Community Connectivity

- Strategic and Purposeful Collaboration with Community Partnerships to Research and Innovate. Discussing input and generating opportunistic ideas that would engage partnerships in the Community that would make our university a center of research and

innovation, incite greater student futures, and generate innovative solutions to the issues being faced regionally, at the state level and nationally.

- Developing strategic partnerships with regional and national industries and employers
- How to optimize experiences to facilitate career success—improve relationships with external agencies?
- Engaging with the community: potential partnerships to add value to the student, YSU, and community-at-large

Leadership

- Succession planning for leadership positions
- Workforce development and engagement: how do we engage with faculty so that they recognize their pivotal role in the success of our students and the sustainability of YSU?
- Faculty and Leadership Succession Planning. We need to quest an in-depth review of our faculty and leadership talent and discuss how we as a university should ensure effective development and succession planning. As a board we must be confident that as a university we are successfully developing the leaders of tomorrow among our faculty and administrative leadership teams and are planning for projected retirements/departures.
- Best Practices for Program/College Level Leadership Improvement programs
- Best Practices for Professor, Asst. Professor, etc., Improvement and Leadership programs

Marketing Brand Communication

- Brand in my opinion should be the laser focus. Right now our brand is President Tressel. We talk as part of the plan of reassessing the brand to more clearly identify brand promise, perception, and target audience. What exactly does that mean and how long will that take?
- Every day that goes by that we don't give our audience messaging as to what truly separates our brand from other universities the more vulnerable we are as an institution. That all starts with developing a Brand that people find value in and relevancy.
- Value of courses provided
- Value of schools
- What is the value proposition and how do we market and communicate what it is?
- Market relevance: how do we distinguish ourselves from competitors and show that distinction to prospective students and the community? What is the value of a YSU degree (from the student's perspective)?

Data and Analytics

- How do we use data analytics to help us with enrollment and retention?
- Data and Strategic-driven decision-making. Defining and agreeing on the metrics and performance indicators that help us make financial and transformative policy decisions that support the achievement of our Strategic Plan and measures progress on our key strategies, particularly the reallocation of financial resources.

Shared Governance

- Continue to improve Shared Governance pursuant to Board-adopted Guidelines of 2017.
- Continue to strengthen the effectiveness of The Academic Senate.

- Cultural imperatives – what needs to change to move us forward, and how will we change it?

Budget Integrity

- Fiscal Responsibility
- Revenue/Expenses
 - Scholarship expenditures/level related to diminishing returns?

Effectiveness

- Continued focus on Right-Sizing. (Good start with combining CLASS and Education.)
- Strategic thinking around how we shape the identity of the new structure of colleges, departments and programs
- Need to get back on track with strategy
- What are the right programs and numbers of faculty given the size and distribution of students amongst programs?
- What is the right enrollment for YSU?

The Board

- Correct balance between strategy/transformation and responsibility for oversight of current operations (governing today and envisioning tomorrow)
- Balance between future vision and current circumstances and operations
- Communications to the Board regarding interactions with the administration via the chair and/or vice chair
- Frequency of communication with the board on various matters such as collective bargaining

The Plan for Strategic Actions to Take Charge of Our Future Diversity, Equity, and Inclusion Related Strategies

Strategy: Develop innovative approaches to increase enrollment and completion of under-represented students

Strategy: Develop and enhance partnerships and collaboration agreements with international universities

Strategy: Develop a plan to integrate diversity, equity, and inclusion throughout the university, including in purchasing, hiring, and in the curriculum

<https://ysu.edu/assessment/national-survey-of-student-engagement>

2018 YSU

RESULTS OF THE NATIONAL SURVEY OF STUDENT ENGAGEMENT

Lowest performing items compared to Peers

FIRST-YEAR

(-11) Discussions with people of a race/ethnicity other than your own

(-8) Asked another student to help you with course material

(-7) Identified key information from reading assignments

SENIOR

(-10) Discussions with people of a race/ethnicity other than your own

(-7) Spent more than 10/h per week on assigned reading

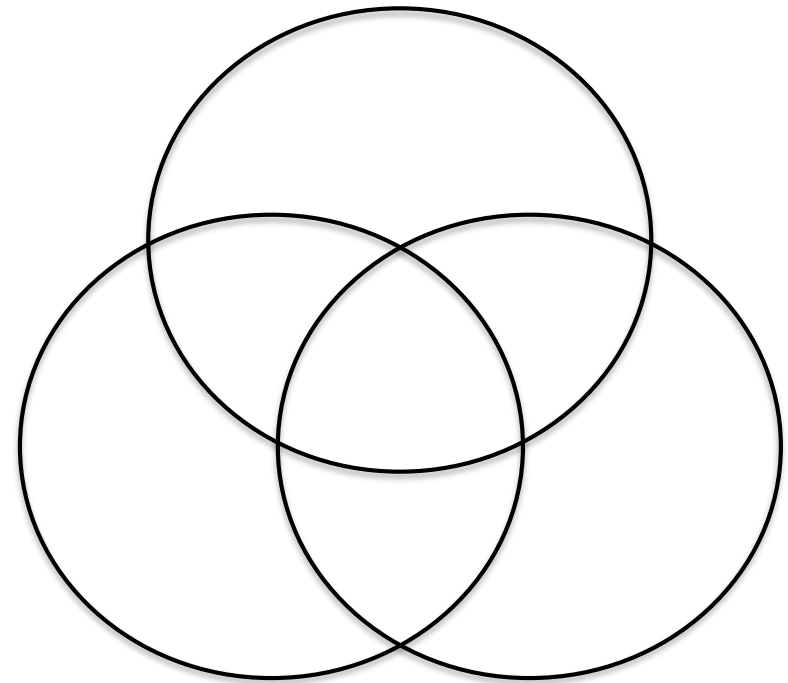
(-6) Emphasis on encouraging contact among students from different backgrounds

ADDITIONAL MATERIALS FORTHCOMING

YSU Value Proposition: *The Plan and The Future* University of Opportunity

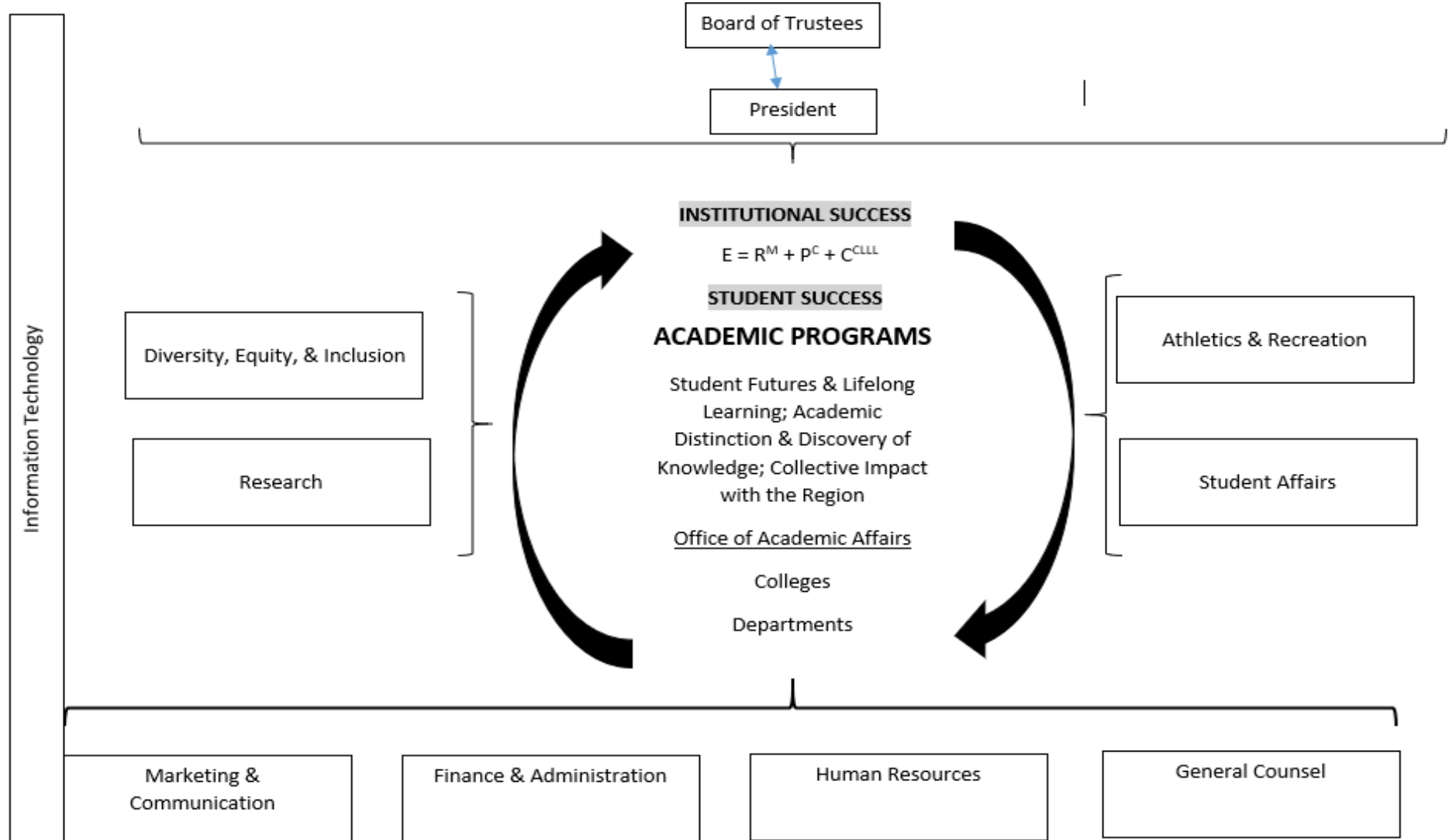
Current State-*The Plan*

Future State-*The Plan +*



YSU Value Proposition: *The Plan and The Future*

University of Opportunity



YSU Value Proposition: *The Plan* University of Opportunity

- Inspires Individuals
- Enhances Futures
- Enriches Lives
- Student Futures & Lifelong Learning
- Research Distinction & Discovery of Knowledge
- Collective Impact with the Region

Citizen of the World
Engaged in Work
Engaged in the Community

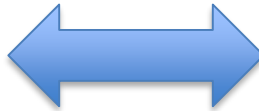


Y I am Proud
Y and Proud
Y makes Me Proud

YSU Value Proposition: *The Plan* University of Opportunity

- Student Futures & Lifelong Learning
- Research Distinction & Discovery of Knowledge
- Collective Impact with the Region
- Majors & Programs
- Academic Senate
- Gen Ed Transformation
- Learning Outcomes (Graduates will...)
- Community (health, education, arts/culture, prosperity)
- Education Training Center

Citizen of the World
Engaged in Work
Engaged in the Community

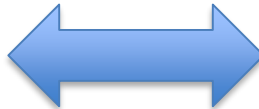


Y I am Proud
Y and Proud
Y makes Me Proud

YSU Value Proposition: *The Plan* University of Opportunity

- High Impact Practices
- Chair Development
- ITL – ACT
- Diversity, Equity, & Inclusion Initiative
- Curricular + Extracurricular Integration
- Competencies
- Capabilities
- Capacities

Citizen of the World
Engaged in Work
Engaged in the Community



Y I am Proud
Y and Proud
Y makes Me Proud

YSU Value Proposition: *The Plan* University of Opportunity

- Student Futures & Lifelong Learning
- Research Distinction & Discovery of Knowledge
- Collective Impact with the Region
- Student Success
- Support Area (mission, quality, attributes: procedures)
- Technological Innovations
- Data Analytics

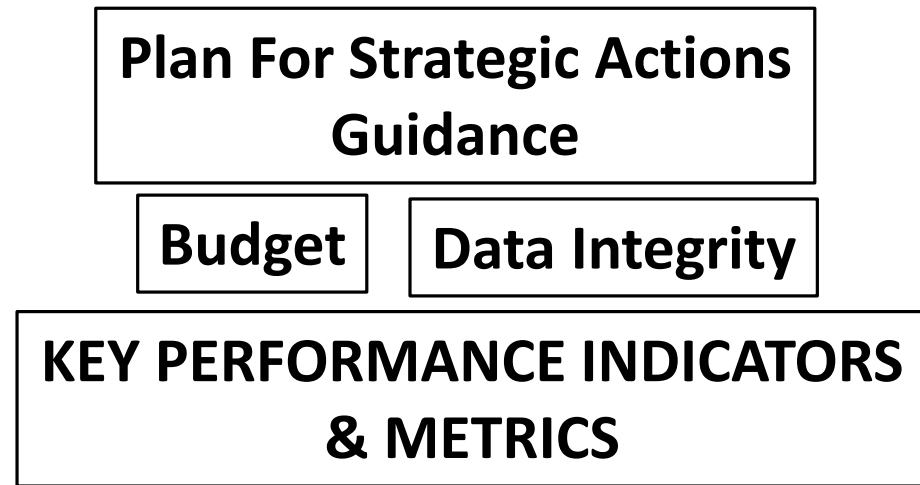
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Y makes Me Proud

YSU Value Proposition: *The Plan* University of Opportunity

- Student Futures & Lifelong Learning
- Research Distinction & Discovery of Knowledge
- Collective Impact with the Region



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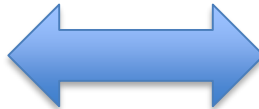


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YSU Value Proposition: *The Future* University of Opportunity

- Opportunity
 - Innovation
 - High Value
- Create a multi-year plan to achieve enrollment that respects YSU's mission, vision, and values and provides a pathway to fiscal sustainability, academic vibrancy, and regional vitality.
 - Develop an integrated marketing and communication strategy

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Y makes Me Proud

YSU Value Proposition: *The Future*
University of Opportunity

Create a multi-year plan to achieve enrollment that respects YSU's mission, vision, and values and provides a pathway to fiscal sustainability, academic vibrancy, and regional vitality.
Develop an integrated marketing and communication strategy.

Envision the Future

Academic Program Enhancement & Effectiveness

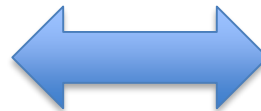
Current-and Future-state marketing communication alignment

EAB (Enrollment/Scholarships)

Gray (Market/Programs)

To be selected? (Brand)

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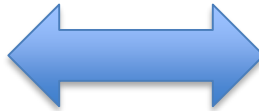
Y I am Proud
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Y makes Me Proud

YSU Value Proposition: *The Future* University of Opportunity

Timeline

- September: Set the stage for the discussion
- December: Establish the context (data; market; etc.)
- February: Envisioning the future (Futurist)
- March: Options for the future-state (ADVANCE)
- June: Align the future-state with FY22 budget/beyond

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Y I am Proud
Y and Proud
Y makes Me Proud

YSU Value Proposition: *The Future*
University of Opportunity

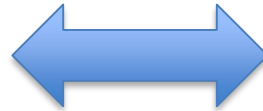
Trustee Comments: Around the Room

- Why are you; What makes you: Y and Proud?
- What is the value of a YSU educational experience and degree?

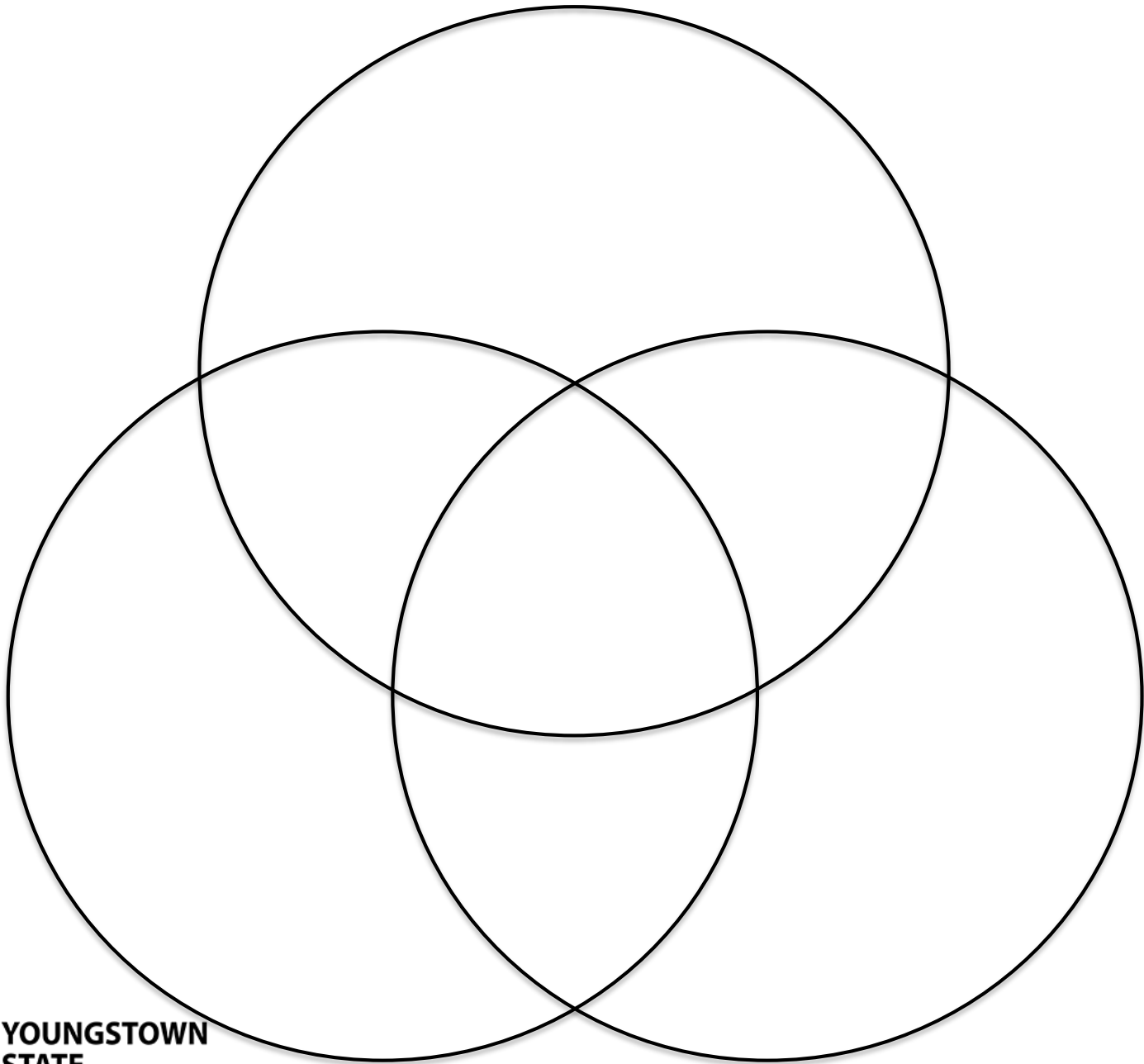
What is a Brand (Trustee Ryan)

- Continued Discussion

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Engaged in the Community



Y I am Proud
Y and Proud
Y makes Me Proud



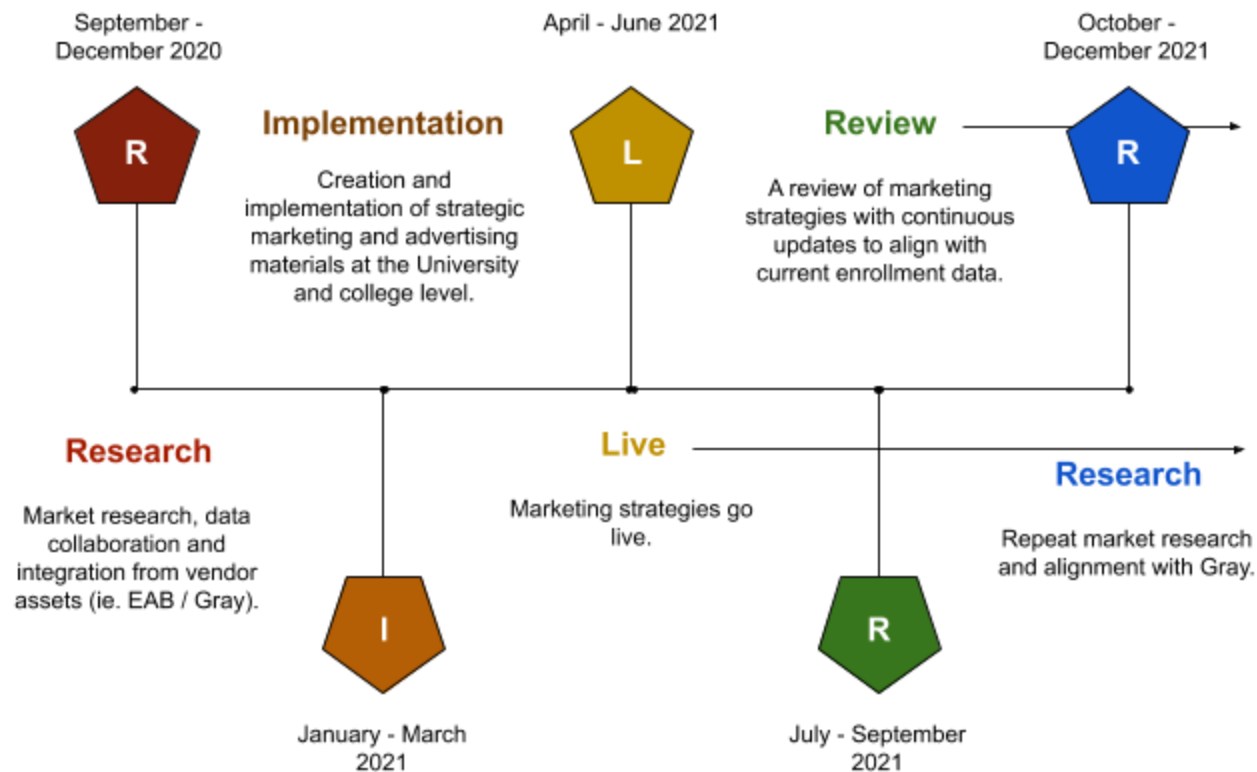
Marketing & Communications Alignment with Strategic Planning and Enrollment Strategy & Timeline

Through targeted and strategic media placement, the University marketing strategy will enhance the mission, value and vision statements of the strategic plan.

Tactics

- Design a marketing and communications strategy that will be informed by multiple data resources made available through market research and vendor collaboration that is aligned with our stratic plan and enrollment strategy.
- Create marketing materials that are both interactive and integrated into our enrollment funnel with multiple conversion and goal-oriented strategies.
- Utilize traditional, digital, social and web-focused touchpoints to enhance the user experience and perception of the Univerisity brand.
- Create macro marketing strategies for each college based on their individual brands and enrollment funnels.
- Establish benchmarks with our targeted audiences through our media efforts and enrollment data.

Timeline



YOUNGSTOWN STATE UNIVERSITY PLAN FOR STRATEGIC ACTIONS TO TAKE CHARGE OF OUR FUTURE

ACADEMIC PROGRAM ENHANCEMENT & EFFECTIVENESS INITIATIVE

OVERVIEW

Youngstown State University, like every academic institution, has recently faced a confluence of market dynamics that are unprecedented in their complexity and significance. These conditions create substantial risk to the mission and economic wellbeing of our University community if left unexamined. We have chosen a partnership with Gray Associates to ensure a data-informed process for the Academic Program Enhancement and Effectiveness Initiative.

This is an action anticipated through the *Plan for Strategic Actions to Take Charge of Our Future* endorsed by the YSU Board of Trustees in June 2020.

THE PROCESS

This review process is a collaboration between faculty and administration. The role of Gray Associates is to provide the data, systems, and facilitated processes to support Youngstown as it considers decisions that are:

- **Data-Informed:** While the best available data should inform program decisions, human judgment and institutional knowledge are always essential.
- **Collaborative:** Bringing together the right people and the right data to discuss and agree on program choices leads to better decisions.
- **Software-Supported:** Software will help support decision making by organizing and interpreting data on 1,400+ current and potential programs.
- **Inclusive and Transparent:** Data will be shared in real-time with university stakeholders at workshops. Afterwards, data and systems are available for continued use by each university.

As illustrated below, Gray believes sound program decisions must address fit with the institution's mission, academic standards, markets, and money (program margins). These factors should inform a decision-making process that includes both faculty and administrative leaders.



Gray provides two software programs to inform the program review process:

- **Program Evaluation System (PES+)**
- **Program Economics Platform**

Gray’s Program Evaluation System (PES+) offers comprehensive, current data on student demand, employment opportunities, degree fit, and competitive intensity for the markets that YSU serves.



Gray uses several datasets to provide perspective in each of these areas:

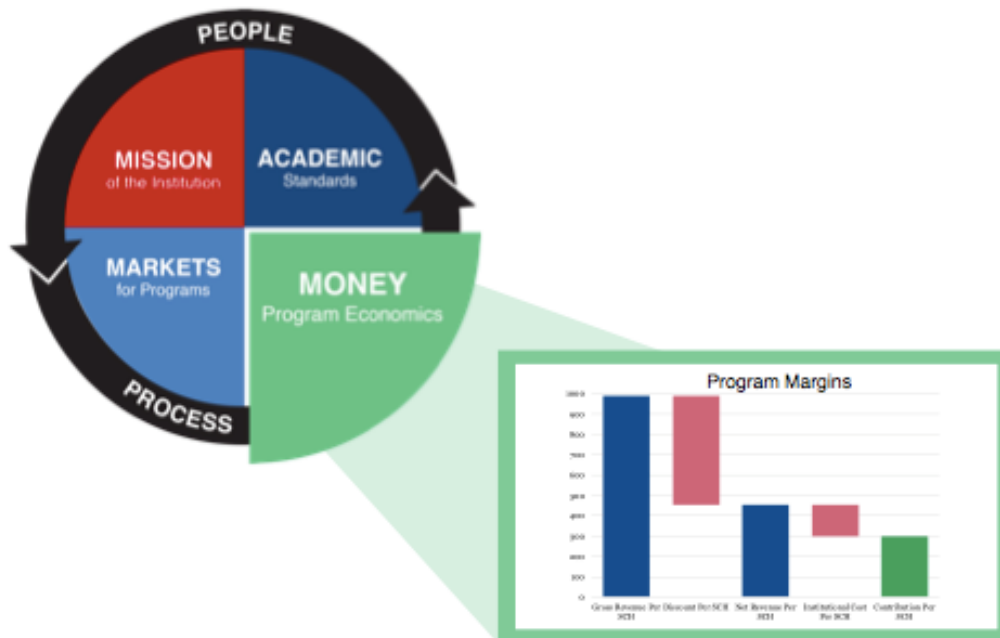
- **Student Demand:** Gray uses three sources to track the volume and growth of student interest by program:

- **Inquiries:** Gray has developed a database of over 70 million program inquiries by location, degree level, and modality (online or on-campus). This information is updated quarterly.
- **Google Search Volume:** Gray tracks approximately 20 keywords, by county, for each of the 200 largest programs, which represent over 80% of all program completions. This data is updated monthly.
- **IPEDS Completions:** Gray includes completions by program as reported by all Title IV institutions to the Integrated Postsecondary Education Data System (IPEDS). This data is updated annually and currently reflects 2018 completions.
- **IPEDS/NC SARA Online Completions:** IPEDS reports most online completions at the headquarters location of the institution. For example, University of Phoenix completions are reported in Phoenix. Gray uses several sources, including IPEDS completions and NC SARA (state-level reporting for online institutions) to track local online students attending local and out-of-state institutions. This places students in the local markets where they are studying.
- **Employment:** Gray uses several sources to understand employment opportunities for graduates and the degrees and skills that employers seek. We have enhanced the Bureau of Labor Statistics total occupational employment information by more accurately representing the jobs graduates actually get. For example, Gray's data highlights hundreds of occupations that Liberal Arts graduates go into that are often not represented in BLS employment data. This alignment of programs and jobs is based on three sources of information:
 - **American Community Survey (ACS):** Using data from two million bachelor's-degree respondents, Gray provides employment information and career path mapping. This information allows universities to better understand employment potential and advanced degree attainment.
 - **The Bureau of Labor Statistics (BLS):** provides the total number of people employed in a field, historical employment trends, and a 10-year forecast. This data is updated annually and currently reflects the 2018 survey.
 - **Job Postings:** Gray analyzes job postings and calculates the total number of job postings by occupation, program, location, and degree level requested. This data is updated quarterly.
- **Competition:** Gray uses IPEDS to determine the number of competitors in a market. We also provide data on completions per capita (a measure of market saturation) and marketing costs, including Google cost-per-click and the average cost per inquiry. For every program, we also include national distance education competition. Our competitive data accounts for online students in local markets, as described above.

- **Degree Level:** We provide data on completions and employment by degree award level.

Gray customizes its program scoring rubrics to align with YSU’s priorities. Once these rubrics are established, over 1,400 IPEDS programs are scored and ranked. *The system also generates a one-page scorecard for each program that includes over 50 variables for analysis and discussion.*

Gray’s Program Economics Platform tracks gross revenue, institutional scholarships and grants, instructional cost, and margins, by student and course. Margin analysis enables universities to use high-margin programs to subsidize lower-margin, mission-critical programs and other activities.



Youngstown can see financial results by program, course, location, and student segment. To protect privacy, all student and faculty identities are encrypted before they are given to Gray.

Gray’s data on “markets and money” are then incorporated into a two-day workshop involving members of the faculty and institutional leadership.

Program Workshops: September 24 and 25, 2020

During the workshop, the Youngstown team will refine the scoring rubrics and set the weights for evaluating programs. Potential new programs will be identified, and current programs will be recommended to Start, Sunset, Sustain, or Grow. By the end of Day 2, the team will have made preliminary recommendations on all current and potential new programs. The agenda is illustrated below:

Illustrative Workshop Agenda and Outcomes

Day 1	Day 2
<ul style="list-style-type: none"> ▪ Present workshop objectives ▪ Summarize approach to program selection ▪ Share scoring baseline outcomes ▪ Discuss and refine scoring system <ul style="list-style-type: none"> - Breakout groups - Full group ▪ Rerun scores using refined scoring system ▪ Evaluate proposed programs <ul style="list-style-type: none"> - Breakout - Full group ▪ Rank and select new programs to Start for further consideration and evaluation 	<ul style="list-style-type: none"> ▪ Review Day 1 outcomes ▪ Review current programs ▪ Discuss high- and low-scoring programs <ul style="list-style-type: none"> - Breakout groups - Full group ▪ Identify programs to Grow, Sustain, Fix or, Sunset for consideration and further evaluation ▪ Wrap-Up: Agree on next steps, tasks, owners, and deadlines



▪ **Programs to Start**



▪ **Programs to Grow, Sustain, Fix, or Sunset**

Youngstown will then take the output from the workshop and review the recommendations in conjunction with any other data and internal program review analyses currently used on campus.

ADDITIONAL STEPS

Gray will assist with the development of an easy to understand dashboard that illustrates selected academic program attributes as well as mission related information and goals and objectives to improve the program. This will respond directly to the academic program assessment anticipated via the Higher Learning Commission.

Gray will also assist in the assessment of curricular efficiency that will contribute directly to optimizing course offering and course scheduling.



BOARD OF TRUSTEES

2021 Schedule

The dates listed below are a general guideline for upcoming Board meetings. As the date for the Board meeting nears, please check for updates of meeting times and locations on the YSU website. www.ysu.edu

*Approximate start time; meeting will start immediately following preceding meeting.

2021

Wednesday, March 3, 2021*

Kilcawley Center, President's Suites or TBD

- 11:00 a.m. Governance Committee
- 11:30 a.m. Academic Excellence and Student Success Committee
- 12:30 p.m. Institutional Engagement Committee
- 1:00 p.m. Lunch
- 1:30 p.m. Investment Subcommittee
- 2:00 p.m. Audit Subcommittee
- 2:30 p.m. Finance & Facilities Committee
- 3:30 p.m. University Affairs Committee
- 5:00 p.m. Executive Committee

Thursday, March 4, 2021*

Tod Hall, Board Meeting Room

- 10:00 a.m. Board Meeting

Wednesday, June 2, 2021*

Tod Hall, Board Meeting Room or TBD

- 11:00 a.m. Governance Committee
- 11:30 a.m. Academic Excellence and Student Success Committee
- 12:30 p.m. Institutional Engagement Committee
- 1:00 p.m. Lunch
- 1:30 p.m. Investment Subcommittee
- 2:00 p.m. Audit Subcommittee
- 2:30 p.m. Finance & Facilities Committee
- 3:30 p.m. University Affairs Committee
- 5:00 p.m. Executive Committee

Thursday, June 3, 2021*

Tod Hall, Board Meeting Room

- 10:00 a.m. Board Meeting

Wednesday, September 1, 2021* Kilcawley Center, President's Suites or TBD

11:00 a.m.	Governance Committee
11:30 a.m.	Academic Excellence and Student Success Committee
12:30 p.m.	Institutional Engagement Committee
1:00 p.m.	Lunch
1:30 p.m.	Investment Subcommittee
2:00 p.m.	Audit Subcommittee
2:30 p.m.	Finance & Facilities Committee
3:30 p.m.	University Affairs Committee
5:00 p.m.	Executive Committee

Thursday, September 2, 2021* Tod Hall, Board Meeting Room

10:00 a.m.	Board Meeting
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Wednesday, December 1, 2021* Tod Hall, Board Meeting Room or TBD

11:00 a.m.	Governance Committee
11:30 a.m.	Academic Excellence and Student Success Committee
12:30 p.m.	Institutional Engagement Committee
1:00 p.m.	Lunch
1:30 p.m.	Investment Subcommittee
2:00 p.m.	Audit Subcommittee
2:30 p.m.	Finance & Facilities Committee
3:30 p.m.	University Affairs Committee
5:00 p.m.	Executive Committee

Thursday, December 2, 2021* Tod Hall, Board Meeting Room

10:00 a.m.	Board Meeting
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*Approximate start time; meeting will start immediately following preceding meeting.

Meeting times and dates are subject to change. Please check for updates of meeting times and locations on the YSU website. www.ysu.edu

Academic Excellence and Student Success Committee

Main Agenda



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

James E. "Ted" Roberts, Chair

Allen L. Ryan, Vice Chair

All Trustees are Members

**Wednesday, September 2, 2020
11:30 a.m.**

<https://ysu.edu/board-of-trustees>

AGENDA

A. Disposition of Minutes

B. Old Business

C. Committee Items

1. Academic Excellence and Student Success Action Items

a. Academic Excellence Action Item

C.1.a.1 = Tab 1

1) Resolution to Authorize Conferral of Honorary Degree

Dr. Brien N. Smith, Provost and Vice President of Academic Affairs, will summarize the credentials of Jamael Tito Brown, who has been nominated to receive an honorary degree at the Fall 2020 commencement ceremony. Board approval is required.

b. Student Success Action Item

C.1.b.1 = Tab 2

1) Resolution to Modify 3356-8-01.1, The Student Code of Conduct

Dr. Eddie J. Howard, Vice President for Student Affairs, will report.

2. Academic Excellence and Student Success Consent Items*

a. Academic Excellence Consent Items

C.2.a.1 = Tab 3

***1) Resolution to Modify 3356-10-13, Research, Grants, and Sponsored Programs**

Dr. Brien N. Smith, Provost and Vice President for Academic Affairs, will report.

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

- C.2.a.2 = Tab 4** ***2) Resolution to Modify 3356-10-13.1, Cost Sharing and Overmatching on External Grants and Contracts**
Dr. Brien N. Smith, Provost and Vice President for Academic Affairs, will report.
- C.2.a.3 = Tab 5** ***3) Resolution to Modify 3356-10-13.2, Payment of Indirect Costs on External Grants and Contracts**
Dr. Brien N. Smith, Provost and Vice President for Academic Affairs, will report.
- C.2.a.4 = Tab 6** ***4) Resolution to Modify 3356-10-13.3, Disposition of Residual Funds from External Grants and Contracts**
Dr. Brien N. Smith, Provost and Vice President for Academic Affairs, will report.

3. Academic Excellence and Student Success Discussion Items

a. Fall 2020 Enrollment Update

Dr. Eddie J. Howard, Vice President for Student Affairs, Dr. Brien N. Smith, Provost and Vice President for Academic Affairs, Dr. Mike Sherman, Vice President for Institutional Effectiveness and Board Professional, Dr. Claire Berardini, Associate Provost for Student Success, and Ms. Shannon Tirone, Associate Vice President, University Relations, will report.

C.3.b. = Tab 7 **b. Academic Senate Update**

Dr. Chester R. Cooper, Chairperson of the Academic Senate, will report.

D. New Business

E. Adjournment

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



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO AUTHORIZE
CONFERRAL OF HONORARY DEGREE**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Laws degree, honoris causa, upon Jamael Tito Brown, with all the rights and privileges attendant thereto.

**Board of Trustees Meeting
September 3, 2020
YR2021-**

Jamael Tito Brown Biography

Jamael Tito Brown was elected the 51st Mayor of the City of Youngstown on November 7th, 2017.

Formerly the Chief Deputy Treasurer overseeing day-to-day operations of the Mahoning County Treasurer's office, Brown has also served as the Director of the Human Relations Commission for the City of Youngstown.

The Mayor has been a Community Organizer for Youngstown State University Urban & Regional Studies Department and a Caseworker for Mahoning County Children Services Board. His community involvement includes positions on the Board of Directors for Mahoning Valley Sanitation District, as Secretary of Wick Neighbors Inc., and as Chairman of Mahoning-Youngstown Community Action Partners (MYCAP).

Mayor Brown previously served the residents of Youngstown as President of Council, as 3rd Ward City Councilman, and as a Member of the Youngstown City School Board.

Tito Brown is married to Lynette C. Frost Brown. They have 4 children: Aaron, Camille, Clarisa, and Quentin. He and his family are members of Union Baptist Church of Youngstown, Ohio. Brown earned both his Bachelor's and Master's Degrees from Youngstown State University.

He is a lifelong resident of Youngstown in the 3rd Ward.



**YOUNGSTOWN
STATE
UNIVERSITY**

Explanation of Modifications to *University Policy*:

3356-8-01.1, the Student Code of Conduct

This policy has been modified to include language from the Serious Misconduct Rule; which is defined as any act of sexual assault, domestic violence, dating, violence, stalking, sexual exploitation, any assault that employs the use of a deadly weapon" as defined in the Ohio Revised Code 2923.11 (A) or causes serious bodily injury; approved by the Board of Trustees at its' March board meeting.

**Board of Trustees Meeting
September 3, 2020
YR2021-**



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY THE STUDENT CODE OF CONDUCT,
POLICY 3356-8-01.1**

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 Student Code of Conduct policy has been reviewed 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 The Student Code of Conduct, policy number 3356-8-01.1, shown as Exhibit attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**

3356-8-01.1— “~~The Student Code of Conduct~~The Student Code of Conduct”.”

Responsible Division/Office: ~~Student Experience~~Student Affairs
Responsible Officer: ~~Associate~~ VP for Student ~~Experience~~Affairs
Revision History: March 1998; December 2010; June 2016;
September 2017; September 2020
Board Committee: Academic Excellence and Student ~~Affairs~~Success
Effective Date: ~~September 7, 2017~~September 3, 2020
Next Review: ~~2020~~2025

- (A) Policy statement/preamble. Youngstown state university (“YSU”) is a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership.

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors, believe in the dignity and worth of all people, strive to foster an appreciation of, and respect for, differences among the human race, and celebrate the diversity that enriches the university and the world. As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the university’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the university and is held responsible for compliance with them. All members of the university community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the university.

The policies and regulations in “~~The Student Code of Conduct~~The Student Code of Conduct” have been established to ensure a positive educational experience for every student. “~~The Student Code of Conduct~~The Student Code of Conduct” serves as an official university document that outlines conditions and regulations considered essential to the effective functioning of the university.

The student conduct process at Youngstown state university adheres to procedural due process and is intended to be part of the educational process at the university. This student conduct process provides a forum for the impartial and expedient resolution of alleged misconduct in the university community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the university's commitment to developing integrity, respect, and responsibility among all students.

(B) Article I. Rights and responsibilities.

- (1) Basic rights. The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:
 - (a) The right of free inquiry, expression, and/or assembly.
 - (b) The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and online.
 - (c) The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
 - (d) The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by section 3345.14 of the Revised Code.
- (2) Basic responsibilities. Students, as members of the university community, shall have the following responsibilities which are inherent in the basic rights delineated in this paragraph:
 - (a) To maintain standards of academic performance as established by their faculty.
 - (b) To be responsible for acting in such a manner as to ensure other students the basic rights enumerated in this policy.

- (c) To be responsible for their actions with respect to, and to follow, all university regulations and policies.
 - (d) To be responsible for their actions with respect to provisions of local, state, and federal law.
 - (e) To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the university community are respected.
 - (f) To have in their possession a valid university identification card when on university premises.
 - (g) To be responsible for adhering to the university policy 3356-7-20, "Drug-free environment" (rule 3356-7-20 of the Administrative Code).
 - (h) To ensure adherence to all university board of trustees' policies that apply to students.
- (C) Article II. Student conduct authority. The president has delegated the authority for the university student conduct system to the ~~associate vice president for student experience~~ vice president for student affairs. The ~~associate vice president for student experience~~ vice president for student affairs, or designee, serves as the student conduct administrator responsible for the administration and operation of "~~The Student Code of Conduct~~" The Student Code of Conduct" and the student conduct process. Members of the university seeking formal disciplinary action for alleged student misconduct should make referrals to the office of student conduct.

The student conduct administrator shall determine the composition of student conduct bodies and appellate hearing panels.

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of "~~The Student Code of Conduct~~" The Student Code of Conduct." The student conduct officer shall be the associate director for student conduct. The student conduct administrator may also appoint one or more deputy conduct officers to review reports of violations of "~~The Student Code of~~

~~Conduct~~”“The Student Code of Conduct” and to conduct investigations. Deputy conduct officers shall be under the supervision of the student conduct officer and/or the student conduct administrator.

- (1) Jurisdiction of ~~“The Student Code of Conduct”~~“The Student Code of Conduct”.”
 - (a) ~~“The Student Code of Conduct”~~“The Student Code of Conduct” shall apply to conduct which adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs whether it occurs on university premises, at university sponsored activities, or on non-university premises. It is important to note that a student and/or group/organization will be subject to the university student conduct process where the conduct has occurred on non-university premises when the conduct adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs.
 - (b) Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). ~~“The Student Code of Conduct”~~“The Student Code of Conduct” shall apply to a student’s conduct even if the student withdraws from the university while an investigation into alleged of misconduct is pending.
 - (c) An incident which results in a charge under ~~“The Student Code of Conduct”~~“The Student Code of Conduct” may also lead to a proceeding outside of the university for a violation of local, state, or federal law. In these instances, university proceedings are not subject to challenge based on concurrent criminal or civil proceedings or that such proceeding has been or will be dismissed, reduced, withdrawn, resolved, or settled. The university will cooperate, to the extent permitted by law, with law

enforcement and other agencies in the enforcement of all laws. In all cases, hearings within the university will be held according to the student conduct procedures set forth in in this policy. Since the university student conduct process is educational in nature, differing judgments may result.

- (2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the ~~associate vice president for student experience~~[vice president for student affairs](#), or designee. The policies and regulations that apply to student groups/organizations are outlined in the “Penguin Student Handbook,” which houses all of the student organization policies. Student groups/organizations that violate any of the student organization policies may be charged with violating “~~The Student Code of Conduct~~”[The Student Code of Conduct](#)” and be subject to the student conduct procedures set forth in this policy.
- (3) Student conduct authority.
 - (a) The enforcement of regulations, policies, and guidelines that apply to students, student organizations/groups are within the jurisdiction of the ~~associate vice president for student experience~~[vice president for student affairs](#), or designee.
 - (b) Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.
 - (c) Student groups and registered student organizations may be charged with violations of “~~The Student Code of Conduct~~”[The Student Code of Conduct](#)” in the following circumstances:
 - (i) An organization is responsible for its actions and shall be held responsible when the organization fails

to comply with the university's student organization policies, and/or university policies or regulations.

- (ii) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with city, state, or federal law.
 - (iii) A student group (as defined in the glossary of terms section of this policy) or registered student organization and its officers may be held collectively or individually responsible for violations of "~~The Student Code of Conduct~~[The Student Code of Conduct](#)"."
- (D) Article III. Student conduct standards/prohibited conduct. The student conduct process aspires to develop and maintain conduct standards in support of character, civility, and community. This section of "~~The Student Code of Conduct~~[The Student Code of Conduct](#)" provides a set of expectations regarding student conduct in support of the university community.

A student or student group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by a member of a student group/organization, the entire group/organization may be held responsible in addition to the student when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under "~~The Student Code of Conduct~~[The Student Code of Conduct](#)":

- (1) Academic integrity. Violations of academic integrity include:
 - (a) Plagiarism, which includes the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, or the misrepresentation of another person's work as one's own.
 - (b) The use of any unauthorized assistance or tools:

- (i) In taking quizzes, tests, assignments, or examinations;
 - (ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.
- (c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
- (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- (e) Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.
- (f) Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.
- (g) Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
- (h) Bribes, threats, or intimidation, including exchange of payment for assignments or parts of assignments, and threats to entice others to engage in violations of the academic integrity policy.
- (i) Impersonation, pretending to be another person in the completion of a quiz, exam, or other assignment.
- (j) Altering or destroying the work of others unless given permission.

- (k) Lying in order to obtain an academic advantage, which includes falsification of documents or other information used to request makeup work.
 - (l) Assisting another person in any of the behaviors mentioned above is itself academic dishonesty.
 - (m) Asking others to engage in any of the behavior described above is academic dishonesty;
 - (n) Attempting to engage in any of the above behaviors is academic dishonesty.
- (2) Alcohol.
- (a) Use or possession of alcoholic beverages, except as permitted by law and university policy.
 - (b) Public intoxication.
 - (c) Manufacturing or distribution of alcoholic beverages to any person under twenty-one years of age except as permitted by law.
- (3) Bullying and harassment. Unwelcome or unreasonable behavior that harasses or intimidates people, either as individuals or as a group, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. See university policy 3356-2-03, "Discrimination/ harassment" (rule 3356-2-03 of the Administrative Code) for prohibited conduct based on an individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status, or any other basis protected by law.
- (4) Complicity. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting or encouraging a violation or an attempted violation.

- (5) Student conduct system.
 - (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct process.
 - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
 - (c) Institution of a student conduct proceeding knowingly without cause.
 - (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct process.
 - (f) Harassment (verbal or physical) and/or intimidation of a member of a student conduct body, participants, or witnesses prior to during or after a student conduct proceeding.
 - (g) Failure to comply with the sanction(s) imposed by a student conduct body.
 - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
 - (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) Disorderly conduct. Conduct which is disorderly, lewd, or indecent; a breach of peace; obstructs teaching, research, administration, or university activities or functions.
- (7) Drugs.
 - (a) Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances

in either refined or crude form, including the use of drug-related paraphernalia.

- (b) The misuse of materials as an intoxicant.
 - (c) Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.
- (8) Failure to comply. Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.
- (9) Financial obligations. Failure to meet all financial obligations to the university.
- (10) Gambling. Gambling or wagering of any form except as expressly permitted by law and/or university policy.
- (11) Hazing. An act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- (12) Information technology. Theft or other abuse of information technology and resources, including, but not limited to:
- (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - (b) Unauthorized transfer of a file.
 - (c) Unauthorized use of another individual's identification and password.
 - (d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.

- (e) Use of computing facilities and resources to send obscene or abusive messages.
 - (f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.
 - (g) Use of computing facilities and resources in violation of copyright laws.
 - (h) Any violation of the university policy 3356-4-09, “Acceptable use of university technology resources” (rule 3356-4-09 of the Administrative Code).
- (13) Dishonesty.
- (a) Furnishing false information to any university official, faculty member, or office.
 - (b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.
 - (c) Tampering with the election of any university recognized student organization.
 - (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
 - (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.
- (a) Intentionally, knowingly, or recklessly causing physical harm to another person or their property or engaging in

conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person, including one's self.

- (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property on or off campus, or acts of vandalism even if this behavior does not cause damage.
- (17) Published university policies. Violation of published university policies, rules, or regulations, including those available electronically on the university website.
- (18) Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following categories:~~Sexual misconduct. A broad range of behaviors, including sexual assault, dating violence, domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual or is carried out through force, threat, intimidation or coercion. Please see university policy 3356-2-03.1 for further information (rule 3356-2-03.1 of the Administrative Code).~~
- (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e. quod pro quo). An individual does not have to submit to the conduct in order for quid pro quo sexual harassment to occur.~~Sexual assault. Any intentional, nonconsensual and/or coerced sexual contact. Physical resistance need not occur to meet the definition of sexual assault.~~
 - (b) Unwelcome conduct determined by the reasonable person standard, to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity (i.e. hostile environment).~~Consent. Sexual activity requires consent, which is defined~~

~~as a positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent must be freely and affirmatively given. Consent cannot be obtained from someone through coercion or from someone who is unconscious, asleep, or whose judgment is impaired by the use of a drug or alcohol, or diminished by an intellectual, mental or physical condition or disability. Consent may be withdrawn at any time.~~

- (c) Sexual assault as defined in the Clery Act (which includes rape, fondling, incest or statutory rape, as defined below).
~~Coercion. Intimidation, physical or psychological threat, or pressure used to force another to engage in sexual acts.~~
- (d) Rape (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
~~Stalking. Repeated behaviors or activities whether in person, online, or through any other means which threaten or endanger the safety, physical or mental health, life or property of another or creates a reasonable fear of such threat or action.~~
- (ii) Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- (iii) Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- (iv) Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
- (e) Dating violence, domestic violence or stalking pursuant to the Violence Against Women Act (also defined below).

- (i) Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (ii) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- (iii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

~~Dating violence. Violence or abusive behavior (sexual, physical, or threat of violence) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.~~

- (~~f~~e) Sexual misconduct. Conduct of a sexual nature that is nonconsensual or is carried out through force, threat or coercion. Sexual misconduct includes but not limited to sexual exploitation and voyeurism.
- (i) Sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive

sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.

- (ii) Voyeurism. Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.

~~Domestic violence. Violence or abusive behavior (sexual, physical or threat of violence) used to maintain control or power within a current or former relationship and which is committed by any of the following:~~

- ~~(i) A current or former spouse or intimate partner of the victim;~~
- ~~(ii) A person with whom the victim shares a child in common;~~
- ~~(iii) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;~~
- ~~(iv) By any other person against an adult or youth victim under the domestic or family violence laws of the state of Ohio (see section 2919.25 of the Revised Code, "Domestic Violence").~~

- (g) Consent. An action which is which is defined as positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent is the equal approval, given freely, willingly, and knowingly, of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person

may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat or force, coercion, the influence of drugs or alcohol or age. Silence or lack of resistance cannot be the sole factor in determining one has received consent.~~Sexual exploitation. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, non-consensual video or audio-taping of sexual activity, permitting others to secretly observe or record consensual activity, or engaging in voyeurism.~~

- (i) Coercion. Intimidation, physical, or psychological threat, or pressure used to force another to engage in sexual acts. Coercion is unreasonable pressure for sexual activity.
 - (ii) Force. The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
 - (iii) Incapacitation. Inability to evaluate, understand, or control conduct because an individual is unconscious, asleep, intoxicated or under the influence of other drugs, or for any other reason, physically, mentally, or legally unable to communicate or grant consent. Incapacitation does not correlate to a specific blood alcohol content (“BAC”) and could be the result of drug use.
- (hg) Sex offenses. See Chapter 2907. of the Revised Code which defines sex offenses under Ohio law.
- (19) Theft. Attempted or actual theft, including possession of stolen property.

- (20) Unauthorized entry.
 - (a) Unauthorized entry to or use of university premises, including access to residential spaces other than one's own assigned space.
 - (b) Unauthorized possession, duplication, or use of keys to any university premises.
- (21) Unauthorized recording.
 - (a) Unauthorized use of electronic or other devices to make ~~an~~ audio or video record or photograph of any person while on university premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
 - (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person's consent, when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
- (22) Violation of law.
 - (a) Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university's mission or its educational objectives and programs.
 - (b) Since the university student conduct process is educational in nature and differing judgements may result between university action and outside legal action, the university, in its sole discretion, may pursue student conduct action and impose sanctions against a student for a violation of law:
 - (i) Regardless of where the behavior occurs;

- (ii) When a student is charged with a violation of law but not with any other violation of ~~“The Student Code of Conduct”~~[“The Student Code of Conduct”](#);
 - (iii) When a student is charged with a violation of law which is also a violation of ~~“The Student Code of Conduct”~~[“The Student Code of Conduct”](#);
 - (iv) While the student is also subject to criminal proceedings, arrest and/or prosecution or civil litigation.
- (c) University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
 - (d) The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.
- (23) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
- (24) Sexual harassment as defined in Title IX of the Education Amendments of 1972 as set forth in university Title IX sexual harassment policy. See rule 3356-02-05 of the Administrative Code and university policy 3356-2-05 “Title IX sexual harassment policy”. Students, faculty, employees, volunteers, third parties, campus visitors and other individuals should refer to the Title IX policy referenced above for processes and procedures under Title IX). The complaint, adjudication, resolution and appeal process for an allegation of a Title IX violation as well as possible sanctions is delineated in university policy 3356-2-05 Title IX sexual harassment policy.
- (E) Article IV. Student conduct procedures.

- (1) General. This overview gives a general idea of how the university's campus student conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not exactly the same in every situation.
 - (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
 - (b) Any member of the university community may report alleged violations of "~~The Student Code of Conduct~~"[The Student Code of Conduct](#)" by a student or a student group/organization. The report shall be prepared in writing and directed to the office of student conduct. A report of a violation of "~~The Student Code of Conduct~~"[The Student Code of Conduct](#)" shall be submitted as soon as possible after the incident occurs but not later than thirty days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in their discretion.
 - (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of "~~The Student Code of Conduct~~"[The Student Code of Conduct](#)" ~~to determine~~[to determine](#) if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or student groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a student conduct board hearing. [Additionally, students alleged to have violated the University's sexual misconduct policy will automatically be provided a student conduct board hearing. Sexual misconduct incidents are investigated by the Title IX office, with findings forwarded to the office of student conduct for adjudication.](#)

(d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

(2) Student conduct conference.

(a) Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the student conduct standards of ~~“The Student Code of Conduct”~~[The Student Code of Conduct](#) will first be scheduled for a conduct conference with the conduct officer assigned to review the allegation. The respondent will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:

- (i) The specific charges pending against the respondent;
- (ii) A brief summary of the referral;
- (iii) Statement of rights and responsibilities; and
- (iv) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.

(b) The conduct conference is the first step in student conduct process and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for

the violation(s) in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, the respondent will have an opportunity to accept or deny responsibility for the charge(s).

- (c) If the respondent accepts responsibility for the charge(s), the conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign a conduct agreement which will outline all of the sanctions offered to the respondent. While the student may sign the agreement immediately, they have up to three university working days to do so. The respondent has the option to accept the charge(s) but contest the sanction(s) or agree to both the charge(s) and sanction(s). Once the agreement is signed, the decision is final and there is no appeal process. If the respondent denies responsibility for one or more of the charges, the conduct officer will refer the case for a student conduct board hearing.

(3) Student conduct board hearing.

- (a) The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct board hearing panel will decide by the preponderance of evidence whether or not the respondent is found responsible for the charge(s). All hearings are closed to the public, with the exception of [the complainant, respondent, advisors for the complainant and/or respondent, witnesses, and the hearing panel, hearing panel advisor, and the conduct officer](#). All parties directly participating in the hearing (the respondent, complainant, [advisors](#), and conduct officer) may remain present the entire time, excluding deliberations.
- (b) Student conduct board hearing panels consist of three members of the student conduct board. [Hearing panels are comprised of trained faculty, staff, and students.](#) Each student conduct board hearing will have a hearing panel chair. The chair is responsible for keeping the proceedings moving forward.

- (c) If the respondent or complainant fails to appear at a scheduled student conduct board hearing and the absence is not excused, the hearing may proceed in the ~~respondent's~~ absence or may be rescheduled at the discretion of the chair. Additionally, In the event that the complainant, respondent, or witnesses are unable to attend the hearing in-person, video technology may be used to enable participants to simultaneously see/hear each other. Video technology may also be used if the complainant or respondent prefers to participate in the hearing from a different room than the opposing party
 - (d) Each student conduct board hearing panel ~~may have a~~ will have a hearing panel advisor, ~~at the discretion of the chair or the student conduct administrator.~~ The role of the hearing panel advisor is to ensure the student conduct process is adhered to and to answer procedural questions posed by any party during the hearing. The hearing panel advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing panel advisor may be summoned by the hearing panel during deliberations to answer questions and provide guidance as necessary.
- (4) Hearing procedures.
- (a) Guidelines.
 - (i) The chair will explain the rights and responsibilities of the respondent and the complainant.
 - (ii) The chair and hearing panel advisor are responsible for assuring that these rights as well as the process described in this section are adhered to during the hearing.
 - (iii) The respondent or the complainant may ask for the removal of a hearing panel member by providing written or verbal evidence of bias. The charge of bias is made to the chair who will determine

whether it is valid. If the charge of bias is against the chair, the hearing panel advisor will decide whether it is valid. If bias is found, or is unable to be determined, the hearing will be rescheduled.

- (iv) The conduct officer may ask questions of any party at any time throughout the hearing.
 - (v) The chair and hearing panel advisor are responsible for determining the relevancy of questions asked during a hearing and may deem certain questions irrelevant and not allow them to be answered. The chair must explain to the party proposing questions any decision to exclude a question as not relevant.
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 - (vi) The chair may exclude persons from the hearing if they are disruptive or postpone the hearing because of disruptive behavior by participants or observers. ~~deemed , that advisor will be removed~~
- (b) Introduction.
- (i) Each party in the room will introduce themselves and explain their role in the hearing.
 - (ii) The chair will then explain the process and procedures for the hearing.
 - (iii) All witnesses will then be dismissed from the room.
- (c) Presentation of information.
- (i) Following the introduction, the chair will present the respondent with the charges against them. The respondent will respond to each charge by acknowledging that they are responsible for the charge or by denying responsibility for the charge.
 - (ii) The conduct officer will explain why the case was referred for a hearing and will provide a detailed

summary of the incident and any subsequent investigation undertaken.

- (iii) If there is a complainant, they will then have an opportunity to provide the hearing panel with a summary of their role and perspective on the incident. ~~The complainant may be represented by the conduct officer.~~
- (iv) The hearing panel will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing.
- (v) The conduct officer will then present any relevant witnesses or documentary information. The respondent and complainant~~st~~ will each in turn have the opportunity to ask questions regarding the information presented by the conduct officer to this point.
- (vi) The respondent will then present any relevant witnesses or documentary information to the hearing panel. The hearing panel and the conduct officer will each in turn have the opportunity to ask questions regarding the information presented by the respondent to this point.
- (vii) The respondent and complainant, in turn, will have the opportunity to cross-examine one another.
- (viii) The conduct officer will have an opportunity to make a summary statement including any sanctioning recommendations.
- ~~(viii)~~(ix) The complainant will have an opportunity to make a summary statement including any sanctioning recommendations.

- (ix) The respondent will have an opportunity to make a summary statement including any sanctioning recommendations.
- (d) Deliberation and finding.
- (i) The hearing panel will go into closed session to determine by the preponderance of evidence whether the respondent will be found responsible for the charge(s) pending in this matter. Student conduct hearing panels determine findings by majority vote.
 - (ii) If the respondent is found responsible for a violation of one or more of the pending charges, the hearing panel will proceed to sanctioning. At this time, the hearing panel will be presented with any relevant information pertaining to the respondent's prior student conduct cases and sanctions.
 - (iii) The hearing will reconvene for the announcement of the findings and any subsequent sanction(s). In student conduct board hearings, the sanction(s) are recommended to the ~~associate vice president for student experience~~ [vice president for student affairs](#) or designee, who will make the final decision. While normally the recommendation will be the sanction imposed, the ~~associate vice president for student experience~~ [vice president for student affairs](#) or designee may impose a different sanction.
 - (iv) Written notification of the decision will be sent to the respondent and complainant [simultaneously](#) via their official university email addresses.
- (5) Student rights and responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process, [in an effort to uphold due process](#).

- (a) Rights of respondent. All respondents in the student conduct process have the following rights:
- (i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).
 - (ii) In matters that could result in a sanction of suspension or expulsion, the above-mentioned notification will alert the respondent to the possible severity of the outcome.
 - (iii) The right to an advisor. It is the respondent's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the respondent signs an authorization for the release of information, thus allowing the ~~office of student conduct~~ to communicate directly with the advisor. ~~Title IX Coordinator~~
 - (iv) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."
 - (v) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than forty-eight hours in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within three university working days of the initially scheduled proceeding.
 - (vi) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.

- (vii) Explanation of the resolution options available to them through the student conduct process.
 - (viii) To be presumed not responsible for an alleged violation until found in violation by a preponderance of the evidence.
 - (ix) To speak or not speak on their own behalf.
 - (x) The opportunity to respond to information used as part of the decision-making process.
 - (xi) To deny responsibility for the charge(s) facing them and request that the case be referred to a student conduct board hearing.
 - (xii) To question any witness who participates as part of a hearing.
 - (xiii) The right to appeal.
 - (xiv) To waive any of the above stated rights provided that the waiver is made freely and in writing.
- (b) Rights of the complainant. All complainants in the conduct process have the following rights:
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).
 - (ii) Explanation of the resolution options available to them through the conduct process.
 - (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
 - (iv) The right to an advisor. It is the complainant's responsibility to communicate all necessary information regarding the student conduct process

and proceedings with the advisor, unless the complainant signs an authorization for the release of information, thus allowing the office of student conduct to communicate directly with the advisor.

~~Title IX Coordinator~~

- (v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
- (vi) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, “Reasonable accommodation for students with disabilities.”
- (vii) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than forty-eight hours in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within three university working days of the initially scheduled proceeding.
- (viii) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.
- (~~viii~~ix) The opportunity to appear at any hearing that may take place in order to provide relevant information.
- (ix) The opportunity to submit a written impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
~~prior to a determination is made by the Complainants and Respondents may elect to pursue an informal resolution at any point during the investigation and hearing prior to a determination is made by the student conduct board.~~

- (c) Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:
- (i) To be honest and forthright in all information they provide during the student conduct process. Presenting false and misleading information during this process is a violation of student conduct standards as outlined in this policy.
 - (ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made in advance.
 - (iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this policy. See paragraph (D) of this policy, “Student conduct standards/ prohibited conduct.”
 - (iv) Respondents^{ss} have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on their behalf.
- (6) Reasonable accommodation for students with disabilities. Any student with a disability involved in the student conduct process has the right to request reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the center for student progress (“CSP”) disability services. Students do not have to disclose information about the complaint or charge to CSP disability services to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations.

Accommodations are determined on an individual basis by CSP disabilities services staff and implemented in consultation with the office of student conduct. Examples of reasonable accommodation include sign language interpretation, real-time communication

access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

- (7) Sanctions. If the student or student group/organization is found responsible for a violation of a policy, sanctions will be issued in accordance with the office of student conduct's sanctioning rubric. The Student Conduct Administrator may adjust recommended sanctions on a case-by-case basis, as appropriate. A conduct sanction imposed or other action taken by any Student Conduct Body shall become effective upon written notification to the respondent. The notification will be sent to the respondent's official University email account. In cases involving a student group/organization, notification will be sent to the official University email account for the President or student group/organization leader.

The decision of a Student Conduct Body may be appealed, as outlined in ARTICLE IV. I. of this document. If the respondent files a request for appeal, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.~~If the student or student group/organization is found in violation of any policy, sanctions will be issued. A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the respondent. The notification will be sent to the respondent's official university email account. In cases involving a student group/organization, notification will be sent to the official university email account for the president or student group/organization leader. The decision of a student conduct body may be appealed in writing pursuant to paragraph (E) (9) of this policy. If the respondent files a request for, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.~~

- (a) The following sanctions may be imposed upon any student who has been found responsible for a violation of “~~The Student Code of Conduct~~The Student Code of Conduct.”
Sanctions are typically issued in a progressive

~~fashion~~, fashion; however, each situation differs; and many factors, including the severity of a violation and the impact of the violation on the campus community will be taken into consideration in determining sanctioning.

- (i) Warning. A written notification statement that the student is violating or has violated “~~The Student Code of Conduct~~The Student Code of Conduct.” Continuation or repetition of inappropriate conduct may be cause for increased sanctioning.
- (ii) Conduct probation. Notice in writing that the violation of “~~The Student Code of Conduct~~The Student Code of Conduct” is serious and that any subsequent violation(s) of university regulations may result in imposition of additional restrictions or conditions, suspension or expulsion.
- (iii) Conduct probation with restrictions. Notice in writing that the violation of university regulations is a serious and that any subsequent violation(s) of “~~The Student Code of Conduct~~The Student Code of Conduct” may result in suspension or expulsion. In addition, an order preventing the student from holding university elective office, student employment, participating in any intercollegiate activity or sport, participating in any university sponsored program/organization, or representing the university in any other manner will be attached to this sanction.
- (iv) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- (v) Educational sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, educational assignments, referrals to Student Outreach & Support and other campus offices, or other similar sanctions designed to assist the

respondent in reflecting upon their behavior and the impact of their behavior on self or others.

~~Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, counseling, educational assignments, or other similar sanctions designed to assist the respondent in reflecting upon their behavior and the impact of their behavior on self or others.~~

- (vi) Deferred suspension. Separation of the student from the university and/or residence halls is deferred for a specified period of time. If the student is found in violation of any subsequent violations of ~~“The Student Code of Conduct”~~“The Student Code of Conduct”,²² the suspension takes effect immediately and may not be appealed.
- (vii) Residence hall probation. Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation of University regulations and/or Resident Handbook policies may result in imposition of additional restrictions or conditions, residence hall suspension, or residence hall expulsion.

- (viii) Guest restriction. Residence hall students are restricted from signing in to other residential communities as guests into for a designated period of time.
- (ix) Host restriction. Residence hall students are restricted from hosting other guests for a designated period of time.
- (x) Relocation. Requiring a student to move to another floor, residence hall, or apartment as a result of community disruption.
- (xi) Deferred residence hall suspension. Separation of the student from the residence halls is deferred for a specified period of time. If the student is found responsible for any subsequent violations of “The

Student Code of Conduct”, Residence Hall Suspension takes effect immediately and may not be appealed.

- (~~vii~~) (xii) —Residence hall suspension. Separation of the student from the residence halls for a specified period of time after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university housing facilities. This may include residential dining facilities.
- (~~viii~~) (xiii) —University suspension. Separation of the student from the university for a specified period of time after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities. This may include residential dining facilities. A university suspension is noted on an addendum attached to a student’s transcript.
- (~~ix~~) (xiv) Residence hall expulsion. Permanent separation of the student from the residence halls. An expulsion denies the student access to all university housing facilities on a permanent basis. This may include residential dining facilities.
- (~~x~~) (xv) University expulsion. Permanent separation of the student from the university. An expulsion denies the student access to the university, including any campus facilities, any campus programs or activities, and any class sessions on a permanent basis. A university expulsion is permanently noted on a student’s transcript.
- (~~xvi~~) (xvi) Revocation of admission and/or degree. Revocation of admission to or awarding of a degree from the university for fraud, misrepresentation, or other violation of university standards in obtaining the

degree, or for serious violations committed by a student prior to graduation.

- (xvii) Withholding degree. Withholding the awarding of a degree otherwise earned until the completion of the process set forth in “~~The Student Code of Conduct~~The Student Code of Conduct,” including the completion of all sanctions imposed, if any.
- (xviii) Fines. Fines for violations of “~~The Student Code of Conduct~~The Student Code of Conduct” will be assessed and charged to the student’s account. A list of fines for all violations will be determined at the discretion of the ~~associate vice president for student experience~~vice president for student affairs, who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of “~~The Student Code of Conduct~~The Student Code of Conduct” when published and presented to students.
- (xix) No contact order. The student is restricted from making contact in any verbal, written, electronic, or physical manner with a designated individual. If a student is found in violation of the no-contact order, they may be subject to arrest and removed from campus.
- (xx) Parental notification. Student Conduct staff will coordinate the parental notification in cases of alcohol or drug use when the student’s behavior demonstrates a risk of harm to self or others or any violation of law involving a controlled substance.

- (b) More than one of the sanctions listed above may be imposed for any single violation.
- (c) The following sanctions may be imposed upon student groups/organizations:

- (i) Those sanctions as outlined in paragraph (E)(7) of this policy.
 - (ii) Deactivation. Loss of all privileges, including university recognition, for a specified period of time.
- (d) In each case in which a student conduct body determines that a student or student group/organization has violated ~~“The Student Code of Conduct,”~~ “The Student Code of Conduct,” the sanction(s) shall be determined and imposed by the same student conduct body. The student conduct administrator shall be responsible for ensuring that sanctions imposed by hearing panels and conduct officers are consistent with the violation and sanctions imposed for similar violations in other similar cases.
- (8) Interim measures. In certain circumstances, the ~~associate vice president for student experience~~ vice president for student affairs may impose an interim measure prior to a student conduct board hearing or conduct conference. This includes university or residence hall suspension.
- (a) Interim measures may be imposed only:
 - (i) To ensure the safety and well-being of members of the university community or to preserve university property;
 - (ii) To ensure the respondent’s own physical or emotional safety and well-being;
 - (iii) If the respondent poses a threat of disruption or interference with the normal operations of the university; or
 - (iv) If the respondent is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.

- (b) In the event that an interim measure is imposed, the student or student group/organization will be notified either in person or by regular U.S. or certified mail of the cause for the interim measure. The respondent will also be notified via their official university email address. The interim measure becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in paragraph (E)(4) of this policy and may proceed before, during, or after any criminal proceedings.
 - (c) In the case of an interim suspension, the student or student group/organization shall be denied access to all housing facilities and/or to the campus (including classes) and/or all other university activities or privileges for which the student or student group/organization might otherwise be eligible, unless determined otherwise by the student conduct administrator.
- (9) Appeals.
- (a) The decision or sanction imposed by a student conduct body may be appealed by the respondent or complainant (“the appellant”) within five university working days of notification of the decision. If an appeal is not received within this time frame, the decision reached by the student conduct body will be final.
 - (b) Requests for appeals shall be made in writing and shall be emailed or delivered to the office of student conduct. The request for appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the appeal (see paragraph (E)(9)(d) of this policy) along with supporting information.
 - (c) Once a request for appeal has been submitted and until the appeal decision has been communicated to the appellant, all sanctions except any issued as interim measures, such as interim suspensions, will be held in abeyance.

- (d) Appellate hearings are not a re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appellate hearing shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following grounds:
- (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in ~~“The Student Code of Conduct”~~[The Student Code of Conduct](#) and to determine whether these violations could have affected the outcome of the hearing.
 - (ii) A claim that the decision reached regarding the respondent did not have a reasonable basis for the conclusion reached and that it was not based on proof by a preponderance of the evidence.
 - (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of ~~“The Student Code of Conduct”~~[The Student Code of Conduct](#) for which the respondent was found responsible.
 - (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not presented in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (e) The burden of proof rests with the appellant.
- (f) The appellant may, in preparing the request for appeal, have access to records of the case, which must be reviewed in the office of student conduct.
- (g) A request for appeal in a case adjudicated by a conduct officer will be reviewed by the student conduct administrator. A request for appeal in a case adjudicated by a student conduct board hearing panel will be reviewed

by an appellate hearing panel. An appellate hearing panel is composed of three members from the student conduct board selected by the student conduct administrator.

- (h) Once a request for appeal has been submitted by the complainant or respondent, the other party shall receive a copy of the request for appeal and may submit a written response to the request for appeal, which will be considered alongside the request for appeal. Any written response must be submitted within five university working days of notification of the submission of a request for appeal.
 - (i) The appellate hearing panel or the student conduct administrator will review the appeal to determine whether one of the grounds listed in this policy has been met.
 - (j) If an appellate hearing panel or student conduct administrator determines that a request for appeal has met one or more of the grounds, the following options are available:
 - (i) Remand the case to the original panel for reconsideration consistent with the granted grounds for appeal.
 - (ii) Uphold the original decision.
 - (k) If the appellate hearing panel or student conduct administrator determines that the request for appeal does not meet one of the grounds, the appeal will be dismissed and the original decision will be upheld.
 - (l) The decision of the appellate hearing panel or student conduct administrator after an appellate review is final.
- (10) Conduct procedures for university housing. Deputy conduct officers have been designated by the student conduct administrator to assist in the review of alleged violations of policy originating within university housing.

- (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence halls, as outlined in the “Resident Handbook,” is delegated by the student conduct administrator to a conduct officer.
 - (b) Any student, faculty member, or university official may file a written report against any student living in a residence hall for alleged violations of policy within the residence hall, campus dining facilities, or at any residence hall function.
 - (c) Upon receipt of a written report, the conduct officer will conduct an investigation to determine whether there is reasonable cause to believe that a violation of “~~The Student Code of Conduct~~”The Student Code of Conduct” may have occurred. If the conduct officer believes that such a violation did occur they will follow the procedures outlined in paragraph (E)(4) of this policy to address the alleged violation.
- (11) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
- (a) Conduct sanctions shall not be made part of the student’s academic record but shall become part of the student’s conduct record. Student conduct records shall be expunged seven years after final disposition of the case, excluding students who were sanctioned with residence hall expulsion, university suspension, university expulsion, or revocation or withholding of a degree which shall be expunged fifteen years after final disposition of the case resulting in such action. Upon graduation, the student may petition the student conduct officer for removal of all files contained in their student conduct records. The student may appeal a negative response of the student conduct officer the student conduct administrator.
 - (b) Records regarding university expulsion or university suspension of a student group/organization shall be kept indefinitely.

- (c) All material gathered from a substantiated conduct case (residence hall, academic, and other) shall become part of any new case against the same respondent(s) after the new charges have been substantiated.
 - (d) Student conduct records are maintained only in the names of respondents found responsible for violations of university policy, local, state or federal law.
- (12) Special procedures. To ensure continued participation of students, faculty, and administration in the student conduct process and to ensure speedy disposition of conduct cases, the president of the university is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and adjudicate cases in accordance with the provisions of “~~The Student Code of Conduct~~”The Student Code of Conduct” and shall ensure that all elements of procedural due process delineated in this article are observed.
- (13) Responsible action exemption. The University encourages students to seek immediate medical attention for themselves or others during alcohol and/or drug-related emergencies. When students act as responsible bystanders, the University may choose to resolve alcohol and/or drug violations informally, rather than through the student conduct process. The office of student conduct determines when students are eligible for Responsible Action Exemption on a case-by-case basis. In instances involving possible sexual misconduct, the office of student conduct will seek input from the Title IX office before making a determination. For exemption to be considered, the following must occur:
- (a) Students must directly contact law enforcement, medical personnel, or university staff to request medical assistance.
 - (b) Students must identify themselves and the student(s) of concern to first responders.
 - (c) Students must comply with specific instructions given by responding personnel.

Students exempted from alcohol and/or drug charges will not face formal sanctions, but are required to meet with a Conduct Officer to discuss the incident and learn about campus and community resources. If a student is under 21 years of age at the time of the incident, the Conduct Officer may notify parents or guardians of the exemption.

Documentation of exemptions will be maintained by the office of student conduct as informational records and are not considered part of a student's conduct record. Incident information will not be released by the office of student conduct when contacted for background checks/transfer verifications.

The University reserves the right to deny exemption for any case in which violations are repeated or egregious, including activities related to hazing. Students will only receive one (1) exemption during their tenure at the University.

Members of student organizations that actively seek medical assistance during alcohol and/or drug-related emergencies may be granted exemption from organizational conduct charges. Incidents involving student organization intervention will be considered on a case-by-case basis. The same standards outlined above apply.

- (14) Serious misconduct policy. Serious misconduct is defined as, “any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, any assault that employs the use of a deadly weapon” as defined in Ohio Revised Code 2923.11 (A) or causes serious bodily injury.

Additional parameters will be placed upon students returning from suspension for violations of Serious Misconduct, including conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the vice president for student affairs for permission to participate in extracurricular activities and employment.

- (F) Article V. Title IX sexual harassment procedures (per University policy 3356-2-05).

(1) Grievance process.

- (a) Timeframe. The process outlined below is expected to occur within ninety (90) calendar days from the date a complaint is filed. The Title IX coordinator or designee may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes but is not limited to the absence of party, a party's advisor or a witness, or the accommodation for disabilities.
- (b) Report. Information, however received, alleging sexual harassment as defined in this policy and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint depending on the alleged facts and circumstance.
- (c) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted by mail, e-mail, in person, by telephone or electronically at TitleIX@ysu.edu.

(2) Notice

- (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined above, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
- (b) If, in the course of an investigation, the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.

(c) Notice to the university staff listed below, of sexual harassment or allegation of sexual harassment, constitutes actual notice to the university and triggers the university's obligation to respond.

(i) Title IX coordinator and deputy Title IX coordinators.

(ii) Director of equal opportunity and policy development.

(iii) Vice-presidents and associate vice-presidents.

(iv) Academic deans and chairpersons.

(v) Supervisors/managers.

(vi) Coaches and assistant coaches.

(3) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

(4) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.

a. Mandatory dismissal.

(i) Would not constitute sexual harassment as defined in this policy even if proved.

(ii) The alleged sexual harassment did not occur in the university's education program or activity.

- (iii) The alleged conduct did not occur in the United States.
 - (b) Discretionary dismissal.
 - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
 - (ii) The respondent is no longer enrolled or employed by the university.
 - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
 - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
 - (d) A dismissal of a formal complaint may be appealed pursuant to section (F) below.
 - (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, such as policy 3356-2-3 Discrimination/harassment or 3356-7-04 Workplace and off-campus violence, threats, and disruptive behavior, or under the student code of conduct.
- (5) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication
 - (a) Both parties' voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

(b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.

(6) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.

(a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.

(b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

(c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section, or as permitted by law.

(d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.

(e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.

- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
 - (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
 - (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 - (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten (10) calendar days prior to any hearing. Either party can submit a written response to the investigator during these ten (10) days.
- (7) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.
- (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.

- (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- (g) If a party does not have an advisor present at the live hearing, the university shall provide without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.

- (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
- (j) Parties are not required to divulged any medical, psychological, or similar privileged records as part of the hearing process.
- (k) The [decision][ELH1]-maker [ELH2][ELH3][ELH4] shall create an audio recording for a live hearing and an audiovisual recording for a virtual live hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.

(8) Findings.

- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
- (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- (c) The written determination shall include:

- (i) Identification of the allegations potentially constituting sexual harassment;
- (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination;
- (iii) The finding of facts that support the determination;
- (iv) A conclusion applying the appropriate definition of the university's policy to the facts;
- (v) A rationale for the result of each allegation regarding the determination of responsibility;
- (vi) For respondents who are students, the hearing decision-maker shall consult with the vice-president of student experience or their designee regarding sanctions. For respondents who are employees or faculty members the hearing decision maker shall consult with the chief human resources officer or their designee regarding discipline.
- (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
- (viii) The procedures and bases for the complainant and respondent to appeal the determination

(9) Sanctions/discipline.

(a) Students.

- (i) Possible sanctions for student respondents: warning, conduct probation with or without restrictions, restitution, educational sanctions, deferred suspension, residence hall suspension, university suspension, residence hall expulsion, university

expulsion, revocation of admission and/or degree, withholding degree, fines. [ELH5]

- (ii) Students who have been found responsible for serious misconduct and are returning from a sanction of suspension, will be subject to additional parameters including conduct probation with loss of good standing for one calendar year preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon as defined in Ohio Revised Code 2923.11(A) or causes serious bodily injury.
 - (b) Possible sanctions/discipline for employee or faculty respondents: employment probation, demotion or reassignment, suspension with or without pay for a specific period of time, termination of employment, ineligibility for rehire, and/or other sanctions or remedies as deemed appropriate under the circumstances.
- (10) The appeal process.
- (a) Filing an appeal.

 - (i) Appeals are not a re-hearing of the allegation(s).
 - (ii) Only a complainant or respondent (referred to as party or parties) may request an appeal.
 - (iii) An appeal must be submitted in writing to the Title IX coordinator within five (5) working days from receipt of a decision using the *Title IX Appeal Request Form* and include all supporting material.
 - (iv) A party may appeal the determination regarding responsibility, sanctions/discipline and/or the university's dismissal of a formal complaint or any allegations therein.

(v) There are four (4) grounds for appeal:

- (1) Procedural irregularity that significantly impacted the outcome of the matter (for example material deviation from established procedures). The appeal request must cite specific procedures and how they were in error; and/or
- (2) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: failure to participate or provide information during an investigation or hearing, even based on concern over a pending criminal or civil proceeding, does not make information “unavailable during the original investigation or hearing); and/or
- (3) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. The appeal must cite specific examples of how the bias affected the outcome.
- (4) The discipline/sanction(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding party.

(b) Title IX appellate review officer (hereinafter referred to appellate review officer). Upon receipt of a request for appeal, the Title IX coordinator will designate a Title IX appellate review officer as follows:

- (i) Appeals where the respondent is a student, the appellate officer will be either the vice-president for student affairs or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (ii) Appeals where the respondent is a faculty member or employee, the appellate officer will be either the chief human resources officer or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (iii) The appellate officer cannot be the investigator, Title IX coordinator, or the person who acted as the decision-maker regarding the determination of responsibility/policy violation, or dismissal.
- (c) Appeal procedures:
- (i) Generally, within five (5) business days after receipt of the request for appeal by the appellate review officer, the appellate review officer will conduct an initial review of the appeal request(s) to determine whether the appeal is timely and satisfies the grounds for appeal
 - (ii) If the appeal request is not timely or does not satisfy the grounds for appeal, the appeal request will be denied, the parties will be notified, and the finding and sanction or responsive action/remedies will stand. The decision not to accept an appeal request is final and is not subject to further appeal.
 - (iii) If the appeal request is timely and meets the ground for appeal, the Title IX coordinator will notify the parties that the appeal has been accepted and will notify the non-appealing party that they may file a response within three (3) business days from notification.
 - (iv) The appellate review officer will then review the issues presented in the appeal and any response(s).

- (v) The standard on appeal is whether there is relevant evidence/information such that a reasonable person would support the decision(s).
- (vi) The appellate review officer can take one of the following actions:
 - (1) Affirm the original findings;
 - (2) Remand the case to the original investigators or hearing panel for consideration of new evidence or to remedy a procedural irregularity;
 - (3) Remand the case to a new investigator in a case of bias. The appellate review officer, may order a new investigation with a new investigator or hearing panel; or
 - (4) Administratively alter the finding if bias, procedural irregularity or new evidence, unknown or unavailable during the original investigation, substantially affected the original finding, and the associated sanctions or responsive action.
- (vii) Decisions rendered by the appellate review officer or actions taken following the decisions appellate review officer's decision are final and not subject to further appeal.
- (viii) Cases that are sent back to the investigator or hearing panel are not eligible for a second appeal.

(G) Article VI. Academic integrity violation procedures.

- (1) General.
 - (a) Academic honesty is essential to the educational process and serves to protect the integrity of the university community. Therefore, all members of the university

community have a responsibility for maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of university policy, as outlined in paragraph (D) of this policy. Students should consult with the faculty member if they are not sure what may constitute a violation of the academic integrity policy.

- (b) Students suspected of violations of the academic integrity policy may be charged with a violation of university policy under the student conduct standards as outlined in paragraph (D)(1) of this policy. Cases of alleged violations of the academic integrity policy shall be resolved as outlined below.
- (c) The process outlined below is the only approved process by which faculty members can address alleged violations of the academic integrity policy. Failure to follow this process or use of any process other than this will result in nullification of any charges against the student and nullification of any sanctions levied against the student. If, following nullification of the charges and sanctions, the faculty member refuses to rectify the impacted grades or assignments, the student has the right to file a grievance against the faculty member. Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.

(2) Academic integrity conference.

- (a) After the faculty member has gathered evidence of a possible violation, they shall notify the student within forty-eight hours in writing, via university email, of the allegations and invite the student to participate in an academic integrity conference. The faculty member and student may hold the conference without written notification. This academic integrity conference shall occur within five university working days of the written notification to the student.

- (b) The academic integrity conference is the first step in this process, and serves to provide the student with the opportunity to discuss the allegations made by the faculty member. During this meeting, the student should have the opportunity to address the allegations, and to review all relevant information and documentation to the allegations.

In situations where the course is taught primarily online and/or where the student is unable to physically present for the academic integrity conference, the meeting may be conducted via email, phone, or skype, as appropriate. The faculty member may consult with the judicial chair of the academic grievance subcommittee or the office of student conduct for direction in such situations.

- (c) If, after meeting with the student, the faculty member determines that no violation of the academic integrity policy occurred and/or the student is not responsible for a violation of the academic integrity policy, the faculty member can dismiss the charges by not filling out the academic integrity form.
- (d) If the faculty member concludes that the student is responsible for a violation of the academic integrity policy, the faculty member shall select an appropriate sanction, as outlined in paragraph (F)(3) of this policy, and will complete the academic integrity form. While the student may sign the form immediately, they have up to five university working days to do so. The student has the option to accept the charge but contest the sanction, or they can agree to both the charge and sanction.
- (e) If the student signs the academic integrity form, acknowledging responsibility for the alleged violation and accepting the sanction, the decision is final and there is no appeal process.
 - (i) The student will return the form to the faculty member. The faculty member will sign the form, and will submit copies of any documentation or statements with the academic integrity form.

- (ii) The faculty member will forward the form to the departmental chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the academic integrity form.
 - (iii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the academic integrity form.
 - (iv) The dean will then forward the form and all documents to the office of student conduct to be placed in the student's file.
 - (v) The dean of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
 - (vi) No further action is required unless the recommended sanction includes program removal, suspension, or expulsion. In cases where one of these sanctions is recommended, the case will be forwarded to the judicial chair of the academic grievance subcommittee for review.
- (3) Failure to appear, respond or sign.
- (a) If the student fails to respond to the faculty member's request for an academic integrity conference, or fails to attend an academic integrity conference within five university working days of notice by the faculty member, the following will occur:
 - (i) The faculty member will complete and sign the academic integrity form without the student's signature. They will then submit the form along

with copies of any documentation or statements to the chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the form.

- (ii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the form.
 - (iii) The dean will then forward the form and all documents to the office of student conduct to be placed in the student's file. The office of student conduct will then forward the academic integrity form and all documents to the judicial chair of the academic grievance subcommittee for further action.
 - (iv) The dean of the college of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
- (b) If the student declines to accept responsibility for the charges and/or declines to accept the sanctions selected by the faculty member, the faculty member should complete the form as outlined above.
- (4) Academic grievance subcommittee referrals.
- (a) If the student declines to accept responsibility for the charges, and/or declines to accept the sanctions selected by the faculty member, the case will be referred to the office of student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee.
 - (b) Regardless of whether the academic integrity form is signed, in cases where program removal, suspension, or expulsion is recommended by the faculty member, the case

will be referred to the office of student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee. A representative from the office of student conduct must be present at all such hearings to serve in an advisory capacity.

- (5) Academic grievance subcommittee structure.
- (a) Judicial chair. Associate provost for academic administration or designee appointed by the provost.
 - (b) Faculty members are appointed by the academic senate and serve a two-year term. One faculty member shall be selected from each of the six colleges. At least three of these appointees will have graduate faculty status. In cases involving graduate matters, only graduate faculty will be appointed. Six faculty members with graduate faculty status will be appointed by graduate council to hear cases involving graduate students.
 - (c) Undergraduate student members are appointed by the ~~associate vice president for student experience~~vice president for student affairs and serve a two-year term. In addition, six graduate students (preferably one from each college) will be appointed by the graduate council to hear cases involving graduate students.
 - (i) Students must complete an application available through the office of student conduct.
 - (ii) One undergraduate student member is selected from each of the six colleges.
 - (iii) Students must have a minimum GPA of 2.5 for undergraduate students and a 3.0 for graduate students.
 - (iv) Students must not have a previous student conduct record.

- (v) Students should be sophomore status or above.
- (6) Academic grievance subcommittee hearing procedures.
- (a) In cases where the student failed to respond to a request from the faculty member for an academic integrity conference, cases where the student failed to return the signed academic integrity form to the faculty member within the given timeframe, cases wherein the student disputes the charges or sanctions, or in cases when the faculty member recommends program removal, suspension, or expulsion, a hearing by the academic grievance subcommittee is initiated.
 - (b) Within five university working days of receiving the academic integrity form and any supporting documentation of evidence from the faculty member, the judicial chair shall contact the student involved and request a statement and any documentation or evidence they would like to have considered in the hearing. The student will have five university working days to submit these items to the judicial chair.
 - (c) Within two university working days of receiving the statement and evidence, the judicial chair shall distribute copies of the academic integrity form and any documentation or evidence produced by the student and faculty member to the academic grievance subcommittee members, the student, faculty member, department chairperson, and appropriate dean. The academic integrity form, course syllabus (submitted by the faculty member, student, or both), and any documentation or evidence produced by the student, faculty member, chairperson, or dean compose the academic integrity packet.
 - (d) A hearing date, time, and location for the academic grievance subcommittee hearing will be established by the judicial chair. Academic grievance subcommittee members shall have a minimum of three university working days to review all written materials in the academic integrity packet. The hearing notice shall be sent to the parties

directly involved in the grievance procedure, excluding advisors and witnesses. Parties directly involved include:

- (i) Faculty/student. The party who files the academic integrity form and the party who is alleged to have violated the academic integrity policy. If either party cannot or refuses to attend the hearing, they may provide written statements to be submitted for evidence. Faculty members are permitted to have a substitute who will exercise all the rights and responsibilities of the absent faculty member.
- (ii) Department chairperson. The chairperson of the department in which the faculty member resides. The chairperson's attendance is optional. If the chairperson is in attendance they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The chairperson's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the particular culture of the department or expectations of students in the department.
- (iii) Dean. The dean of the college in which the faculty member's department is housed. The dean's attendance is optional. In addition, the dean of graduate studies has the option to attend in cases that involve graduate students and graduate faculty members. If the dean is in attendance, they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The dean's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the particular culture of the department or expectations of students in the department.

- (iv) Academic grievance subcommittee hearing panel members. Derived from the membership of the student academic grievance subcommittee of the academic senate. At minimum, each hearing panel consists of three faculty members, three undergraduate students, and the judicial chair. In hearings involving allegations against a graduate student, graduate college representatives will form the hearing panel. The hearing panel conducts the formal hearing and renders a decision. No member of a hearing panel will hear a case directly involving themselves.
- (v) Advisors. The student and the faculty member may each avail themselves of the services of an advisor throughout the academic integrity process. An advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the party whom they are advising. They are permitted, however, to give notes or whisper instructions/advice to the party whom they are advising. Examples of advisors include a parent, attorney, clergy, other faculty member, or coach. The advisor may not be the chairperson or dean for the college in which the faculty member or student is housed. In situations where a graduate assistant is considered the instructor of record and is the party who submitted the academic integrity form, the chairperson may serve as an advisor to the graduate assistant and is permitted to stay throughout the hearing.

In cases in which the student is a dully enrolled high school and university student (through the Youngstown early college or the college credit plus program), the student may have both a parent and a secondary advisor present for the hearing.

- (vi) Witness(es). Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number

of witnesses is not limited, the number of witnesses that present repetitive testimony may be limited at the discretion of the judicial chair.

- (e) If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the same electronic means in order to provide equal treatment to all parties. This may include either teleconference or skype, as deemed appropriate by the judicial chair.

(7) Rights of hearing parties.

- (a) The following rights are guaranteed to the student and the faculty member:
 - (i) The right to be present.
 - (ii) The right to be accompanied by an advisor of their choice.
 - (iii) The right to speak in support of their argument.
 - (iv) The right to bring witnesses in support of their case.
 - (v) The right to present any relevant information directly supporting their written items in the academic integrity packet, including oral testimony.
 - (vi) The right to refute information presented.
 - (vii) The right to consult with the judicial chair or the office of student conduct regarding the hearing, their testimony or the presentation of any testimony in support of their case.
- (b) The judicial chair has the right to:
 - (i) Limit the amount of time testimony is presented by any given individual;

- (ii) Remove disruptive individuals from the room;
 - (iii) Ensure that only the members of the hearing panel, student, and faculty member are present in the room;
 - (iv) Ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented;
 - (v) Extend the timeline for the hearing process.
- (8) Deliberation and findings.
- (a) The hearing panel shall meet in closed session to review the information presented and reach a decision. The hearing panel shall vote using secret ballots tallied by the judicial chair. The judicial chair will only vote in circumstances of a tie among the hearing panel members.
 - (b) If the hearing panel determines that the student is responsible for a violation of the academic integrity policy, the hearing panel may consider previously resolved cases (on file with the office of student conduct) involving the student when assigning an appropriate sanction. The judicial chair will present such information to the hearing panel only after a determination of responsibility on the case in question has been reached.

The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.
 - (c) Both parties shall be informed of the hearing panel's decision in writing within three university working days. This statement shall be prepared and signed by the judicial chair and forwarded to the office of student conduct,

graduate school dean when appropriate, provost and all parties directly involved in the hearing, except advisors and witnesses.

- (i) Notice of the hearing panel's decision ends the academic grievance subcommittee's involvement in the disposition of the case.
- (ii) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of the provost and the office of student conduct.
- (iii) Any change of grade as a result of the hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five university working days. If the faculty member, chairperson and/or dean refuse to sign the grade change form, then the provost will do so.

(9) Appeals.

- (a) Only students may appeal the decision of the academic grievance subcommittee regarding for cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five university working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal is submitted in writing to the judicial chair.
- (b) The judicial chair will forward the written appeal to the academic senate executive committee within two university working days.
 - (i) If the academic senate executive committee determines that no procedural violations occurred or that any procedural violations were minor and did not affect the original hearing panel's decision, the original hearing panel's decision is upheld and the case is closed.

- (ii) If the academic senate executive committee determines that procedural violations may have occurred and were potentially substantive enough to have affected the hearing panel's decision, the case will be referred to a three-person appellate hearing panel consisting of one student and two faculty members. This appellate hearing will take place within twelve university working days of receipt of the written appeal.
- (c) Appellate hearing panel.
 - (i) No member of the appellate hearing panel will hear a case directly affecting themselves.
 - (ii) Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.
 - (iii) The chair of the appellate hearing panel shall inform both parties of the decision as soon as reasonably possible. A written statement of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, office of student conduct, and office of the provost within five university working days of the decision via university email.
 - (iv) A file of all pertinent documents for all appeals shall be kept by the office of student conduct and/or the office of the provost.
 - (v) The decision reached by the appellate hearing panel is final and may not be appealed.
- (d) At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.
- (e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and

signed by the respective chairperson and/or dean within three university working days. If the faculty member, chairperson, and/or dean refuse to sign the grade change form, then the provost will do so.

- (10) Sanctions. A list of possible sanctions and guide to selecting sanctions is available in the appendices. Sanctions for violations of the academic integrity policy may include, but are limited to, the following:
- (a) Issue an official warning.
 - (b) Lowering the grade on the exam, paper or assignment in question.
 - (c) Lowering the final grade for the course.
 - (d) Requesting additional action from the academic grievance subcommittee, including removal from a course, removal from an academic program, university suspension, or expulsion.
 - (e) Other sanctions as deemed appropriate by the faculty member. The faculty member may consult with the judicial chair, office of student conduct, chairperson or dean regarding appropriate sanctions.
- (11) Role of the student conduct administrator (“SCA”). The student conduct administrator or designee has the following responsibilities with regards to all cases involving alleged violations of the academic integrity policy.
- (a) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.
 - (b) To expunge all records as outlined in this policy.
 - (c) In cases where the academic integrity form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.

- (d) In cases where the student has already been found responsible for a previous academic integrity violation, any additional violation will result in a review of all cases by the office of student conduct for possible additional charges and sanctioning.

(GH) Article VI. Section 3345.22 of the Revised Code, the “1219 hearing” process.

- (1) Background. Disruptive behavior and the “1219” procedure. The Ohio campus disruption act, also known as Ohio House Bill 1219, is codified in sections 3345.22 and 3345.23 of the Revised Code. The purpose of the law is to protect university students, faculty, staff, and other members of the campus community from crimes of violence committed in the vicinity of the university or upon people or property at the university.

A “1219 hearing” is appropriate when a student is arrested for a crime of violence committed on or near the university. If a student is convicted of an offense of violence that occurred on or near the university, the student will be automatically suspended pursuant to section 345.23 of the Revised Code. The purpose of the “1219 hearing” is to remove students from campus who may be a threat to the safety and security of the student body or campus community.

- (2) Definition of a “crime of violence.” There are over thirty crimes of violence considered violations of the “1219” law, including but not limited to the following: arson, assault, burglary, domestic violence, discharged firearm, felonious assault, gross sexual imposition, inciting to violence, inducing panic, intimidation, kidnapping, menacing, murder, rape, riot, robbery, sexual battery, and voluntary manslaughter.
- (3) Jurisdiction of the “1219 hearing.”
 - (a) If a student is arrested for a crime of violence referenced in division (D) of section 3345.23 of the Revised Code, they may be temporarily suspended from the university

according to ~~“The Student Code of Conduct”~~ “The Student Code of Conduct”,” which is referred to as an interim suspension. This suspension will last during the process of the “1219 hearing” and continue until the student meets with the office of student conduct. The results of the “1219 hearing” discussed below does not alter the student’s status under an interim suspension.

- (b) A “1219 hearing,” which is distinctly separate from a conduct conference or a student conduct board hearing, will be held shortly after a student’s arrest for a crime of violence. The hearing can be continued for good cause. The purpose of the “1219 hearing” is to determine by a preponderance of the evidence whether the student committed an offense of violence.
- (c) If the referee, as appointed by the university (office of the general counsel), finds that the student did commit an offense of violence on or near the university, the referee will then determine if the student should be under strict probation or suspended from the university pending the outcome of the criminal case. However, as noted above, if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the referee, until the conclusion of the student conduct process administered by the office of student conduct.
- (d) Following the “1219 hearing,” the criminal case outcome will determine the student’s status under section 345.23 of the Revised Code. If the student is convicted of an offense of violence in the criminal case, the student will be suspended from the university for at least one year.
- (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates and the student in question shall be reinstated and the record of the “1219” suspension expunged from the person’s university record. The criminal process and “1219 hearing” are separate. The outcome of the “1219 hearing” has no bearing on the criminal case.

- (f) When a student is found not guilty, they may return to school, but upon conclusion of the “1219 hearing” and possibly while the criminal case is still underway, the university may, and in nearly all cases, will initiate the student conduct process. The student may also be under the restriction of an interim suspension. Unless the student is not under an interim suspension or has been found responsible of a violation of “~~The Student Code of Conduct~~”“The Student Code of Conduct”,” the student would be permitted to return to school.
 - (g) If the student is found guilty at the criminal trial for an offense of violence on or near the university, they will be suspended from Youngstown state university for the period of one year. The student will receive a written notice of the suspension from the office of student conduct. The student must receive approval from the board of trustees to be permitted to return to the university. This one-year suspension will still be imposed even if the student is found not responsible for a violation of “~~The Student Code of Conduct~~”“The Student Code of Conduct”.”
- (4) The “1219 hearing” process. The “1219 hearing” will be an adversary proceeding. Unlike a student conduct hearing, a “1219 hearing” will be conducted by a referee appointed by the university. A university attorney will present the evidence at the hearing on behalf of the university. The student has the right to:
- (a) Be represented by an attorney.
 - (b) To cross-examine witnesses called by the state (the university).
 - (c) Call upon his/her own witnesses.
 - (d) To present evidence.
 - (e) To give a statement (but not required to do so). If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against

compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the student.

- (5) Burden of proof. Preponderance of the evidence is the standard use for all “1219 hearings.” Preponderance of the evidence is known as the balance of probabilities met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true. The referee must find that the student committed the offense by a preponderance of the evidence.

(H) Article VII. Parental/guardian notification policy. Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students who may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under twenty-one years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, in an effort to create a positive support network for students.

- (1) Parameters.

- (a) This policy will be applied in situations where students under the age of twenty-one have been found responsible for a violation of university policies regarding drugs or alcohol.
- (b) The office of student conduct shall be responsible for administering all procedures of the parental/guardian notification policy.

- (2) Procedures.

- (a) Parents/guardians shall be notified when the underage student is found responsible for a violation of the drug or alcohol policies.

- (b) The ~~associate vice president for student experience~~vice president for student affairs, or designee, may make an exception to the parental/guardian notification policy if in their judgment it is determined that harm would come to the student as a result of parental/ guardian notification.
 - (c) The notification will be provided in writing from the office of student conduct and will be mailed to the student's home address.
 - (d) The notification letter will inform parents or guardians that their student has been found responsible for a violation of an alcohol or drug policy. Included with the letter will be answers to frequently asked questions. Parents or guardians will be encouraged to discuss the incident with the student.
 - (e) The office of student conduct will be responsible for responding to questions from parents/guardians. If a parent or guardian is interested in reviewing their student's conduct file, the student generally must sign a waiver to release this information. There are exceptions to this that will be determined on a case by case basis.
- (I) Article VIII. Interpretation and revisions. Any question of interpretation or application regarding ~~“The Student Code of Conduct”~~“The Student Code of Conduct” shall be referred to the student conduct administrator for final determination.

~~“The Student Code of Conduct”~~“The Student Code of Conduct” shall be reviewed every three years under the direction of the student conduct administrator. Any member of the university community may recommend a change to ~~“The Student Code of Conduct”~~“The Student Code of Conduct” to the ~~associate vice president for student experience~~vice president for student affairs. The ~~associate vice president for student experience~~vice president for student affairs shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the ~~associate vice president for student experience~~vice president for student affairs, the change shall be presented to the board of trustees for adoption.

(JK) Glossary of Terms when used in “~~The Student Code of Conduct~~The Student Code of Conduct”.”

- (1) The term “due process” is an assurance that all accused students will receive notice of charges, notice of the evidence to be used against them, and the opportunity to participate in a hearing prior to the deprivation of any educational property interest.
- (42) The term “academic grievance subcommittee” is a group of university students and faculty selected and trained to adjudicate hearings wherein a student has allegedly violated the academic integrity policy for the university. Each hearing has a hearing panel consisting of at least six members from the academic grievance subcommittee
- (23) The term “appellate hearing panel” shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider a request for appeal from a student conduct body’s determination that a student has violated “~~The Student Code of Conduct~~”“The Student Code of Conduct” or from the sanctions imposed by the student conduct body.
- (34) The terms “can,” “may,” or “should” specify a discretionary provision of “~~The Student Code of Conduct~~“The Student Code of Conduct”.”
- (45) The term “complainant” shall mean any person who submits a referral alleging that a student violated “~~The Student Code of Conduct~~“The Student Code of Conduct”.”
- (56) The term “deputy conduct officer” shall mean a university official authorized on a case-by-case basis by the student conduct administrator to serve as a charging administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “~~The Student Code of Conduct~~“The Student Code of Conduct”.”
- (67) The term “faculty member” shall mean any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its

faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a particular situation shall be determined by the relevant circumstances.

- (~~7~~8) The terms “file” or “records” mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.
- (~~8~~9) The term “function” shall mean all student activities or events occurring at the university or sponsored by registered student organizations, groups, or members of the academic community.
- (~~9~~10) The term “group” shall mean a number of students who are associated with each other and who have not complied with university requirements for registration as an organization.
- (~~10~~11) The terms “hearing panel” or “hearing panel members” shall mean individuals who have been selected or assigned to adjudicate a hearing. These individuals are selected from a trained body, including the student conduct board and the academic grievance subcommittee.
- (~~11~~12) The term “hearing panel advisor” shall mean the student conduct administrator, or designee, or appointee. The hearing panel advisor has responsibility for ensuring that policies and procedures within this document are adhered to within any student conduct process. The hearing panel advisor may be involved in any part of the student conduct process, and may provide input or answers, or otherwise answer questions asked by any parties.
- (~~12~~13) The term “may” is used in the permissive sense.
- (~~13~~14) The term “member of the university community” shall include any person who is a student, faculty member, university official, any other person employed by the university, or any person lawfully present on university premises.

- (~~14~~15) The term “organization” shall mean a university-registered student organization which as complied with formal requirements of official registration.
- (~~15~~16) The term “policy” shall be defined as the written regulations of the university as found in, but not limited to, “~~The Student Code of Conduct~~”“The Student Code of Conduct”,” “Resident Handbook,” “Penguin Student Handbook,” the university website, undergraduate/graduate catalogs, university policies, and board of trustees policies.
- (~~16~~17) The term “respondent” shall mean any student accused of violating “~~The Student Code of Conduct~~”“The Student Code of Conduct”.”
- (~~17~~18) The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of the code.
- (~~18~~19) The term “student” shall include all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, whether or not actually enrolled at the university.
- (~~19~~20) The term “student conduct administrator” is the ~~associate vice president for student experience~~vice president for student affairs, or designee, who shall be responsible for the administration of the code and the university student conduct process.
- (~~20~~21) The term “student conduct board” is a group of university students, staff, and faculty selected and trained to adjudicate hearings wherein students have allegedly violated university policy. Each hearing has a hearing panel consisting of three members from the student conduct board.
- (~~21~~22) The term “student conduct body” shall mean student conduct officer, any deputy conduct officer, or any hearing panel of the student conduct board authorized by the student conduct administrator to determine whether a student has violated “~~The Student Code of Conduct~~”“The Student Code of Conduct” and to recommend imposition of sanctions.

- (~~22~~23) The term “student conduct officer” is the associate director of student conduct who is the university official assigned to serve as the primary charging administrator by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “~~The Student Code of Conduct~~”“The Student Code of Conduct”.”
- (~~23~~24) The term “student conduct board” is a group of campus students, staff and faculty selected and trained to adjudicate hearings wherein students are alleged to have violated university policy.
- (~~24~~25) The terms “university” or “institution” mean Youngstown state university and collectively those responsible for its operation.
- (~~25~~26) The term “university premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university including adjacent streets, sidewalks, and parking lots.
- (~~26~~27) The term “university official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the university.
- (~~27~~28) The term “university working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.
- (~~28~~29) The term “weapon” shall have the same meaning as in university policy 3356-7-03 concerning weapons on campus (rule 3356-7-03 of the Administrative Code).
- (~~29~~30) All other terms have their natural meaning unless the context otherwise dictates.

3356-8-01.1 “The Student Code of Conduct”.

Responsible Division/Office:	Student Affairs
Responsible Officer:	VP for Student Affairs
Revision History:	March 1998; December 2010; June 2016; September 2017; September 2020
Board Committee:	Academic Excellence and Student Success
Effective Date:	September 3, 2020
Next Review:	2025

- (A) Policy statement/preamble. Youngstown state university (“YSU”) is a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership.

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors, believe in the dignity and worth of all people, strive to foster an appreciation of, and respect for, differences among the human race, and celebrate the diversity that enriches the university and the world. As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the university’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the university and is held responsible for compliance with them. All members of the university community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the university.

The policies and regulations in “The Student Code of Conduct” have been established to ensure a positive educational experience for every student. “The Student Code of Conduct” serves as an official university document that outlines conditions and regulations considered essential to the effective functioning of the university.

The student conduct process at Youngstown state university adheres to procedural due process and is intended to be part of the educational

process at the university. This student conduct process provides a forum for the impartial and expedient resolution of alleged misconduct in the university community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the university's commitment to developing integrity, respect, and responsibility among all students.

(B) Article I. Rights and responsibilities.

- (1) Basic rights. The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:
 - (a) The right of free inquiry, expression, and/or assembly.
 - (b) The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and online.
 - (c) The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
 - (d) The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by section 3345.14 of the Revised Code.
- (2) Basic responsibilities. Students, as members of the university community, shall have the following responsibilities which are inherent in the basic rights delineated in this paragraph:
 - (a) To maintain standards of academic performance as established by their faculty.
 - (b) To be responsible for acting in such a manner as to ensure other students the basic rights enumerated in this policy.
 - (c) To be responsible for their actions with respect to, and to follow, all university regulations and policies.

- (d) To be responsible for their actions with respect to provisions of local, state, and federal law.
 - (e) To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the university community are respected.
 - (f) To have in their possession a valid university identification card when on university premises.
 - (g) To be responsible for adhering to the university policy 3356-7-20, "Drug-free environment" (rule 3356-7-20 of the Administrative Code).
 - (h) To ensure adherence to all university board of trustees' policies that apply to students.
- (C) Article II. Student conduct authority. The president has delegated the authority for the university student conduct system to the vice president for student affairs. The vice president for student affairs, or designee, serves as the student conduct administrator responsible for the administration and operation of "The Student Code of Conduct" and the student conduct process. Members of the university seeking formal disciplinary action for alleged student misconduct should make referrals to the office of student conduct.

The student conduct administrator shall determine the composition of student conduct bodies and appellate hearing panels.

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of "The Student Code of Conduct." The student conduct officer shall be the associate director for student conduct. The student conduct administrator may also appoint one or more deputy conduct officers to review reports of violations of "The Student Code of Conduct" and to conduct investigations. Deputy conduct officers shall be under the supervision of the student conduct officer and/or the student conduct administrator.

- (1) Jurisdiction of "The Student Code of Conduct".

- (a) “The Student Code of Conduct” shall apply to conduct which adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs whether it occurs on university premises, at university sponsored activities, or on non-university premises. It is important to note that a student and/or group/organization will be subject to the university student conduct process where the conduct has occurred on non-university premises when the conduct adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs.
 - (b) Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). “The Student Code of Conduct” shall apply to a student’s conduct even if the student withdraws from the university while an investigation into alleged misconduct is pending.
 - (c) An incident which results in a charge under “The Student Code of Conduct” may also lead to a proceeding outside of the university for a violation of local, state, or federal law. In these instances, university proceedings are not subject to challenge based on concurrent criminal or civil proceedings or that such proceeding has been or will be dismissed, reduced, withdrawn, resolved, or settled. The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws. In all cases, hearings within the university will be held according to the student conduct procedures set forth in this policy. Since the university student conduct process is educational in nature, differing judgments may result.
- (2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with

university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the vice president for student affairs, or designee. The policies and regulations that apply to student groups/organizations are outlined in the “Penguin Student Handbook,” which houses all of the student organization policies. Student groups/organizations that violate any of the student organization policies may be charged with violating “The Student Code of Conduct” and be subject to the student conduct procedures set forth in this policy.

- (3) Student conduct authority.
 - (a) The enforcement of regulations, policies, and guidelines that apply to students, student organizations/groups are within the jurisdiction of the vice president for student affairs, or designee.
 - (b) Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.
 - (c) Student groups and registered student organizations may be charged with violations of “The Student Code of Conduct” in the following circumstances:
 - (i) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the university’s student organization policies, and/or university policies or regulations.
 - (ii) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with city, state, or federal law.
 - (iii) A student group (as defined in the glossary of terms section of this policy) or registered student organization and its officers may be held collectively or individually responsible for violations of “The Student Code of Conduct”.

- (D) Article III. Student conduct standards/prohibited conduct. The student conduct process aspires to develop and maintain conduct standards in support of character, civility, and community. This section of “The Student Code of Conduct” provides a set of expectations regarding student conduct in support of the university community.

A student or student group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by a member of a student group/organization, the entire group/organization may be held responsible in addition to the student when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under “The Student Code of Conduct”:

- (1) Academic integrity. Violations of academic integrity include:
- (a) Plagiarism, which includes the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, or the misrepresentation of another person’s work as one’s own.
 - (b) The use of any unauthorized assistance or tools:
 - (i) In taking quizzes, tests, assignments, or examinations;
 - (ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.
 - (c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
 - (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

- (e) Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.
 - (f) Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.
 - (g) Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
 - (h) Bribes, threats, or intimidation, including exchange of payment for assignments or parts of assignments, and threats to entice others to engage in violations of the academic integrity policy.
 - (i) Impersonation, pretending to be another person in the completion of a quiz, exam, or other assignment.
 - (j) Altering or destroying the work of others unless given permission.
 - (k) Lying in order to obtain an academic advantage, which includes falsification of documents or other information used to request makeup work.
 - (l) Assisting another person in any of the behaviors mentioned above is itself academic dishonesty.
 - (m) Asking others to engage in any of the behavior described above is academic dishonesty;
 - (n) Attempting to engage in any of the above behaviors is academic dishonesty.
- (2) Alcohol.
- (a) Use or possession of alcoholic beverages, except as permitted by law and university policy.
 - (b) Public intoxication.

- (c) Manufacturing or distribution of alcoholic beverages to any person under twenty-one years of age except as permitted by law.
- (3) Bullying and harassment. Unwelcome or unreasonable behavior that harasses or intimidates people, either as individuals or as a group, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. See university policy 3356-2-03, "Discrimination/ harassment" (rule 3356-2-03 of the Administrative Code) for prohibited conduct based on an individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status, or any other basis protected by law.
 - (4) Complicity. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting or encouraging a violation or an attempted violation.
 - (5) Student conduct system.
 - (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct process.
 - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
 - (c) Institution of a student conduct proceeding knowingly without cause.
 - (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct process.

- (f) Harassment (verbal or physical) and/or intimidation of a member of a student conduct body, participants, or witnesses prior to during or after a student conduct proceeding.
 - (g) Failure to comply with the sanction(s) imposed by a student conduct body.
 - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
 - (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) Disorderly conduct. Conduct which is disorderly, lewd, or indecent; a breach of peace; obstructs teaching, research, administration, or university activities or functions.
- (7) Drugs.
- (a) Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia.
 - (b) The misuse of materials as an intoxicant.
 - (c) Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.
- (8) Failure to comply. Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.
- (9) Financial obligations. Failure to meet all financial obligations to the university.
- (10) Gambling. Gambling or wagering of any form except as expressly permitted by law and/or university policy.

- (11) Hazing. An act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- (12) Information technology. Theft or other abuse of information technology and resources, including, but not limited to:
 - (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - (b) Unauthorized transfer of a file.
 - (c) Unauthorized use of another individual's identification and password.
 - (d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.
 - (e) Use of computing facilities and resources to send obscene or abusive messages.
 - (f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.
 - (g) Use of computing facilities and resources in violation of copyright laws.
 - (h) Any violation of the university policy 3356-4-09, "Acceptable use of university technology resources" (rule 3356-4-09 of the Administrative Code).
- (13) Dishonesty.
 - (a) Furnishing false information to any university official, faculty member, or office.

- (b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.
 - (c) Tampering with the election of any university recognized student organization.
 - (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
 - (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.
- (a) Intentionally, knowingly, or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person, including one's self.
 - (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property on or off campus, or acts of vandalism even if this behavior does not cause damage.
- (17) Published university policies. Violation of published university policies, rules, or regulations, including those available electronically on the university website.

- (18) Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following categories:
- (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e. quod pro quo). An individual does not have to submit to the conduct in order for quid pro quo sexual harassment to occur.
 - (b) Unwelcome conduct determined by the reasonable person standard, to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity (i.e. hostile environment).
 - (c) Sexual assault as defined in the Clery Act (which includes rape, fondling, incest or statutory rape, as defined below).
 - (i) Rape (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - (ii) Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - (iii) Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - (iv) Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
 - (d) Dating violence, domestic violence or stalking pursuant to the Violence Against Women Act (also defined below).
 - (i) Dating violence. Violence committed by a person who is or has been in a social relationship of a

romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- (ii) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - (iii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.
- (e) Sexual misconduct. Conduct of a sexual nature that is nonconsensual or is carried out through force, threat or coercion. Sexual misconduct includes but not limited to sexual exploitation and voyeurism.
- (i) Sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to

secretly observe or record consensual activity or engaging in voyeurism.

- (ii) Voyeurism. Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.
- (f) Consent. An action which is which is defined as positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent is the equal approval, given freely, willingly, and knowingly, of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat or force, coercion, the influence of drugs or alcohol or age. Silence or lack of resistance cannot be the sole factor in determining one has received consent.
- (i) Coercion. Intimidation, physical, or psychological threat, or pressure used to force another to engage in sexual acts. Coercion is unreasonable pressure for sexual activity.
 - (ii) Force. The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
 - (iii) Incapacitation. Inability to evaluate, understand, or control conduct because an individual is unconscious, asleep, intoxicated or under the influence of other drugs, or for any other reason, physically, mentally, or legally unable to communicate or grant consent. Incapacitation does

not correlate to a specific blood alcohol content (“BAC”) and could be the result of drug use.

- (g) Sex offenses. See Chapter 2907. of the Revised Code which defines sex offenses under Ohio law.
- (19) Theft. Attempted or actual theft, including possession of stolen property.
- (20) Unauthorized entry.
 - (a) Unauthorized entry to or use of university premises, including access to residential spaces other than one’s own assigned space.
 - (b) Unauthorized possession, duplication, or use of keys to any university premises.
- (21) Unauthorized recording.
 - (a) Unauthorized use of electronic or other devices to make an audio or video record or photograph of any person while on university premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
 - (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person’s consent, when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
- (22) Violation of law.
 - (a) Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university’s mission or its educational objectives and programs.

- (b) Since the university student conduct process is educational in nature and differing judgements may result between university action and outside legal action, the university, in its sole discretion, may pursue student conduct action and impose sanctions against a student for a violation of law:
 - (i) Regardless of where the behavior occurs;
 - (ii) When a student is charged with a violation of law but not with any other violation of “The Student Code of Conduct”;
 - (iii) When a student is charged with a violation of law which is also a violation of “The Student Code of Conduct”;
 - (iv) While the student is also subject to criminal proceedings, arrest and/or prosecution or civil litigation.
 - (c) University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
 - (d) The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.
- (23) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
- (24) Sexual harassment as defined in Title IX of the Education Amendments of 1972 as set forth in university Title IX sexual harassment policy. See rule 3356-02-05 of the Administrative Code and university policy 3356-2-05 “Title IX sexual harassment policy”. Students, faculty, employees, volunteers, third parties,

campus visitors and other individuals should refer to the Title IX policy referenced above for processes and procedures under Title IX). The complaint, adjudication, resolution and appeal process for an allegation of a Title IX violation as well as possible sanctions is delineated in university policy 3356-2-05 Title IX sexual harassment policy.

(E) Article IV. Student conduct procedures.

- (1) General. This overview gives a general idea of how the university's campus student conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not exactly the same in every situation.
 - (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
 - (b) Any member of the university community may report alleged violations of "The Student Code of Conduct" by a student or a student group/organization. The report shall be prepared in writing and directed to the office of student conduct. A report of a violation of "The Student Code of Conduct" shall be submitted as soon as possible after the incident occurs but not later than thirty days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in their discretion.
 - (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of "The Student Code of Conduct" to determine if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or student groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a student conduct board hearing. Additionally, students alleged to have violated the University's sexual misconduct

policy will automatically be provided a student conduct board hearing. Sexual misconduct incidents are investigated by the Title IX office, with findings forwarded to the office of student conduct for adjudication.

- (d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

(2) Student conduct conference.

- (a) Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the student conduct standards of “The Student Code of Conduct” will first be scheduled for a conduct conference with the conduct officer assigned to review the allegation. The respondent will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
 - (i) The specific charges pending against the respondent;
 - (ii) A brief summary of the referral;
 - (iii) Statement of rights and responsibilities; and
 - (iv) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.
- (b) The conduct conference is the first step in student conduct process and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information

regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the violation(s) in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, the respondent will have an opportunity to accept or deny responsibility for the charge(s).

- (c) If the respondent accepts responsibility for the charge(s), the conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign a conduct agreement which will outline all of the sanctions offered to the respondent. While the student may sign the agreement immediately, they have up to three university working days to do so. The respondent has the option to accept the charge(s) but contest the sanction(s) or agree to both the charge(s) and sanction(s). Once the agreement is signed, the decision is final and there is no appeal process. If the respondent denies responsibility for one or more of the charges, the conduct officer will refer the case for a student conduct board hearing.

(3) Student conduct board hearing.

- (a) The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct board hearing panel will decide by the preponderance of evidence whether or not the respondent is found responsible for the charge(s). All hearings are closed to the public, with the exception of the complainant, respondent, advisors for the complainant and/or respondent, witnesses, hearing panel, hearing panel advisor, and the conduct officer. All parties directly participating in the hearing (the respondent, complainant, advisors, and conduct officer) may remain present the entire time, excluding deliberations.
- (b) Student conduct board hearing panels consist of three members of the student conduct board. Hearing panels are comprised of trained faculty, staff, and students. Each

student conduct board hearing will have a hearing panel chair. The chair is responsible for keeping the proceedings moving forward.

- (c) If the respondent or complainant fails to appear at a scheduled student conduct board hearing and the absence is not excused, the hearing may proceed in their absence or may be rescheduled at the discretion of the chair. Additionally, In the event that the complainant, respondent, or witnesses are unable to attend the hearing in-person, video technology may be used to enable participants to simultaneously see/hear each other. Video technology may also be used if the complainant or respondent prefers to participate in the hearing from a different room than the opposing party
 - (d) Each student conduct board hearing panel will have a hearing panel advisor. The role of the hearing panel advisor is to ensure the student conduct process is adhered to and to answer procedural questions posed by any party during the hearing. The hearing panel advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing panel advisor may be summoned by the hearing panel during deliberations to answer questions and provide guidance as necessary.
- (4) Hearing procedures.
- (a) Guidelines.
 - (i) The chair will explain the rights and responsibilities of the respondent and the complainant.
 - (ii) The chair and hearing panel advisor are responsible for assuring that these rights as well as the process described in this section are adhered to during the hearing.
 - (iii) The respondent or the complainant may ask for the removal of a hearing panel member by providing written or verbal evidence of bias. The charge of

bias is made to the chair who will determine whether it is valid. If the charge of bias is against the chair, the hearing panel advisor will decide whether it is valid. If bias is found, or is unable to be determined, the hearing will be rescheduled.

- (iv) The conduct officer may ask questions of any party at any time throughout the hearing.
 - (v) The chair and hearing panel advisor are responsible for determining the relevancy of questions asked during a hearing and may deem certain questions irrelevant and not allow them to be answered. The chair must explain to the party proposing questions any decision to exclude a question as not relevant.
 - (vi) The chair may exclude persons from the hearing if they are disruptive or postpone the hearing because of disruptive behavior by participants or observers.
- (b) Introduction.
- (i) Each party in the room will introduce themselves and explain their role in the hearing.
 - (ii) The chair will then explain the process and procedures for the hearing.
 - (iii) All witnesses will then be dismissed from the room.
- (c) Presentation of information.
- (i) Following the introduction, the chair will present the respondent with the charges against them. The respondent will respond to each charge by acknowledging that they are responsible for the charge or by denying responsibility for the charge.
 - (ii) The conduct officer will explain why the case was referred for a hearing and will provide a detailed

summary of the incident and any subsequent investigation undertaken.

- (iii) If there is a complainant, they will then have an opportunity to provide the hearing panel with a summary of their role and perspective on the incident.
- (iv) The hearing panel will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing.
- (v) The conduct officer will then present any relevant witnesses or documentary information. The respondent and complainant will each in turn have the opportunity to ask questions regarding the information presented by the conduct officer to this point.
- (vi) The respondent will then present any relevant witnesses or documentary information to the hearing panel. The hearing panel and the conduct officer will each in turn have the opportunity to ask questions regarding the information presented by the respondent to this point.
- (vii) The respondent and complainant, in turn, will have the opportunity to cross-examine one another.
- (viii) The conduct officer will have an opportunity to make a summary statement including any sanctioning recommendations.
- (ix) The complainant will have an opportunity to make a summary statement including any sanctioning recommendations.
- (x) The respondent will have an opportunity to make a summary statement including any sanctioning recommendations.

- (d) Deliberation and finding.
 - (i) The hearing panel will go into closed session to determine by the preponderance of evidence whether the respondent will be found responsible for the charge(s) pending in this matter. Student conduct hearing panels determine findings by majority vote.
 - (ii) If the respondent is found responsible for a violation of one or more of the pending charges, the hearing panel will proceed to sanctioning. At this time, the hearing panel will be presented with any relevant information pertaining to the respondent's prior student conduct cases and sanctions.
 - (iii) The hearing will reconvene for the announcement of the findings and any subsequent sanction(s). In student conduct board hearings, the sanction(s) are recommended to the vice president for student affairs or designee, who will make the final decision. While normally the recommendation will be the sanction imposed, the vice president for student affairs or designee may impose a different sanction.
 - (iv) Written notification of the decision will be sent to the respondent and complainant simultaneously via their official university email addresses.
- (5) Student rights and responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process, in an effort to uphold due process.
 - (a) Rights of respondent. All respondents in the student conduct process have the following rights:
 - (i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).

- (ii) In matters that could result in a sanction of suspension or expulsion, the above-mentioned notification will alert the respondent to the possible severity of the outcome.
- (iii) The right to an advisor. It is the respondent's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the respondent signs an authorization for the release of information, thus allowing the office of student conduct to communicate directly with the advisor.
- (iv) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."
- (v) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than forty-eight hours in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within three university working days of the initially scheduled proceeding.
- (vi) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
- (vii) Explanation of the resolution options available to them through the student conduct process.
- (viii) To be presumed not responsible for an alleged violation until found in violation by a preponderance of the evidence.
- (ix) To speak or not speak on their own behalf.

- (x) The opportunity to respond to information used as part of the decision-making process.
 - (xi) To deny responsibility for the charge(s) facing them and request that the case be referred to a student conduct board hearing.
 - (xii) To question any witness who participates as part of a hearing.
 - (xiii) The right to appeal.
 - (xiv) To waive any of the above stated rights provided that the waiver is made freely and in writing.
- (b) Rights of the complainant. All complainants in the conduct process have the following rights:
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).
 - (ii) Explanation of the resolution options available to them through the conduct process.
 - (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
 - (iv) The right to an advisor. It is the complainant's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the complainant signs an authorization for the release of information, thus allowing the office of student conduct to communicate directly with the advisor.
 - (v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.

- (vi) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, “Reasonable accommodation for students with disabilities.”
 - (vii) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than forty-eight hours in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within three university working days of the initially scheduled proceeding.
 - (viii) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.
 - (ix) The opportunity to appear at any hearing that may take place in order to provide relevant information.
 - (x) The opportunity to submit a written impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
- (c) Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:
- (i) To be honest and forthright in all information they provide during the student conduct process. Presenting false and misleading information during this process is a violation of student conduct standards as outlined in this policy.
 - (ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made in advance.
 - (iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this

policy. See paragraph (D) of this policy, “Student conduct standards/ prohibited conduct.”

- (iv) Respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on their behalf.
- (6) Reasonable accommodation for students with disabilities. Any student with a disability involved in the student conduct process has the right to request reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the center for student progress (“CSP”) disability services. Students do not have to disclose information about the complaint or charge to CSP disability services to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations.

Accommodations are determined on an individual basis by CSP disabilities services staff and implemented in consultation with the office of student conduct. Examples of reasonable accommodation include sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

- (7) Sanctions. If the student or student group/organization is found responsible for a violation of a policy, sanctions will be issued in accordance with the office of student conduct’s sanctioning rubric. The Student Conduct Administrator may adjust recommended sanctions on a case-by-case basis, as appropriate. A conduct sanction imposed or other action taken by any Student Conduct Body shall become effective upon written notification to the respondent. The notification will be sent to the respondent’s official University email account. In cases involving a student group/organization, notification will be sent to the official University email account for the President or student group/organization leader.

The decision of a Student Conduct Body may be appealed, as outlined in ARTICLE IV. I. of this document. If the respondent files a request for appeal, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.

- (a) The following sanctions may be imposed upon any student who has been found responsible for a violation of “The Student Code of Conduct”. Sanctions are typically issued in a progressive fashion; however, each situation differs; and many factors, including the severity of a violation and the impact of the violation on the campus community will be taken into consideration in determining sanctioning.
 - (i) Warning. A written notification statement that the student is violating or has violated “The Student Code of Conduct”. Continuation or repetition of inappropriate conduct may be cause for increased sanctioning.
 - (ii) Conduct probation. Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation(s) of university regulations may result in imposition of additional restrictions or conditions, suspension or expulsion.
 - (iii) Conduct probation with restrictions. Notice in writing that the violation of university regulations is a serious and that any subsequent violation(s) of “The Student Code of Conduct” may result in suspension or expulsion. In addition, an order preventing the student from holding university elective office, student employment, participating in any intercollegiate activity or sport, participating in any university sponsored program/organization, or representing the university in any other manner will be attached to this sanction.

- (iv) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- (v) Educational sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, educational assignments, referrals to Student Outreach & Support and other campus offices, or other similar sanctions designed to assist the respondent in reflecting upon their behavior and the impact of their behavior on self or others.
- (vi) Deferred suspension. Separation of the student from the university and/or residence halls is deferred for a specified period of time. If the student is found in violation of any subsequent violations of “The Student Code of Conduct”, the suspension takes effect immediately and may not be appealed.
- (vii) Residence hall probation. Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation of University regulations and/or Resident Handbook policies may result in imposition of additional restrictions or conditions, residence hall suspension, or residence hall expulsion.
- (viii) Guest restriction. Residence hall students are restricted from signing in to other residential communities as guests into for a designated period of time.
- (ix) Host restriction. Residence hall students are restricted from hosting other guests for a designated period of time.
- (x) Relocation. Requiring a student to move to another floor, residence hall, or apartment as a result of community disruption.

- (xi) Deferred residence hall suspension. Separation of the student from the residence halls is deferred for a specified period of time. If the student is found responsible for any subsequent violations of “The Student Code of Conduct”, Residence Hall Suspension takes effect immediately and may not be appealed.
- (xii) Residence hall suspension. Separation of the student from the residence halls for a specified period of time after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university housing facilities. This may include residential dining facilities.
- (xiii) University suspension. Separation of the student from the university for a specified period of time after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities. This may include residential dining facilities. A university suspension is noted on an addendum attached to a student’s transcript.
- (xiv) Residence hall expulsion. Permanent separation of the student from the residence halls. An expulsion denies the student access to all university housing facilities on a permanent basis. This may include residential dining facilities.
- (xv) University expulsion. Permanent separation of the student from the university. An expulsion denies the student access to the university, including any campus facilities, any campus programs or activities, and any class sessions on a permanent basis. A university expulsion is permanently noted on a student’s transcript.

- (xvi) Revocation of admission and/or degree. Revocation of admission to or awarding of a degree from the university for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for serious violations committed by a student prior to graduation.
 - (xvii) Withholding degree. Withholding the awarding of a degree otherwise earned until the completion of the process set forth in “The Student Code of Conduct”, including the completion of all sanctions imposed, if any.
 - (xviii) Fines. Fines for violations of “The Student Code of Conduct” will be assessed and charged to the student’s account. A list of fines for all violations will be determined at the discretion of the vice president for student affairs, who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of “The Student Code of Conduct” when published and presented to students.
 - (xix) No contact order. The student is restricted from making contact in any verbal, written, electronic, or physical manner with a designated individual. If a student is found in violation of the no-contact order, they may be subject to arrest and removed from campus.
 - (xx) Parental notification. Student Conduct staff will coordinate the parental notification in cases of alcohol or drug use when the student’s behavior demonstrates a risk of harm to self or others or any violation of law involving a controlled substance.
- (b) More than one of the sanctions listed above may be imposed for any single violation.
 - (c) The following sanctions may be imposed upon student groups/organizations:

- (i) Those sanctions as outlined in paragraph (E)(7) of this policy.
 - (ii) Deactivation. Loss of all privileges, including university recognition, for a specified period of time.
 - (d) In each case in which a student conduct body determines that a student or student group/organization has violated “The Student Code of Conduct,” the sanction(s) shall be determined and imposed by the same student conduct body. The student conduct administrator shall be responsible for ensuring that sanctions imposed by hearing panels and conduct officers are consistent with the violation and sanctions imposed for similar violations in other similar cases.
- (8) Interim measures. In certain circumstances, the vice president for student affairs may impose an interim measure prior to a student conduct board hearing or conduct conference. This includes university or residence hall suspension.
- (a) Interim measures may be imposed only:
 - (i) To ensure the safety and well-being of members of the university community or to preserve university property;
 - (ii) To ensure the respondent’s own physical or emotional safety and well-being;
 - (iii) If the respondent poses a threat of disruption or interference with the normal operations of the university; or
 - (iv) If the respondent is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.
 - (b) In the event that an interim measure is imposed, the student or student group/organization will be notified either in

person or by regular U.S. or certified mail of the cause for the interim measure. The respondent will also be notified via their official university email address. The interim measure becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in paragraph (E)(4) of this policy and may proceed before, during, or after any criminal proceedings.

- (c) In the case of an interim suspension, the student or student group/organization shall be denied access to all housing facilities and/or to the campus (including classes) and/or all other university activities or privileges for which the student or student group/organization might otherwise be eligible, unless determined otherwise by the student conduct administrator.

(9) Appeals.

- (a) The decision or sanction imposed by a student conduct body may be appealed by the respondent or complainant (“the appellant”) within five university working days of notification of the decision. If an appeal is not received within this time frame, the decision reached by the student conduct body will be final.
- (b) Requests for appeals shall be made in writing and shall be emailed or delivered to the office of student conduct. The request for appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the appeal (see paragraph (E)(9)(d) of this policy) along with supporting information.
- (c) Once a request for appeal has been submitted and until the appeal decision has been communicated to the appellant, all sanctions except any issued as interim measures, such as interim suspensions, will be held in abeyance.
- (d) Appellate hearings are not a re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appellate hearing shall be limited to

review of the record of the initial hearing and supporting documents for one or more of the following grounds:

- (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in “The Student Code of Conduct” and to determine whether these violations could have affected the outcome of the hearing.
- (ii) A claim that the decision reached regarding the respondent did not have a reasonable basis for the conclusion reached and that it was not based on proof by a preponderance of the evidence.
- (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of “The Student Code of Conduct” for which the respondent was found responsible.
- (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not presented in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (e) The burden of proof rests with the appellant.
- (f) The appellant may, in preparing the request for appeal, have access to records of the case, which must be reviewed in the office of student conduct.
- (g) A request for appeal in a case adjudicated by a conduct officer will be reviewed by the student conduct administrator. A request for appeal in a case adjudicated by a student conduct board hearing panel will be reviewed by an appellate hearing panel. An appellate hearing panel is composed of three members from the student conduct board selected by the student conduct administrator.
- (h) Once a request for appeal has been submitted by the complainant or respondent, the other party shall receive a

copy of the request for appeal and may submit a written response to the request for appeal, which will be considered alongside the request for appeal. Any written response must be submitted within five university working days of notification of the submission of a request for appeal.

- (i) The appellate hearing panel or the student conduct administrator will review the appeal to determine whether one of the grounds listed in this policy has been met.
 - (j) If an appellate hearing panel or student conduct administrator determines that a request for appeal has met one or more of the grounds, the following options are available:
 - (i) Remand the case to the original panel for reconsideration consistent with the granted grounds for appeal.
 - (ii) Uphold the original decision.
 - (k) If the appellate hearing panel or student conduct administrator determines that the request for appeal does not meet one of the grounds, the appeal will be dismissed and the original decision will be upheld.
 - (l) The decision of the appellate hearing panel or student conduct administrator after an appellate review is final.
- (10) Conduct procedures for university housing. Deputy conduct officers have been designated by the student conduct administrator to assist in the review of alleged violations of policy originating within university housing.
- (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence halls, as outlined in the “Resident Handbook,” is delegated by the student conduct administrator to a conduct officer.
 - (b) Any student, faculty member, or university official may file a written report against any student living in a residence

hall for alleged violations of policy within the residence hall, campus dining facilities, or at any residence hall function.

- (c) Upon receipt of a written report, the conduct officer will conduct an investigation to determine whether there is reasonable cause to believe that a violation of “The Student Code of Conduct” may have occurred. If the conduct officer believes that such a violation did occur they will follow the procedures outlined in paragraph (E)(4) of this policy to address the alleged violation.
- (11) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
- (a) Conduct sanctions shall not be made part of the student’s academic record but shall become part of the student’s conduct record. Student conduct records shall be expunged seven years after final disposition of the case, excluding students who were sanctioned with residence hall expulsion, university suspension, university expulsion, or revocation or withholding of a degree which shall be expunged fifteen years after final disposition of the case resulting in such action. Upon graduation, the student may petition the student conduct officer for removal of all files contained in their student conduct records. The student may appeal a negative response of the student conduct officer the student conduct administrator.
 - (b) Records regarding university expulsion or university suspension of a student group/organization shall be kept indefinitely.
 - (c) All material gathered from a substantiated conduct case (residence hall, academic, and other) shall become part of any new case against the same respondent(s) after the new charges have been substantiated.

- (d) Student conduct records are maintained only in the names of respondents found responsible for violations of university policy, local, state or federal law.
- (12) Special procedures. To ensure continued participation of students, faculty, and administration in the student conduct process and to ensure speedy disposition of conduct cases, the president of the university is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and adjudicate cases in accordance with the provisions of “The Student Code of Conduct” and shall ensure that all elements of procedural due process delineated in this article are observed.
- (13) Responsible action exemption. The University encourages students to seek immediate medical attention for themselves or others during alcohol and/or drug-related emergencies. When students act as responsible bystanders, the University may choose to resolve alcohol and/or drug violations informally, rather than through the student conduct process. The office of student conduct determines when students are eligible for Responsible Action Exemption on a case-by-case basis. In instances involving possible sexual misconduct, the office of student conduct will seek input from the Title IX office before making a determination. For exemption to be considered, the following must occur:
- (a) Students must directly contact law enforcement, medical personnel, or university staff to request medical assistance.
 - (b) Students must identify themselves and the student(s) of concern to first responders.
 - (c) Students must comply with specific instructions given by responding personnel.

Students exempted from alcohol and/or drug charges will not face formal sanctions, but are required to meet with a Conduct Officer to discuss the incident and learn about campus and community resources. If a student is under 21 years of age at the time of the incident, the Conduct Officer may notify parents or guardians of the exemption.

Documentation of exemptions will be maintained by the office of student conduct as informational records and are not considered part of a student's conduct record. Incident information will not be released by the office of student conduct when contacted for background checks/transfer verifications.

The University reserves the right to deny exemption for any case in which violations are repeated or egregious, including activities related to hazing. Students will only receive one (1) exemption during their tenure at the University.

Members of student organizations that actively seek medical assistance during alcohol and/or drug-related emergencies may be granted exemption from organizational conduct charges. Incidents involving student organization intervention will be considered on a case-by-case basis. The same standards outlined above apply.

- (14) Serious misconduct policy. Serious misconduct is defined as, “any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, any assault that employs the use of a deadly weapon” as defined in Ohio Revised Code 2923.11 (A) or causes serious bodily injury.

Additional parameters will be placed upon students returning from suspension for violations of Serious Misconduct, including conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the vice president for student affairs for permission to participate in extracurricular activities and employment.

- (F) Article V. Title IX sexual harassment procedures (per University policy 3356-2-05).
- (1) Grievance process.
- (a) Timeframe. The process outlined below is expected to occur within ninety (90) calendar days from the date a complaint is filed. The Title IX coordinator or designee may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent

may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes but is not limited to the absence of party, a party's advisor or a witness, or the accommodation for disabilities.

- (b) Report. Information, however received, alleging sexual harassment as defined in this policy and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint depending on the alleged facts and circumstance.
- (c) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted by mail, e-mail, in person, by telephone or electronically at TitleIX@ysu.edu.

(2) Notice

- (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined above, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
- (b) If, in the course of an investigation, the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.
- (c) Notice to the university staff listed below, of sexual harassment or allegation of sexual harassment, constitutes actual notice to the university and triggers the university's obligation to respond.
 - (i) Title IX coordinator and deputy Title IX coordinators.

- (ii) Director of equal opportunity and policy development.
 - (iii) Vice-presidents and associate vice-presidents.
 - (iv) Academic deans and chairpersons.
 - (v) Supervisors/managers.
 - (vi) Coaches and assistant coaches.
- (3) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.
- (4) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.
 - a. Mandatory dismissal.
 - (i) Would not constitute sexual harassment as defined in this policy even if proved.
 - (ii) The alleged sexual harassment did not occur in the university’s education program or activity.
 - (iii) The alleged conduct did not occur in the United States.
 - (b) Discretionary dismissal.

- (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
 - (ii) The respondent is no longer enrolled or employed by the university.
 - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
 - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
 - (d) A dismissal of a formal complaint may be appealed pursuant to section (F) below.
 - (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, such as policy 3356-2-3 Discrimination/harassment or 3356-7-04 Workplace and off-campus violence, threats, and disruptive behavior, or under the student code of conduct.
- (5) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication
- (a) Both parties' voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
 - (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (6) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.

- (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
- (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- (c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section, or as permitted by law.
- (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
- (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.
- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

- (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
 - (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 - (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten (10) calendar days prior to any hearing. Either party can submit a written response to the investigator during these ten (10) days.
- (7) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.
- (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
 - (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

- (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- (g) If a party does not have an advisor present at the live hearing, the university shall provide without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.
- (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a

party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

- (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
 - (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.
 - (k) The [decision][ELH1]-maker [ELH2][ELH3][ELH4] shall create an audio recording for a live hearing and an audiovisual recording for a virtual live hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.
- (8) Findings.
- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
 - (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 - (c) The written determination shall include:
 - (i) Identification of the allegations potentially constituting sexual harassment;
 - (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination;

- (iii) The finding of facts that support the determination;
 - (iv) A conclusion applying the appropriate definition of the university's policy to the facts;
 - (v) A rationale for the result of each allegation regarding the determination of responsibility;
 - (vi) For respondents who are students, the hearing decision-maker shall consult with the vice-president of student experience or their designee regarding sanctions. For respondents who are employees or faculty members the hearing decision maker shall consult with the chief human resources officer or their designee regarding discipline.
 - (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
 - (viii) The procedures and bases for the complainant and respondent to appeal the determination
- (9) Sanctions/discipline.
- (a) Students.
 - (i) Possible sanctions for student respondents: warning, conduct probation with or without restrictions, restitution, educational sanctions, deferred suspension, residence hall suspension, university suspension, residence hall expulsion, university expulsion, revocation of admission and/or degree, withholding degree, fines. [ELH5]
 - (ii) Students who have been found responsible for serious misconduct and are returning from a sanction of suspension, will be subject to additional parameters including conduct probation with loss of

good standing for one calendar year preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon as defined in Ohio Revised Code 2923.11(A) or causes serious bodily injury.

- (b) Possible sanctions/discipline for employee or faculty respondents: employment probation, demotion or reassignment, suspension with or without pay for a specific period of time, termination of employment, ineligibility for rehire, and/or other sanctions or remedies as deemed appropriate under the circumstances.
- (10) The appeal process.
- (a) Filing an appeal.
 - (i) Appeals are not a re-hearing of the allegation(s).
 - (ii) Only a complainant or respondent (referred to as party or parties) may request an appeal.
 - (iii) An appeal must be submitted in writing to the Title IX coordinator within five (5) working days from receipt of a decision using the *Title IX Appeal Request Form* and include all supporting material.
 - (iv) A party may appeal the determination regarding responsibility, sanctions/discipline and/or the university's dismissal of a formal complaint or any allegations therein.
 - (v) There are four (4) grounds for appeal:
 - (1) Procedural irregularity that significantly impacted the outcome of the matter (for example material deviation from established procedures). The appeal request must cite

specific procedures and how they were in error; and/or

- (2) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: failure to participate or provide information during an investigation or hearing, even based on concern over a pending criminal or civil proceeding, does not make information “unavailable during the original investigation or hearing); and/or
 - (3) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. The appeal must cite specific examples of how the bias affected the outcome.
 - (4) The discipline/sanction(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding party.
- (b) Title IX appellate review officer (hereinafter referred to appellate review officer). Upon receipt of a request for appeal, the Title IX coordinator will designate a Title IX appellate review officer as follows:
- (i) Appeals where the respondent is a student, the appellate officer will be either the vice-president for student affairs or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.

- (ii) Appeals where the respondent is a faculty member or employee, the appellate officer will be either the chief human resources officer or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (iii) The appellate officer cannot be the investigator, Title IX coordinator, or the person who acted as the decision-maker regarding the determination of responsibility/policy violation, or dismissal.
- (c) Appeal procedures:
- (i) Generally, within five (5) business days after receipt of the request for appeal by the appellate review officer, the appellate review officer will conduct an initial review of the appeal request(s) to determine whether the appeal is timely and satisfies the grounds for appeal
 - (ii) If the appeal request is not timely or does not satisfy the grounds for appeal, the appeal request will be denied, the parties will be notified, and the finding and sanction or responsive action/remedies will stand. The decision not to accept an appeal request is final and is not subject to further appeal.
 - (iii) If the appeal request is timely and meets the ground for appeal, the Title IX coordinator will notify the parties that the appeal has been accepted and will notify the non-appealing party that they may file a response within three (3) business days from notification.
 - (iv) The appellate review officer will then review the issues presented in the appeal and any response(s).
 - (v) The standard on appeal is whether there is relevant evidence/information such that a reasonable person would support the decision(s).
 - (vi) The appellate review officer can take one of the following actions:

- (1) Affirm the original findings;
 - (2) Remand the case to the original investigators or hearing panel for consideration of new evidence or to remedy a procedural irregularity;
 - (3) Remand the case to a new investigator in a case of bias. The appellate review officer, may order a new investigation with a new investigator or hearing panel; or
 - (4) Administratively alter the finding if bias, procedural irregularity or new evidence, unknown or unavailable during the original investigation, substantially affected the original finding, and the associated sanctions or responsive action.
- (vii) Decisions rendered by the appellate review officer or actions taken following the decisions appellate review officer's decision are final and not subject to further appeal.
- (viii) Cases that are sent back to the investigator or hearing panel are not eligible for a second appeal.
- (G) Article VI. Academic integrity violation procedures.
- (1) General.
 - (a) Academic honesty is essential to the educational process and serves to protect the integrity of the university community. Therefore, all members of the university community have a responsibility for maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of university policy, as outlined in paragraph (D) of this policy. Students should consult with the faculty member if they are not sure what may constitute a violation of the academic integrity policy.

- (b) Students suspected of violations of the academic integrity policy may be charged with a violation of university policy under the student conduct standards as outlined in paragraph (D)(1) of this policy. Cases of alleged violations of the academic integrity policy shall be resolved as outlined below.
- (c) The process outlined below is the only approved process by which faculty members can address alleged violations of the academic integrity policy. Failure to follow this process or use of any process other than this will result in nullification of any charges against the student and nullification of any sanctions levied against the student. If, following nullification of the charges and sanctions, the faculty member refuses to rectify the impacted grades or assignments, the student has the right to file a grievance against the faculty member. Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.

(2) Academic integrity conference.

- (a) After the faculty member has gathered evidence of a possible violation, they shall notify the student within forty-eight hours in writing, via university email, of the allegations and invite the student to participate in an academic integrity conference. The faculty member and student may hold the conference without written notification. This academic integrity conference shall occur within five university working days of the written notification to the student.
- (b) The academic integrity conference is the first step in this process, and serves to provide the student with the opportunity to discuss the allegations made by the faculty member. During this meeting, the student should have the opportunity to address the allegations, and to review all relevant information and documentation to the allegations.

In situations where the course is taught primarily online and/or where the student is unable to physically present for the academic integrity conference, the meeting may be conducted via email, phone, or skype, as appropriate. The faculty member may consult with the judicial chair of the academic grievance subcommittee or the office of student conduct for direction in such situations.

- (c) If, after meeting with the student, the faculty member determines that no violation of the academic integrity policy occurred and/or the student is not responsible for a violation of the academic integrity policy, the faculty member can dismiss the charges by not filling out the academic integrity form.
- (d) If the faculty member concludes that the student is responsible for a violation of the academic integrity policy, the faculty member shall select an appropriate sanction, as outlined in paragraph (F)(3) of this policy, and will complete the academic integrity form. While the student may sign the form immediately, they have up to five university working days to do so. The student has the option to accept the charge but contest the sanction, or they can agree to both the charge and sanction.
- (e) If the student signs the academic integrity form, acknowledging responsibility for the alleged violation and accepting the sanction, the decision is final and there is no appeal process.
 - (i) The student will return the form to the faculty member. The faculty member will sign the form, and will submit copies of any documentation or statements with the academic integrity form.
 - (ii) The faculty member will forward the form to the departmental chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the academic integrity form.

- (iii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the academic integrity form.
 - (iv) The dean will then forward the form and all documents to the office of student conduct to be placed in the student's file.
 - (v) The dean of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
 - (vi) No further action is required unless the recommended sanction includes program removal, suspension, or expulsion. In cases where one of these sanctions is recommended, the case will be forwarded to the judicial chair of the academic grievance subcommittee for review.
- (3) Failure to appear, respond or sign.
- (a) If the student fails to respond to the faculty member's request for an academic integrity conference, or fails to attend an academic integrity conference within five university working days of notice by the faculty member, the following will occur:
 - (i) The faculty member will complete and sign the academic integrity form without the student's signature. They will then submit the form along with copies of any documentation or statements to the chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the form.

- (ii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the form.
 - (iii) The dean will then forward the form and all documents to the office of student conduct to be placed in the student's file. The office of student conduct will then forward the academic integrity form and all documents to the judicial chair of the academic grievance subcommittee for further action.
 - (iv) The dean of the college of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
 - (b) If the student declines to accept responsibility for the charges and/or declines to accept the sanctions selected by the faculty member, the faculty member should complete the form as outlined above.
- (4) Academic grievance subcommittee referrals.
- (a) If the student declines to accept responsibility for the charges, and/or declines to accept the sanctions selected by the faculty member, the case will be referred to the office of student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee.
 - (b) Regardless of whether the academic integrity form is signed, in cases where program removal, suspension, or expulsion is recommended by the faculty member, the case will be referred to the office of student conduct and forwarded to the judicial chair to initiate a hearing before the academic grievance subcommittee. A representative from the office of student conduct must be present at all such hearings to serve in an advisory capacity.

- (5) Academic grievance subcommittee structure.
 - (a) Judicial chair. Associate provost for academic administration or designee appointed by the provost.
 - (b) Faculty members are appointed by the academic senate and serve a two-year term. One faculty member shall be selected from each of the six colleges. At least three of these appointees will have graduate faculty status. In cases involving graduate matters, only graduate faculty will be appointed. Six faculty members with graduate faculty status will be appointed by graduate council to hear cases involving graduate students.
 - (c) Undergraduate student members are appointed by the vice president for student affairs and serve a two-year term. In addition, six graduate students (preferably one from each college) will be appointed by the graduate council to hear cases involving graduate students.
 - (i) Students must complete an application available through the office of student conduct.
 - (ii) One undergraduate student member is selected from each of the six colleges.
 - (iii) Students must have a minimum GPA of 2.5 for undergraduate students and a 3.0 for graduate students.
 - (iv) Students must not have a previous student conduct record.
 - (v) Students should be sophomore status or above.
- (6) Academic grievance subcommittee hearing procedures.
 - (a) In cases where the student failed to respond to a request from the faculty member for an academic integrity conference, cases where the student failed to return the signed academic integrity form to the faculty member

within the given timeframe, cases wherein the student disputes the charges or sanctions, or in cases when the faculty member recommends program removal, suspension, or expulsion, a hearing by the academic grievance subcommittee is initiated.

- (b) Within five university working days of receiving the academic integrity form and any supporting documentation of evidence from the faculty member, the judicial chair shall contact the student involved and request a statement and any documentation or evidence they would like to have considered in the hearing. The student will have five university working days to submit these items to the judicial chair.
- (c) Within two university working days of receiving the statement and evidence, the judicial chair shall distribute copies of the academic integrity form and any documentation or evidence produced by the student and faculty member to the academic grievance subcommittee members, the student, faculty member, department chairperson, and appropriate dean. The academic integrity form, course syllabus (submitted by the faculty member, student, or both), and any documentation or evidence produced by the student, faculty member, chairperson, or dean compose the academic integrity packet.
- (d) A hearing date, time, and location for the academic grievance subcommittee hearing will be established by the judicial chair. Academic grievance subcommittee members shall have a minimum of three university working days to review all written materials in the academic integrity packet. The hearing notice shall be sent to the parties directly involved in the grievance procedure, excluding advisors and witnesses. Parties directly involved include:
 - (i) Faculty/student. The party who files the academic integrity form and the party who is alleged to have violated the academic integrity policy. If either party cannot or refuses to attend the hearing, they may provide written statements to be submitted for

evidence. Faculty members are permitted to have a substitute who will exercise all the rights and responsibilities of the absent faculty member.

- (ii) Department chairperson. The chairperson of the department in which the faculty member resides. The chairperson's attendance is optional. If the chairperson is in attendance they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The chairperson's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the particular culture of the department or expectations of students in the department.
- (iii) Dean. The dean of the college in which the faculty member's department is housed. The dean's attendance is optional. In addition, the dean of graduate studies has the option to attend in cases that involve graduate students and graduate faculty members. If the dean is in attendance, they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The dean's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the particular culture of the department or expectations of students in the department.
- (iv) Academic grievance subcommittee hearing panel members. Derived from the membership of the student academic grievance subcommittee of the academic senate. At minimum, each hearing panel consists of three faculty members, three undergraduate students, and the judicial chair. In hearings involving allegations against a graduate

student, graduate college representatives will form the hearing panel. The hearing panel conducts the formal hearing and renders a decision. No member of a hearing panel will hear a case directly involving themselves.

- (v) **Advisors.** The student and the faculty member may each avail themselves of the services of an advisor throughout the academic integrity process. An advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the party whom they are advising. They are permitted, however, to give notes or whisper instructions/advice to the party whom they are advising. Examples of advisors include a parent, attorney, clergy, other faculty member, or coach. The advisor may not be the chairperson or dean for the college in which the faculty member or student is housed. In situations where a graduate assistant is considered the instructor of record and is the party who submitted the academic integrity form, the chairperson may serve as an advisor to the graduate assistant and is permitted to stay throughout the hearing.

In cases in which the student is a dully enrolled high school and university student (through the Youngstown early college or the college credit plus program), the student may have both a parent and a secondary advisor present for the hearing.

- (vi) **Witness(es).** Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number of witnesses that present repetitive testimony may be limited at the discretion of the judicial chair.
- (e) If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the same electronic means in order to provide equal treatment

to all parties. This may include either teleconference or skype, as deemed appropriate by the judicial chair.

- (7) Rights of hearing parties.
- (a) The following rights are guaranteed to the student and the faculty member:
- (i) The right to be present.
 - (ii) The right to be accompanied by an advisor of their choice.
 - (iii) The right to speak in support of their argument.
 - (iv) The right to bring witnesses in support of their case.
 - (v) The right to present any relevant information directly supporting their written items in the academic integrity packet, including oral testimony.
 - (vi) The right to refute information presented.
 - (vii) The right to consult with the judicial chair or the office of student conduct regarding the hearing, their testimony or the presentation of any testimony in support of their case.
- (b) The judicial chair has the right to:
- (i) Limit the amount of time testimony is presented by any given individual;
 - (ii) Remove disruptive individuals from the room;
 - (iii) Ensure that only the members of the hearing panel, student, and faculty member are present in the room;

- (iv) Ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented;
 - (v) Extend the timeline for the hearing process.
- (8) Deliberation and findings.
- (a) The hearing panel shall meet in closed session to review the information presented and reach a decision. The hearing panel shall vote using secret ballots tallied by the judicial chair. The judicial chair will only vote in circumstances of a tie among the hearing panel members.
 - (b) If the hearing panel determines that the student is responsible for a violation of the academic integrity policy, the hearing panel may consider previously resolved cases (on file with the office of student conduct) involving the student when assigning an appropriate sanction. The judicial chair will present such information to the hearing panel only after a determination of responsibility on the case in question has been reached.

The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.
 - (c) Both parties shall be informed of the hearing panel's decision in writing within three university working days. This statement shall be prepared and signed by the judicial chair and forwarded to the office of student conduct, graduate school dean when appropriate, provost and all parties directly involved in the hearing, except advisors and witnesses.

- (i) Notice of the hearing panel's decision ends the academic grievance subcommittee's involvement in the disposition of the case.
 - (ii) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of the provost and the office of student conduct.
 - (iii) Any change of grade as a result of the hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five university working days. If the faculty member, chairperson and/or dean refuse to sign the grade change form, then the provost will do so.
- (9) Appeals.
- (a) Only students may appeal the decision of the academic grievance subcommittee regarding for cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five university working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal is submitted in writing to the judicial chair.
 - (b) The judicial chair will forward the written appeal to the academic senate executive committee within two university working days.
 - (i) If the academic senate executive committee determines that no procedural violations occurred or that any procedural violations were minor and did not affect the original hearing panel's decision, the original hearing panel's decision is upheld and the case is closed.
 - (ii) If the academic senate executive committee determines that procedural violations may have occurred and were potentially substantive enough to

have affected the hearing panel's decision, the case will be referred to a three-person appellate hearing panel consisting of one student and two faculty members. This appellate hearing will take place within twelve university working days of receipt of the written appeal.

- (c) Appellate hearing panel.
 - (i) No member of the appellate hearing panel will hear a case directly affecting themselves.
 - (ii) Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.
 - (iii) The chair of the appellate hearing panel shall inform both parties of the decision as soon as reasonably possible. A written statement of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, office of student conduct, and office of the provost within five university working days of the decision via university email.
 - (iv) A file of all pertinent documents for all appeals shall be kept by the office of student conduct and/or the office of the provost.
 - (v) The decision reached by the appellate hearing panel is final and may not be appealed.
- (d) At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.
- (e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three university working days. If the faculty member, chairperson, and/or dean refuse to sign the grade change form, then the provost will do so.

- (10) Sanctions. A list of possible sanctions and guide to selecting sanctions is available in the appendices. Sanctions for violations of the academic integrity policy may include, but are limited to, the following:
- (a) Issue an official warning.
 - (b) Lowering the grade on the exam, paper or assignment in question.
 - (c) Lowering the final grade for the course.
 - (d) Requesting additional action from the academic grievance subcommittee, including removal from a course, removal from an academic program, university suspension, or expulsion.
 - (e) Other sanctions as deemed appropriate by the faculty member. The faculty member may consult with the judicial chair, office of student conduct, chairperson or dean regarding appropriate sanctions.
- (11) Role of the student conduct administrator (“SCA”). The student conduct administrator or designee has the following responsibilities with regards to all cases involving alleged violations of the academic integrity policy.
- (a) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.
 - (b) To expunge all records as outlined in this policy.
 - (c) In cases where the academic integrity form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.
 - (d) In cases where the student has already been found responsible for a previous academic integrity violation, any additional violation will result in a review of all cases by

the office of student conduct for possible additional charges and sanctioning.

- (H) Article VI. Section 3345.22 of the Revised Code, the “1219 hearing” process.
- (1) Background. Disruptive behavior and the “1219” procedure. The Ohio campus disruption act, also known as Ohio House Bill 1219, is codified in sections 3345.22 and 3345.23 of the Revised Code. The purpose of the law is to protect university students, faculty, staff, and other members of the campus community from crimes of violence committed in the vicinity of the university or upon people or property at the university.
- A “1219 hearing” is appropriate when a student is arrested for a crime of violence committed on or near the university. If a student is convicted of an offense of violence that occurred on or near the university, the student will be automatically suspended pursuant to section 345.23 of the Revised Code. The purpose of the “1219 hearing” is to remove students from campus who may be a threat to the safety and security of the student body or campus community.
- (2) Definition of a “crime of violence.” There are over thirty crimes of violence considered violations of the “1219” law, including but not limited to the following: arson, assault, burglary, domestic violence, discharged firearm, felonious assault, gross sexual imposition, inciting to violence, inducing panic, intimidation, kidnapping, menacing, murder, rape, riot, robbery, sexual battery, and voluntary manslaughter.
- (3) Jurisdiction of the “1219 hearing.”
- (a) If a student is arrested for a crime of violence referenced in division (D) of section 3345.23 of the Revised Code, they may be temporarily suspended from the university according to “The Student Code of Conduct,” which is referred to as an interim suspension. This suspension will last during the process of the “1219 hearing” and continue until the student meets with the office of student conduct.

The results of the “1219 hearing” discussed below does not alter the student’s status under an interim suspension.

- (b) A “1219 hearing,” which is distinctly separate from a conduct conference or a student conduct board hearing, will be held shortly after a student’s arrest for a crime of violence. The hearing can be continued for good cause. The purpose of the “1219 hearing” is to determine by a preponderance of the evidence whether the student committed an offense of violence.
- (c) If the referee, as appointed by the university (office of the general counsel), finds that the student did commit an offense of violence on or near the university, the referee will then determine if the student should be under strict probation or suspended from the university pending the outcome of the criminal case. However, as noted above, if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the referee, until the conclusion of the student conduct process administered by the office of student conduct.
- (d) Following the “1219 hearing,” the criminal case outcome will determine the student’s status under section 345.23 of the Revised Code. If the student is convicted of an offense of violence in the criminal case, the student will be suspended from the university for at least one year.
- (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates and the student in question shall be reinstated and the record of the “1219” suspension expunged from the person’s university record. The criminal process and “1219 hearing” are separate. The outcome of the “1219 hearing” has no bearing on the criminal case.
- (f) When a student is found not guilty, they may return to school, but upon conclusion of the “1219 hearing” and possibly while the criminal case is still underway, the university may, and in nearly all cases, will initiate the

student conduct process. The student may also be under the restriction of an interim suspension. Unless the student is not under an interim suspension or has been found responsible of a violation of ““The Student Code of Conduct”,” the student would be permitted to return to school.

- (g) If the student is found guilty at the criminal trial for an offense of violence on or near the university, they will be suspended from Youngstown state university for the period of one year. The student will receive a written notice of the suspension from the office of student conduct. The student must receive approval from the board of trustees to be permitted to return to the university. This one-year suspension will still be imposed even if the student is found not responsible for a violation of ““The Student Code of Conduct”.”
- (4) The “1219 hearing” process. The “1219 hearing” will be an adversary proceeding. Unlike a student conduct hearing, a “1219 hearing” will be conducted by a referee appointed by the university. A university attorney will present the evidence at the hearing on behalf of the university. The student has the right to:
 - (a) Be represented by an attorney.
 - (b) To cross-examine witnesses called by the state (the university).
 - (c) Call upon his/her own witnesses.
 - (d) To present evidence.
 - (e) To give a statement (but not required to do so). If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the student.

- (5) Burden of proof. Preponderance of the evidence is the standard use for all “1219 hearings.” Preponderance of the evidence is known as the balance of probabilities met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true. The referee must find that the student committed the offense by a preponderance of the evidence.
- (I) Article VII. Parental/guardian notification policy. Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students who may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under twenty-one years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, in an effort to create a positive support network for students.
 - (1) Parameters.
 - (a) This policy will be applied in situations where students under the age of twenty-one have been found responsible for a violation of university policies regarding drugs or alcohol.
 - (b) The office of student conduct shall be responsible for administering all procedures of the parental/guardian notification policy.
 - (2) Procedures.
 - (a) Parents/guardians shall be notified when the underage student is found responsible for a violation of the drug or alcohol policies.
 - (b) The vice president for student affairs, or designee, may make an exception to the parental/guardian notification policy if in their judgment it is determined that harm would come to the student as a result of parental/ guardian notification.

- (c) The notification will be provided in writing from the office of student conduct and will be mailed to the student's home address.
 - (d) The notification letter will inform parents or guardians that their student has been found responsible for a violation of an alcohol or drug policy. Included with the letter will be answers to frequently asked questions. Parents or guardians will be encouraged to discuss the incident with the student.
 - (e) The office of student conduct will be responsible for responding to questions from parents/guardians. If a parent or guardian is interested in reviewing their student's conduct file, the student generally must sign a waiver to release this information. There are exceptions to this that will be determined on a case by case basis.
- (J) Article VIII. Interpretation and revisions. Any question of interpretation or application regarding "The Student Code of Conduct" shall be referred to the student conduct administrator for final determination.
- "The Student Code of Conduct" shall be reviewed every three years under the direction of the student conduct administrator. Any member of the university community may recommend a change ~~to~~ "The to" The Student Code of Conduct" to the vice president for student affairs. The vice president for student affairs shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the vice president for student affairs, the change shall be presented to the board of trustees for adoption.
- (K) Glossary of Terms when used in "The Student Code of Conduct"
- (1) The term "due process" is an assurance that all accused students will receive notice of charges, notice of the evidence to be used against them, and the opportunity to participate in a hearing prior to the deprivation of any educational property interest.

- (2) The term “academic grievance subcommittee” is a group of university students and faculty selected and trained to adjudicate hearings wherein a student has allegedly violated the academic integrity policy for the university. Each hearing has a hearing panel consisting of at least six members from the academic grievance subcommittee
- (3) The term “appellate hearing panel” shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider a request for appeal from a student conduct body’s determination that a student has violated “The Student Code of Conduct” or from the sanctions imposed by the student conduct body.
- (4) The terms “can,” “may,” or “should” specify a discretionary provision of ““The Student Code of Conduct”
- (5) The term “complainant” shall mean any person who submits a referral alleging that a student violated ““The Student Code of Conduct”
- (6) The term “deputy conduct officer’ shall mean a university official authorized on a case-by-case basis by the student conduct administrator to serve as a charging administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated ““The Student Code of Conduct”
- (7) The term “faculty member” shall mean any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a particular situation shall be determined by the relevant circumstances.
- (8) The terms “file” or “records” mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.

- (9) The term “function” shall mean all student activities or events occurring at the university or sponsored by registered student organizations, groups, or members of the academic community.
- (10) The term “group” shall mean a number of students who are associated with each other and who have not complied with university requirements for registration as an organization.
- (11) The terms “hearing panel” or “hearing panel members” shall mean individuals who have been selected or assigned to adjudicate a hearing. These individuals are selected from a trained body, including the student conduct board and the academic grievance subcommittee.
- (12) The term “hearing panel advisor” shall mean the student conduct administrator, or designee, or appointee. The hearing panel advisor has responsibility for ensuring that policies and procedures within this document are adhered to within any student conduct process. The hearing panel advisor may be involved in any part of the student conduct process, and may provide input or answers, or otherwise answer questions asked by any parties.
- (13) The term “may” is used in the permissive sense.
- (14) The term “member of the university community” shall include any person who is a student, faculty member, university official, any other person employed by the university, or any person lawfully present on university premises.
- (15) The term “organization” shall mean a university-registered student organization which has complied with formal requirements of official registration.
- (16) The term “policy” shall be defined as the written regulations of the university as found in, but not limited to, ““The Student Code of Conduct”,” “Resident Handbook,” “Penguin Student Handbook,” the university website, undergraduate/graduate catalogs, university policies, and board of trustees policies.
- (17) The term “respondent” shall mean any student accused of violating ““The Student Code of Conduct”.”

- (18) The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of the code.
- (19) The term “student” shall include all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, whether or not actually enrolled at the university.
- (20) The term “student conduct administrator” is the vice president for student affairs, or designee, who shall be responsible for the administration of the code and the university student conduct process.
- (21) The term “student conduct board” is a group of university students, staff, and faculty selected and trained to adjudicate hearings wherein students have allegedly violated university policy. Each hearing has a hearing panel consisting of three members from the student conduct board.
- (22) The term “student conduct body” shall mean student conduct officer, any deputy conduct officer, or any hearing panel of the student conduct board authorized by the student conduct administrator to determine whether a student has violated “The Student Code of Conduct” and to recommend imposition of sanctions.
- (23) The term “student conduct officer” is the associate director of student conduct who is the university official assigned to serve as the primary charging administrator by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct”
- (24) The term “student conduct board” is a group of campus students, staff and faculty selected and trained to adjudicate hearings wherein students are alleged to have violated university policy.

- (25) The terms “university” or “institution” mean Youngstown state university and collectively those responsible for its operation.
- (26) The term “university premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university including adjacent streets, sidewalks, and parking lots.
- (27) The term “university official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the university.
- (28) The term “university working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.
- (29) The term “weapon” shall have the same meaning as in university policy 3356-7-03 concerning weapons on campus (rule 3356-7-03 of the Administrative Code).
- (30) All other terms have their natural meaning unless the context otherwise dictates.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
RESEARCH, GRANTS, AND SPONSORED PROGRAMS,
POLICY 3356-10-13**

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 Research, Grants, and Sponsored Programs policy has been reviewed 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 Research, Grants, and Sponsored Programs, policy number 3356-10-13, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 3, 2020
YR2021-**

3356-10-13 Research, grants, and sponsored programs.

Responsible Division/Office: Office of Research [Services](#)
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: July 1999; December 2009; June 2014;
March 2016; December 2017; [September 2020](#)
Board Committee: ~~Student Affairs~~ [Academic Excellence and Student
Success](#)
Effective Date: ~~December 7, 2017~~ [September 3, 2020](#)
Next Review: ~~2022~~ [2025](#)

- (A) Policy statement. Believing that the quality of education and public service is grounded in scholarship, the university seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.
- (B) Definitions.
- (1) “Sponsored programs” are activities, including research, teaching, training or service programs, substantially funded by agencies external to the university and which require program technical, administrative, and fiscal accountability.
 - (2) “Grants, contracts, and cooperative agreements” are legal instruments governing the administration of sponsored programs.
 - (3) “Research” is legally defined as “... a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge...” [45 CFR 46.102(d)]. It includes internally and/or externally sponsored research, or unfunded research, conducted by authorized faculty or staff.
- (C) Parameters.
- (1) The university, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs

undertaken with institutional approval by faculty and staff who may be designated as principal investigators (for research projects) or project directors (on other activities).

- (2) ~~-~~University employees or students may not undertake sponsored programs involving university resources unless institutionally authorized to do so.
 - (3) The president, provost/vice president for academic affairs, ~~associate vice president for research~~, and director of research services are specifically designated to serve as institutional officials with the authority to approve sponsored program proposals and agreements.
 - (4) Upon recommendation of the provost and ~~associate vice president for research~~, the president may designate additional institutional officials as authorized to approve sponsored program proposals and agreements.
 - (5) The ~~associate vice president for research~~ provost and the director of research services ~~is~~ are the university officials having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
 - (6) The university research council is charged with assisting the ~~associate vice president for research~~ provost and the director of research services in stimulating sponsored program activity.
 - (7) All documents, reports, and/or other publications created under university auspices, notwithstanding the source of support, must appropriately acknowledge the university.
- (D) Procedures.
- (1) All sponsored programs are initiated by submission of a written proposal, including ~~a properly completed~~ the proper completion of the Youngstown state university proposal routing ~~form~~ process, identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.

- (a) Faculty proposals are ~~forwarded~~ electronically routed by the principal investigator/project director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project. Following their review and approval, the proposal is ~~submitted~~ electronically routed to the director of research services for review and submission clearance and the director of grants accounting prior to approval by an authorized institutional official (usually the director of research services ~~or and associate vice president for research~~ provost).
 - (b) Proposals from other areas of the university must be forwarded to the appropriate supervisor and the provost/vice president for academic affairs or other appropriate associate vice president prior to transmittal to the office of research services, followed by the office of grants accounting and approval by an authorized institutional official.
- (2) All sponsored program applications and award agreements must be reviewed by the director of research services and approved by an authorized institutional official (either the director of research services ~~or and associate vice president for research~~ provost) before individuals can accept an award or begin any work.
 - (3) Information on research policies, grants and sponsored programs is available from the office of research services in the following formats:
 - (a) The office of research services webpage.
 - (b) Grant development workshops offered by the office of research services each semester.
 - (c) Personal meetings with the director or staff members of the office of research services.
 - (4) Other information on faculty research and related considerations is available in the collective bargaining agreement between Youngstown state university and Youngstown state university chapter of the Ohio education association.

3356-10-13 Research, grants, and sponsored programs.

Responsible Division/Office: Office of Research Services
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: July 1999; December 2009; June 2014;
March 2016; December 2017; September 2020
Board Committee: Academic Excellence and Student Success
Effective Date: September 3, 2020
Next Review: 2025

- (A) Policy statement. Believing that the quality of education and public service is grounded in scholarship, the university seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.
- (B) Definitions.
- (1) “Sponsored programs” are activities, including research, teaching, training or service programs, substantially funded by agencies external to the university and which require program technical, administrative, and fiscal accountability.
 - (2) “Grants, contracts, and cooperative agreements” are legal instruments governing the administration of sponsored programs.
 - (3) “Research” is legally defined as “... a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge...” [45 CFR 46.102(d)]. It includes internally and/or externally sponsored research, or unfunded research, conducted by authorized faculty or staff.
- (C) Parameters.
- (1) The university, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken with institutional approval by faculty and staff who

may be designated as principal investigators (for research projects) or project directors (on other activities).

- (2) University employees or students may not undertake sponsored programs involving university resources unless institutionally authorized to do so.
- (3) The president, provost/vice president for academic affairs, and director of research services are specifically designated to serve as institutional officials with the authority to approve sponsored program proposals and agreements.
- (4) Upon recommendation of the provost and the president may designate additional institutional officials as authorized to approve sponsored program proposals and agreements.
- (5) The provost and the director of research services are the university officials having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
- (6) The university research council is charged with assisting the provost and the director of research services in stimulating sponsored program activity.
- (7) All documents, reports, and/or other publications created under university auspices, notwithstanding the source of support, must appropriately acknowledge the university.

(D) Procedures.

- (1) All sponsored programs are initiated by submission of a written proposal, including the proper completion of the Youngstown state university proposal routing process, identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
 - (a) Faculty proposals are electronically routed by the principal investigator/project director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project. Following their review and approval, the proposal

is electronically routed to the director of research services for review and submission clearance and the director of grants accounting prior to approval by an authorized institutional official (usually the director of research services and provost).

- (b) Proposals from other areas of the university must be forwarded to the appropriate supervisor and the provost/ vice president for academic affairs or other appropriate associate vice president prior to transmittal to the office of research services, followed by the office of grants accounting and approval by an authorized institutional official.
- (2) All sponsored program applications and award agreements must be reviewed by the director of research services and approved by an authorized institutional official (either the director of research services and provost) before individuals can accept an award or begin any work.
 - (3) Information on research policies, grants and sponsored programs is available from the office of research services in the following formats:
 - (a) The [office of research services](#) webpage.
 - (b) Grant development workshops offered by the [office of research services](#) each semester.
 - (c) Personal meetings with the director or staff members of the [office of research services](#).
 - (4) Other information on faculty research and related considerations is available in the [collective bargaining agreement](#) between Youngstown state university and Youngstown state university chapter of the Ohio education association.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY COST-SHARING AND OVERMATCHING ON
EXTERNAL GRANTS AND CONTRACTS, POLICY 3356-10-13.1**

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 Cost-sharing and Overmatching on External Grants and Contracts policy has been reviewed 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 Cost-sharing and Overmatching on External Grants and Contracts, policy number 3356-10-13.1, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 3, 2020
YR2021-**

3356-10-13.1 Cost-sharing and overmatching on external grants and contracts.

~~Previous Policy Number: 1013.02~~

Responsible Division/Office: Office of Research [Services](#)

Responsible Officer: Provost and VP for Academic Affairs

Revision History: September 2003; June 2010; September 2015;
[September 2020](#)

Board Committee: Academic ~~Quality~~ [Excellence](#) and Student Success

Effective Date: ~~September 24, 2015~~ [September 3, 2020](#)

Next Review: ~~2020~~ [2025](#)

- (A) Policy statement. Cost-sharing or matching is a frequent requirement on externally sponsored grants and contracts. The Youngstown state university (“university”) match is permitted to meet the minimum requirements of the funding agency, and overmatching is prohibited unless written justification is provided to document that such overmatch benefits the university.
- (B) Parameter. Requests for proposals (“RFP”) from external sponsors frequently require cost-sharing or matching funds from the university as part of the budgetary grant request. The percentage of matching funds, when required, is typically set by the agency and appears in the grant application guidelines. However, on occasion, university principal investigators or project directors cite additional matching funds (overmatching) on grant submissions when additional matching funds are neither required nor necessary. For audit purposes, tracking of additional matching funds adds complexity to the agency and the university, and the university cannot then use these additional funds elsewhere as match on other projects.
- (C) Procedures.
- (1) As part of the formal grant submission process at the university (see university policy 3356-10-13, “Research, grants, and sponsored programs”), clearance of the submission of an external grant application requires prior approval by department chairs, college deans, [and](#) the director of ~~grants and sponsored programs~~

research services, and the ~~provost.associate vice president for research.~~

- (2) A typical match on an application for support submitted to an external agency would not include more than a fifty per cent match from the university. In addition, such matching funds provided by the institution would normally include equipment, supplies, or the cost of personnel reassign time. This approach enables full recovery of indirect costs from the funding agencies.
- (3) University faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for including any overmatch in the preliminary budget. Prior to external proposal submission, the justification must be submitted and approved by the ~~to the~~ director of ~~grants and sponsored programs~~research services and approved by the ~~provost~~associate vice president for research.

3356-10-13.1 Cost-sharing and overmatching on external grants and contracts.

Responsible Division/Office: Office of Research Services
Responsible Officer: Provost and VP for Academic Affairs
Revision History: September 2003; June 2010; September 2015;
September 2020
Board Committee: Academic Excellence and Student Success
Effective Date: September 3, 2020
Next Review: 2025

- (A) Policy statement. Cost-sharing or matching is a frequent requirement on externally sponsored grants and contracts. The Youngstown state university ("university") match is permitted to meet the minimum requirements of the funding agency, and overmatching is prohibited unless written justification is provided to document that such overmatch benefits the university.
- (B) Parameter. Requests for proposals ("RFP") from external sponsors frequently require cost-sharing or matching funds from the university as part of the budgetary grant request. The percentage of matching funds, when required, is typically set by the agency and appears in the grant application guidelines. However, on occasion, university principal investigators or project directors cite additional matching funds (overmatching) on grant submissions when additional matching funds are neither required nor necessary. For audit purposes, tracking of additional matching funds adds complexity to the agency and the university, and the university cannot then use these additional funds elsewhere as match on other projects.
- (C) Procedures.
- (1) As part of the formal grant submission process at the university (see university policy 3356-10-13, "Research, grants, and sponsored programs"), clearance of the submission of an external grant application requires prior approval by department chairs, college deans, and the director of research services, and the provost.

- (2) A typical match on an application for support submitted to an external agency would not include more than a fifty per cent match from the university. In addition, such matching funds provided by the institution would normally include equipment, supplies, or the cost of personnel reassign time. This approach enables full recovery of indirect costs from the funding agencies.
- (3) University faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for including any overmatch in the preliminary budget. Prior to external proposal submission, the justification must be submitted and approved by the director of research services and approved by the provost.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY PAYMENT OF INDIRECT COSTS ON
EXTERNAL GRANTS AND CONTRACTS, POLICY 3356-10-13.2**

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 Payment of Indirect Costs on External Grants and Contracts policy has been reviewed 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 Payment of Indirect Costs on External Grants and Contracts, policy number 3356-10-13.2, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 3, 2020
YR2021-**

3356-10-13.2 Payment of indirect costs on external grants and contracts.

~~Previous Policy Number:~~ ~~1013.03~~
Responsible Division/Office: Office of Research Services
Responsible Officer: Provost and VP for Academic Affairs
Revision History: September 2003; June 2010; September 2015;
September 2020
Board Committee: Academic ~~Quality~~ Excellence and Student Affairs
Effective Date: ~~September 24, 2015~~ September 3, 2020
Next Review: ~~2020~~ 2025

- (A) Policy statement. Externally sponsored grants and contracts typically pay for both direct costs and indirect costs. All funding organizations must pay indirect costs at the prevailing authorized rate for Youngstown state university (“university”) based on the federally-negotiated rate. In case of waiver or reduction, indirect costs shall be included as part of institutional match on the grant project.
- (B) Parameter. Sponsored programs and grant projects have budgets depicting the actual costs, including both direct and indirect costs. Indirect costs, or facilities and administrative (“F&A”) costs, have been deemed as real and allowable in federally sponsored programs and are paid at a federally negotiated rate with the U.S. department of health and human services. In some cases, the allowable percentage of indirect costs is reduced by the federal, state or local agency.
- (C) Procedures.
- (1) As part of the formal grant submission process at the university (see university policy 3356-10-13, “Research, grants, and sponsored programs”), waiver or reduction of indirect costs on grant proposals submitted to external sponsors requires prior approval by department chairs, college deans, and the director of ~~grants and sponsored programs~~ research services, the- ~~provost associate provost for research~~, and-or the authorized institutional official.
 - (2) The author of the grant proposal is expected to develop a budget for the proposal that accounts for the full payment of indirect costs,

unless specifically disallowed by a funding organization. Exceptions may be requested only when directed by the solicitation. No general exemption of payment of indirect costs is provided to for-profit companies.

- (3) University faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for reduced indirect costs. If indirect costs are waived or reduced, indirect costs shown in the budget shall be included as part of the institutional match.
- (4) Prior to proposal submission externally, the written justification for waived or reduced indirect costs must be submitted to and approved by the director of ~~grants and sponsored programs~~research services and approved by the -provost, ~~and approved by the associate vice president for research,~~ or the authorized institutional official. This process will be included in university grant submission procedures.

3356-10-13.2 Payment of indirect costs on external grants and contracts.

Responsible Division/Office: Office of Research Services
Responsible Officer: Provost and VP for Academic Affairs
Revision History: September 2003; June 2010; September 2015;
September 2020
Board Committee: Academic Excellence and Student Affairs
Effective Date: September 3, 2020
Next Review: 2025

- (A) Policy statement. Externally sponsored grants and contracts typically pay for both direct costs and indirect costs. All funding organizations must pay indirect costs at the prevailing authorized rate for Youngstown state university ("university") based on the federally-negotiated rate. In case of waiver or reduction, indirect costs shall be included as part of institutional match on the grant project.
- (B) Parameter. Sponsored programs and grant projects have budgets depicting the actual costs, including both direct and indirect costs. Indirect costs, or facilities and administrative ("F&A") costs, have been deemed as real and allowable in federally sponsored programs and are paid at a federally negotiated rate with the U.S. department of health and human services. In some cases, the allowable percentage of indirect costs is reduced by the federal, state or local agency.
- (C) Procedures.
 - (1) As part of the formal grant submission process at the university (see university policy 3356-10-13, "Research, grants, and sponsored programs"), waiver or reduction of indirect costs on grant proposals submitted to external sponsors requires prior approval by department chairs, college deans, and the director of research services, the provost, or the authorized institutional official.
 - (2) The author of the grant proposal is expected to develop a budget for the proposal that accounts for the full payment of indirect costs, unless specifically disallowed by a funding organization. Exceptions may be requested only when directed by the

solicitation. No general exemption of payment of indirect costs is provided to for-profit companies.

- (3) University faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for reduced indirect costs. If indirect costs are waived or reduced, indirect costs shown in the budget shall be included as part of the institutional match.
- (4) Prior to proposal submission externally, the written justification for waived or reduced indirect costs must be submitted to and approved by the director of research services and approved by the provost, or the authorized institutional official. This process will be included in university grant submission procedures.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY DISPOSITION OF RESIDUAL FUNDS FROM
EXTERNAL GRANTS AND CONTRACTS, POLICY 3356-10-13.3**

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 Disposition of Residual Funds from External Grants and Contracts policy has been reviewed 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 Disposition of Residual Funds from External Grants and Contracts, policy number 3356-10-13.2, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 3, 2020
YR2021-**

3356-10-13.3 Disposition of residual funds from external grants and contracts.

~~Previous Policy Number: 1013.04~~

Responsible Division/Office: Office of Research [Services](#)

Responsible Officer: Provost and VP for Academic Affairs

Revision History: April 2006; June 2010; September 2015;
[September 2020](#)

Board Committee: Academic ~~Quality~~ [Excellence](#) and Student Success

Effective Date: ~~September 24, 2015~~ [September 3, 2020](#)

Next Review: ~~2020~~ [2025](#)

- (A) Policy statement. Residual funds from external grants and contracts will be deposited in an account of the office of the dean(s) of the college(s) or head of unit/division from which the original proposal emanated, provided that the policies of the external agency permit such a disposition of unused funds.
- (B) Purpose. The intent of this policy is to ensure that all research grant/contract and other sponsored program funds received by Youngstown state university (“university”) are delegated to the general purpose for which the grant/contract was intended. Furthermore, because the university has limited ability to reward faculty and staff for seeking external funds, use of such residual funds to support research or other scholarly and service activities intended by the external agency and sought by faculty/staff will provide an additional discretionary resource to the colleges and/or other units/divisions as an incentive to seek additional external resources.
- (C) Definitions.
- (1) “Agency” is any external organization, whether governmental or private, that awards a grant/contract or other sponsored program to the university. It does not include legislated funds for which no competitive application was made by the university.
 - (2) “College(s) and/or other units/divisions” include those academic colleges or other major departments/units (not in an academic

college and usually supervised at an executive director or higher level) that prepared the original application for external funding to the funding agency.

- (3) “General purpose for which the grant was intended” means that residual funds will be used to support research/scholarship, instruction, and/or service with the most general interpretation. -It does not mean that the expenditure of funds will be used only for the specific purpose originally cited as a deliverable in the grant award.

(D) Procedures.

- (1) At the conclusion of an external grant or contract award from an agency, after all accounts have been reconciled, remaining funds will be transferred to an account in the office of the dean(s) of the college(s) and/or the head of the nonacademic department/division that originally submitted the funding proposal.
- (2) Grants/contracts made on a fixed price basis will not require additional agency verification that funds do not need to be returned. In other cases where agency guidelines are unclear as to disposition of residual funds, written approval for disposition from the agency will be needed and obtained by the principal investigator/project director. Approval in written or electronic form is acceptable evidence of agency approval. The principle investigator shall forward documentation to the office of research [services](#).
- (3) Disposition of residual funds from completed/closed grant/contract or sponsored program accounts will be completed by the office of grants ~~and contracts~~-accounting within ninety days of grant closeout.
- (4) If the project was collaborative between/among several college(s) and/or other units/divisions, the disposition of funds will be prorated according to the overall budget distribution as specified in the original/modified grant application. The office of research [services](#) will determine the allocation for such distribution to the participating college(s) and/or other units/divisions with the approval of the [director of research services and provost associate](#)

~~provost~~ for research when informed by the office of grants accounting that residual funds are available for distribution.

- (5) Use of residual funds by the college(s) and/or department/division is discretionary to the dean (or nonacademic department/unit head), but will normally support research, scholarship, education/training, and/or service. Deans (or nonacademic department/unit heads) are encouraged to seek the advice of those individuals whose grant funds have contributed to the sponsored program/grant that generated the residual funds. Any dispute as to the appropriate use of such funds shall be decided by the [director of research services and the provost](#)~~associate vice president for research~~. Funds shall be held in a restricted account.

3356-10-13.3 Disposition of residual funds from external grants and contracts.

Responsible Division/Office: Office of Research Services
Responsible Officer: Provost and VP for Academic Affairs
Revision History: April 2006; June 2010; September 2015;
September 2020
Board Committee: Academic Excellence and Student Success
Effective Date: September 3, 2020
Next Review: 2025

- (A) Policy statement. Residual funds from external grants and contracts will be deposited in an account of the office of the dean(s) of the college(s) or head of unit/division from which the original proposal emanated, provided that the policies of the external agency permit such a disposition of unused funds.
- (B) Purpose. The intent of this policy is to ensure that all research grant/contract and other sponsored program funds received by Youngstown state university ("university") are delegated to the general purpose for which the grant/contract was intended. Furthermore, because the university has limited ability to reward faculty and staff for seeking external funds, use of such residual funds to support research or other scholarly and service activities intended by the external agency and sought by faculty/staff will provide an additional discretionary resource to the colleges and/or other units/divisions as an incentive to seek additional external resources.
- (C) Definitions.
- (1) "Agency" is any external organization, whether governmental or private, that awards a grant/contract or other sponsored program to the university. It does not include legislated funds for which no competitive application was made by the university.
 - (2) "College(s) and/or other units/divisions" include those academic colleges or other major departments/units (not in an academic college and usually supervised at an executive director or higher

level) that prepared the original application for external funding to the funding agency.

- (3) "General purpose for which the grant was intended" means that residual funds will be used to support research/scholarship, instruction, and/or service with the most general interpretation. It does not mean that the expenditure of funds will be used only for the specific purpose originally cited as a deliverable in the grant award.

(D) Procedures.

- (1) At the conclusion of an external grant or contract award from an agency, after all accounts have been reconciled, remaining funds will be transferred to an account in the office of the dean(s) of the college(s) and/or the head of the nonacademic department/division that originally submitted the funding proposal.
- (2) Grants/contracts made on a fixed price basis will not require additional agency verification that funds do not need to be returned. In other cases where agency guidelines are unclear as to disposition of residual funds, written approval for disposition from the agency will be needed and obtained by the principal investigator/project director. Approval in written or electronic form is acceptable evidence of agency approval. The principle investigator shall forward documentation to the office of research services.
- (3) Disposition of residual funds from completed/closed grant/contract or sponsored program accounts will be completed by the office of grants accounting within ninety days of grant closeout.
- (4) If the project was collaborative between/among several college(s) and/or other units/divisions, the disposition of funds will be prorated according to the overall budget distribution as specified in the original/modified grant application. The office of research services will determine the allocation for such distribution to the participating college(s) and/or other units/divisions with the approval of the director of research services and provost for research when informed by the office of grants accounting that residual funds are available for distribution.

- (5) Use of residual funds by the college(s) and/or department/division is discretionary to the dean (or nonacademic department/unit head), but will normally support research, scholarship, education/training, and/or service. Deans (or nonacademic department/unit heads) are encouraged to seek the advice of those individuals whose grant funds have contributed to the sponsored program/grant that generated the residual funds. Any dispute as to the appropriate use of such funds shall be decided by the director of research services and the provost. Funds shall be held in a restricted account.

Update on Academic Senate Actions - September 2, 2020

At the June 3, 2020 meeting of the Academic Excellence and Student Success Committee of the YSU Board of Trustees, an update of Academic Senate actions was presented. As a reminder, business was conducted by the Senate body until March 2020 when the coronavirus pandemic interrupted normal operations. Since then, the Senate's Executive Committee acted on behalf of the body on academic-related matters. Since the June report to the Board, additional developments have occurred. The following is an update on Executive Committee actions taken over the last three months.

Student Success Seminar. One of the notable actions previously taken was the approval to develop a revised and effective First Year Experience with pilot programs scheduled for Fall 2020 and full implementation no later than Fall 2021. Subsequent to this decision, however, it was determined that immediate action was necessary to facilitate retention and persistence among incoming freshman. Therefore, with the Committee's endorsement and considerable effort, particularly by Dr. Berardini, a University-required Student Success Seminar was established and shall be taught beginning the Fall 2020 semester. This course, designated YSU 1500, is a one credit IO-week course that will support incoming students in their transition to YSU/higher education. Regularly admitted students will take YSU 1500, but conditionally admitted students will take a two credit, semester-long version (SS 1500). Students admitted into the Honors Program will continue to take HNRS 1500 as their success seminar.

Test Optional Admissions. The second decision having a positive effect was the Executive Committee's approval of a "test optional" admissions standard through Spring 2021. This was enacted to help students who were unable to take the SAT or ACT examinations due to the current coronavirus pandemic. It appears that this policy has aided a number of students. Given the ongoing nature of the pandemic, the Executive Committee is now considering an extension of this policy as well as addressing issues regarding minimum achievement requirements for core courses taken by applicants.

Coronavirus Safety Syllabus Statement. A more recent accomplishment resulted from collaboration with the Calendar Scenario Advisory Committee. The latter met weekly during the summer to address the means by which students and staff could safely return to work/study for the fall semester. To reinforce appropriate, safe behavior by students in the classroom and elsewhere on campus, a statement to be included in course syllabi was developed and approved by the Executive Committee. This statement was distributed to faculty and should have been included in their course syllabi.

Future Considerations

Undoubtedly, this will be a year of opportunities for the Academic Senate. The continuing coronavirus pandemic will make face-to-face meetings of the body a challenge, but initial attempts will be made to meeting in a socially distanced manner in the Chestnut Room of Kilcawley Center. Also, after just revising the Bylaws, the body must do so again as a consequence of the reorganization of departments and colleges. The reorganization process itself is anticipated to be a major discussion topic in the fall. In addition, the Senate will likely attempt to coordinate the Bylaw revision effort with proposed revisions to its Charter. Other matters to be considered include addressing social justice issues in the academic environment as well as the continued responsibilities in providing a superior educational experience for our students.

**Academic Excellence and Student
Success Committee**

Background Agenda



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

**James E. "Ted" Roberts, Chair
Allen L. Ryan, Vice Chair
All Trustees are Members**

**BACKGROUND MATERIALS
Wednesday, September 2, 2020**

- 1. Welcome Week Schedule** **Tab 1**
Welcome Week is designed to enhance students' connection to and engagement in University life. Student engagement is one of the most important drivers of student success. A schedule of this year's events is attached.
- 2. Office of Research Services Quarterly Report** **Tab 2**
The FY 20 Yearly Report from the Office of Research Services is presented for the Board of Trustees' information.
- 3. Current Accreditation Activity** **Tab 3**
The report on accreditation activity shows recent accreditations and upcoming site visits and documents submitted.
- 4. Academic Programs Update** **Tab 4**
The report outlines new program development.



Monday, August 10

First Year Student Move In

Lawn Games | Cafaro Green | 2:00-6:00 PM

Scavenger Hunt | YSU App | Throughout the Week

Tuesday, August 11

First Year Student Move In

Lawn Games | Heritage Park | 2:00-6:00 PM

Wednesday, August 12

First Year Student Move In

Lawn Games | Cafaro Green | 2:00-6:00 PM

Thursday, August 13

IGNITE 1on1 | 12:30-3:30 PM

First Year Student Move In

Lawn Games | Heritage Park | 2:00-6:00 PM

Friday, August 14

IGNITE 1on1 | 9:30 AM-3:30 PM

Residence Hall Move In

Resident Mask Tie Dye | Christman Dining Commons Outdoor Patio | 6:30-8:30 PM | *advance sign up required*

Saturday, August 15

IGNITE 1on1 | 9:30 AM-12:30 PM

Residence Hall Move In

Sunday, August 16

Residence Hall Move In

Outdoor Movie | Heritage Park | 8:30 PM | *advance sign up required*

Rain Date: Sunday, August 23rd



Monday, August 17

First Day of Classes

Mask Tie Dye | The Cove Overhang | 10:00 AM-2:00 PM | *advance sign up required*

Tuesday, August 18

Student Organization Fair | Campus Core | 10:00

Rain Date: Thursday, August 20

Wednesday, August 19

Virtual Trivia Night | 7:00 PM | *advance sign up required*

Thursday, August 20

Build Your Own Terrarium | Heritage Park | 10:00 AM-2:00 PM | *advance sign up required*

Rain Date: Tuesday, August 25

Friday, August 21

Virtual Leadership Summit | 1:30-5:30 PM

MEMORANDUM

Date: July 30, 2020

To: Dr. Brien Smith, Provost and Vice President for Academic Affairs

From: Ashley Riggelman - Office of Research Services (ORS)

Re: FY20 Fourth Quarter Report

Please see attached FY20 Fourth Quarter Report as prepared for delivery to the Academic Quality and Student Success Committee of the Board of Trustees.

ORS staff managed 44 major grant administration activities during the quarter (**30** submissions and **14** awards/contracts).

Notable highlights:

YSU applied for and received funding from the CARES Act:

- US Department of Education: Higher Education Emergency Relief fund - Student Aid: \$5,188,231
- US department of Education: Higher Education Emergency Relief Fund - Institutional Portion: \$5,188,231
- Ohio Higher Education: Coronavirus Relief Fund – Ohio Higher Education: \$3,924,308

Accompanying this submission is the FY20 Quarterly Report, which provides a greater detail regarding the institutional submissions and awards.



EXECUTIVE SUMMARY

Fourth Quarter Report – FY20
April 1, 2020 to June 30, 2020

Submitted Proposals to External Agencies: Total

Q4 Total Dollars Requested:	\$6,425,455
Q4 Indirect Cost Requested:	\$330,675
Q4 Total Proposals Worked:	30
Q4 Total Projects Submitted:	30

Funded Proposals from External Agencies: Total

Q4 Total Dollars Awarded:	\$1,623,945
Q4 Indirect Costs Awarded:	\$22,129
Q4 Total Projects Awarded:	14

Q4 YTD Comparison: Total

	<u>FY 19</u>	<u>FY 20</u>
<i>Q4 Submissions</i>	41	30
<i>Q4 Dollars Requested</i>	\$10,594,539	\$6,425,455
<i>Q4 Awards</i>	19	14
<i>Q4 Dollars Awarded</i>	\$1,099,924	\$1,623,341
<i>YTD Submissions</i>	122	114
<i>YTD \$ Requested</i>	\$24,839,323	\$27,911,619
<i>YTD Awards</i>	101	86
<i>YTD \$ Awarded</i>	\$8,066,182	\$5,878,352

* awards on which ORS was notified but has not yet received official grant award documents are NOT included in the current Quarter Report.

- AFRL ADMETE: Assured and Trusted Microelectronics Solutions (ATMS): expected \$7.5 M (\$2.5M/budget period)

** awarded amounts are reported according to budget periods

Proposals Submitted to External Agencies

Fourth Quarter Report – FY20

April 1, 2020 to June 30, 2020

PI/PD	Dept.	Agency	Amount Requested	Indirect Costs Requested	YSU Cost Share
A. Arslanyilmaz	Computer Science & Information Systems	National Science Foundation	\$272,877	\$48,337	\$0
C. Arntsen	Chemistry	National Science Foundation	\$328,878	\$52,959	\$0
S. Sharma	Civil, Environmental, & Chemical Engineering	National Science Foundation	\$44,036	\$4,003	\$12,426
P. Durrell	Physics & Astronomy	Space Telescope Science Inst	\$2,513	\$523	\$0
P. Veisz	Entrepreneurship	Ohio Development Services Agency (CARES)	\$90,831	\$0	\$0
C. Brozina	Mechanical, Industrial & Manufacturing Engineering	National Science Foundation	\$999,971	\$76,119	\$0
E. MacDonald	Electrical and Computer Engineering	American Foundry Society	\$50,108	\$10,434	\$5,000
P. Veisz	Entrepreneurship	Ohio Development Services Agency (CARES)	\$370,000	\$33,636	\$0
A. Lazar	Computer Science & Information Systems	Dept. of Energy	\$74,966	\$11,725	\$0
J. Walker	Mechanical, Industrial & Manufacturing Engineering	The Research Council of Norway	\$20,839	\$4,339	\$0
P. Cortes	Civil, Environmental, & Chemical Engineering	Dept. of Defense - Air Force	\$550,000	\$0	\$0
E. MacDonald	Electrical and Computer Engineering	Dept. of Defense – Air Force	\$669,000	\$0	\$0
E. MacDonald	Electrical and Computer Engineering	Dept. of Defense – Army	\$669,000	\$0	\$0
E. MacDonald	Electrical and Computer Engineering	Dept. of Defense - Navy	\$669,000	\$0	\$0
C. Howell	Beeghley College of Education	Youngstown City Schools	\$98,500	\$2,500	\$98,500
D. Martin	Counseling, Special Education & School Psychology	Youngstown City Schools	\$70,000	\$2,500	\$110,334
M. Crescimanno	Physics & Astronomy	American Physical Society	\$85,500	\$2,875	\$0
A. Cameron	Center for Human Services Development	Ohio Dept. of Education	\$200,000	\$13,843	\$0

Proposals Submitted to External Agencies

Fourth Quarter Report – FY20

April 1, 2020 to June 30, 2020

PI/PD	Dept.	Agency	Amount Requested	Indirect Costs Requested	YSU Cost Share
A. Cameron	Center for Human Services Development	Ohio Dept. of Education	\$200,000	\$13,259	\$0
A. Cameron	Center for Human Services Development	Ohio Dept. of Education	\$200,000	\$14,815	\$0
A. Cameron	Center for Human Services Development	Ohio Dept. of Education	\$150,000	\$11,111	\$0
A. Cameron	Center for Human Services Development	Ohio Dept. of Education	\$150,000	\$11,111	\$0
A. Cameron	Center for Human Services Development	Youngstown City Schools	\$131,927	\$6,282	\$0
A. Cameron	Center for Human Services Development	Youngstown City Schools	\$131,927	\$6,282	\$0
C. Howell	Beeghley College of Education	Shawnee State University	\$11,625	\$0	\$0
T. Oder	Physics & Astronomy	National Science Foundation	\$139,142	\$0	\$11,282
D. Martin	Counseling, Special Education & School Psychology	Poland Local Schools	\$10,000	\$500	\$15,762
R. McCartney	Regional & Economic Development	City of Youngstown	\$25,000	\$3,522	\$0
John Bralich	Regional & Economic Development	City of Youngstown	\$9,815	\$0	\$0
TOTALS			\$6,425,455	\$330,675	\$253,304

Projects Awarded from External Agencies

Fourth Quarter Report – FY20

April 1, 2020 to June 30, 2020

PI/PD	Dept.	Agency	Amount Awarded	Indirect Costs Awarded	YSU Cost Share
D. Wallace	Mechanical, Industrial & Manufacturing Engineering	Ohio Dept. of Higher Education	\$716,666	\$0	\$0
A. Cameron	Center for Human Services Development	Ohio Dept. of Higher Education	\$232,000	\$16,000	\$0
J. Tartir	Mathematics & Statistics	National Science Foundation	\$35,000	\$0	\$0
K. Pugh	Upward Bound	Dept. of Education	\$7,540	\$0	\$0
H. Martin	Civil & Environmental Engineering	Dept. of Defense – Army	\$100,598	\$0	\$0
P. Veisz	Entrepreneurship	Ohio Development Services Agency (CARES)	\$90,831	\$0	\$0
G. Sexton	WYSU	Corp. for Public Broadcasting	\$75,000	\$0	\$0
D. Wallace	Mechanical, Industrial & Manufacturing Engineering	Governor’s Office of Appalachia - ERCG	\$250,000	\$0	\$0
P. Veisz	Entrepreneurship	Ohio Development Services Agency (CARES)	\$61,666	\$5,606	\$0
R. Markowitz	Student Recreation	Ohio Dept. of Natural Resources	\$16,507	\$0	\$5,502
C. Howell	Beeghly College of Education	Shawnee State University	\$11,625	\$0	\$0
C. Beradini	Student Success	Ohio Dept. of Higher Education	\$5,000	\$0	\$0
C. Beradini	Student Success	Ohio Dept. of Higher Education	\$19,000	\$0	\$0
P. Durrell	Physics & Astronomy	NASA	\$2,513	\$523	\$0
TOTALS			\$1,623,945	\$22,129	\$5,502

CURRENT ACCREDITATION ACTIVITY

September 2020

Summary of recent site visits:

- Several site visits have been canceled or postponed due to the COVID-19 pandemic (see status notes below).

Summary of recent accreditation actions:

- On July 30, 2018, the Higher Learning Commission continued the accreditation of YSU with the next Reaffirmation of Accreditation scheduled to occur in 2027-28.

Details:

Program	Status
Art National Association of Schools of Art and Design (NASAD)	The NASAD Commission granted renewal of membership for the following degree options: BA in Art History, BS in Art Education, BFA in Studio Art, and MA in Art Education. The next full review is scheduled for 2025-2026. The Commission voted to accept the Progress Report regarding the MFA in Interdisciplinary Visual Arts degree. An affirmation statement and audit was submitted on June 27, 2019, noting that no significant changes had been made to the majors and programs.
Athletic Training Commission on Accreditation of Athletic Training Education (CAATE)	The Master of Athletic Training program was granted initial accreditation by CAATE on April 18, 2018. The accreditation is for five years. The next review will occur in 2023.
Business AACSB International-The Association to Advance Collegiate Schools of Business	AACSB International approved the extension of accreditation in January 2020. Accreditation of the undergraduate and graduate business programs is extended for the standard five years. The next accreditation review will be in 2024. AACSB cited a deficiency in the number of finance faculty and the heavy reliance on lecturers.
Chemistry American Chemical Society (ACS)	The American Chemical Society (ACS) notified the YSU Chemistry Department in August 2017 that its BS Chemistry program has met the requirements for continued ACS accreditation through 2022. At that time, the department must apply for re-accreditation.

Program	Status
<p>Counseling Council for Accreditation of Counseling and Related Educational Programs (CACREP)</p>	<p>The Council for Accreditation of Counseling and Related Educational Programs (CACREP) granted full accreditation to the MS. Ed. in Counseling-Addiction Counseling, Clinical Mental Health Counseling, School Counseling, and Student Affairs/College Counseling program tracks for the full eight-year period, until March 31, 2023.</p>
<p>Dental Hygiene American Dental Association (ADA)</p>	<p>The self-study for continuing accreditation of the Dental Hygiene program was submitted in September 2017. A site visit occurred in November 2017. The program was awarded full accreditation at the 2018 ADA CODA Summer Commission meeting.</p>
<p>Dietetics Program Academy of Nutrition and Dietetics (AND) Accreditation Council for Education in Nutrition and Dietetics (ACEND)</p>	<p>The three dietetics programs-the Coordinated and Didactic programs in Dietetics and the Dietetic Technician program-continue in good standing with ACEND until 2020.</p> <p>In order to comply with ACEND vision for dietetics education, the Coordinated Program in Dietetics (CPD) was approved as a track of the Master of Public Health offered through the CEOMPH with selected graduate-level dietetics coursework and supervised experiential learning requirements. Pilot program final approval was received in November 2019. The new program start date is Fall 2020. It will be called the MPH-RDN Track-Dietetics Future Model (DFM). The next expected DFM accreditation visit is Fall 2023.</p> <p>The DT program is phasing out and will end in August 2020. The DPD program received an accreditation site visit in January 2020. The final decision regarding re-accreditation is expected at the end of 2020 but may occur as late as June 2021 due to the COVID-19 pandemic.</p>
<p>Education and Licensure Programs The Council for the Accreditation of Educator Preparation (CAEP)</p>	<p>The Council for the Accreditation of Educator Preparation (CAEP) conducted a site visit of YSU's Beeghly College of Education on April 2-4, 2017. CAEP's Accreditation Council met on October 23, 2017, and granted accreditation status</p>

Program	Status
Accreditation occurs at the unit (BCOE) level.	effective Fall 2017 through Fall 2024. The next site visit will occur in Spring 2024.
<p data-bbox="204 342 727 485">Emergency Medical Services State of Ohio Department of Public Safety / Division of Emergency Medical Services</p> <p data-bbox="204 704 716 810">Commission on Accreditation of Allied Health Education Programs-EMS Professions (CoAEMSP-CAAHEP)</p>	<p data-bbox="774 342 1422 634">The Emergency Medical Services (EMS) program was site visited on March 3, 2016, by the Ohio Department of Public Safety (ODPS) Division of EMS, and on March 3 and 4 by the Committee on Accreditation of Education Programs for the EMS Profession (CoAEMSP). The program received no citations from either the state or CoAEMSP reaccreditation visit.</p> <p data-bbox="774 676 1422 1081">Subsequent to the submission of the self-study documents and site visit, the program received full reaccreditation by the ODPS Division of EMS and has received its findings letter from CoAEMSP indicating there were no citations and the program is being forwarded to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for full reaccreditation for five years. The EMS program received official notification from CAAHEP of its recognition for the full five-year period.</p>
<p data-bbox="204 1127 716 1270">Engineering Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET)</p>	<p data-bbox="774 1127 1422 1378">The Electrical Engineering, Civil Engineering, Chemical Engineering, Industrial Engineering, and Mechanical Engineering programs are fully accredited by ABET until September 30, 2020. A reaccreditation visit by ABET was conducted in October 2019. The results of their findings will be made available in August 2020.</p>
<p data-bbox="204 1427 737 1602">Engineering Technology Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ETAC-ABET)</p>	<p data-bbox="774 1427 1422 1602">Final findings from ETAC of the ABET visit were received on August 29, 2018. All of the AAS and BSAS Engineering Technology programs (CCET, EET, and MET) are accredited through September 30, 2024.</p>

Program	Status
<p>Exercise Science Committee on Accreditation for the Exercise Sciences (CoAES) / Commission on Accreditation of Allied Health Education Programs (CAAHEP)</p>	<p>The Committee on Accreditation for the Exercise Sciences (CoAES) granted initial accreditation of the YSU undergraduate Exercise Science program on May 18, 2018. The accreditation is for five years.</p>
<p>Forensic Science American Academy of Forensic Sciences (AAFS)</p>	<p>Application for initial accreditation is pending. Program self-study and site visit will follow.</p>
<p>Long-Term Care Administration National Association of Long Term Care Administrator Boards (NAB)</p>	<p>The Long-Term Care Administration program applied for its first accreditation review from the National Association of Long Term Care Administrator Boards (NAB) in Fall 2018 and had its site visit in March 2019. The program was granted accreditation on June 14, 2019. The submission date of the program's annual report has not yet been determined due to the COVID-19 pandemic.</p>
<p>Medical Assisting Technology American Association of Medical Assistants (AAMAE) / Commission on Accreditation of Allied Health Education Programs (CAAHEP)</p>	<p>The most recent accreditation was in July 2004. A reaccreditation self-study was submitted December 27, 2012. The site visit occurred May 6-7, 2013. CAAHEP granted the program continuing accreditation for a full ten years. The next review will occur in 2023. This program is being phased out due to low enrollment. The last class will be conducted Summer 2021.</p>
<p>Medical Laboratory Technology National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</p>	<p>Reaccreditation self-study was submitted to NAACLS May 1, 2012. Site visit occurred October 15-16, 2012. Program received no citations or recommendations. NAACLS awarded continuing accreditation for the full seven years until April 30, 2020. Submission of the next Self-Study Report will be due April 1, 2019, and a site visit will be scheduled during Fall 2019. Originally scheduled for March 2020, the site visit has been canceled until further notice due to the COVID-19 pandemic.</p>

Program	Status
<p>Medical Laboratory Science National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</p>	<p>An initial accreditation application was submitted to NAACLS in 2014. NAACLS approved the application and preliminary report. The full self-study was submitted to NAACLS in 2016. The site visit occurred in 2017. The site visit team found no standards violations; therefore, no citations were issued. At its annual meeting, the NAACLS Board awarded YSU a full seven-year accreditation.</p>
<p>Music National Association of Schools of Music (NASM)</p>	<p>In 2012, the NASM Commission on Accreditation voted to continue YSU and the Dana School of Music in good standing. A follow-up report on activities was sent to NASM. In 2013, the NASM Commission on Accreditation voted to accept the YSU progress report. In July 2016, the NASM Commission on Accreditation accepted YSU's Application for Plan Approval of Dana's Bachelor of Music in Music Recording. The next full review, scheduled for 2020-2021, has been deferred until 2021-2022 due to the COVID-19 pandemic.</p>
<p>Nursing Accreditation Commission for Education in Nursing (ACEN)</p> <p>Commission on Collegiate Nursing Education (CCNE)</p> <p>Council on Accreditation of Nurse Anesthesia Educational Programs (COA) St. Elizabeth Health Center School for Nurse Anesthetists, Inc. (YSU MSN nurse anesthesia option only)</p>	<p>Full accreditation for BSN, MSN, and post-graduate certificate programs. Next evaluation visit: Spring 2022.</p> <p>Initial accreditation was granted for BSN, MSN, and post-graduate advanced practice registered nurse certificate programs for five years after site visit in February 2017. Next evaluation visit: Spring 2022.</p> <p>The program was found to be in full compliance and was granted continued accreditation effective May 2017 for a period of ten years. Next evaluation visit: Spring 2027.</p>
<p>Physical Therapy Commission on Accreditation in Physical Therapy Education (CAPTE)</p>	<p>The MPT has been discontinued. Accreditation now applies to the DPT program approved by the HLC in 2008. A CAPTE team visited YSU in 2014 for a self-study visit for the DPT program. The self-study was submitted in 2014 for this visit. The site team gave a favorable report. Ten-</p>

Program	Status
Physical Therapy (continued)	<p>year accreditation was reaffirmed in writing in 2014 with a compliance report due in 2015. This report was submitted, and CAPTE granted the program continuing accreditation with the next scheduled self-study and site visit in Spring 2024. In May 2019, the program received CAPTE approval to increase class size to 45 per cohort. Class sizes will be increased incrementally to admit 45 students by 2021. The program submitted a progress report to CAPTE prior to March 1, 2020, regarding the impact of this increase. After the CAPTE board reviewed the progress report in April, the program's accreditation was continued. The program must submit a compliance report by September 1, 2020, and a second report by March 1, 2021.</p>
<p>Public Health (Consortium of Eastern Ohio Master of Public Health) Council on Education for Public Health (CEPH)</p>	<p>The MPH is offered by a consortium of institutions, including YSU. Initial accreditation was earned in 2003. A site visit occurred April 20-21, 2009. In October 2009, the Council renewed accreditation for seven years, until December 31, 2016. Site visit occurred October 3-4, 2016, with all compliant findings. In June 2017, the program received official notification of full accreditation.</p>
<p>Respiratory Care and Respiratory Care "Polysomnography Specialty Option" Commission on Accreditation for Respiratory Care (CoARC)</p>	<p>The Polysomnography [Sleep-Study] Specialty Option in the Respiratory Care program received "continuing accreditation" September 19, 2008, and will undergo accreditation review with the respiratory care program. A progress report is submitted annually. Self-study documents for the BS in Respiratory Care and Polysomnography Specialty Option were submitted in 2010. The site visit for Respiratory Care and Polysomnography took place in 2011. CoARC granted both programs full continuing accreditation, with no further progress reports due. Self-study is due in October 2019. The site visit is expected to occur in Spring 2020. Due to an increase in demand, the Respiratory Care program applied to CoARC to be able to accept additional students into the Polysomnography program. The program received approval to increase the number of students from 11 to 18 per cohort. Originally scheduled for</p>

Program	Status
	Spring 2020, the site visit has been put on hold until further notice due to the COVID-19 pandemic.
<p>Social Work Council on Social Work Education (CSWE)</p>	<p>Following submission of reaffirmation materials and an on-campus site visit in 2012, the Bachelor of Social Work program earned re-affirmed accreditation status in February 2013. This accreditation status remains in effect until February 2021. The self-study was submitted on April 15, 2020. On July 14, the program received its Letter of Instruction (LOI) outlining questions to address for the Fall 2020 site visit. The LOI expressed concerns about faculty-to-student ratio. A site visitor and site date have not yet been determined.</p> <p>In 2012, the Council on Social Work Education granted reaffirmation of accreditation of the Master of Social Work Program. The program remains accredited until 2020. In 2014, Significant Program Changes reports were submitted to the Council on Social Work Education for expansion of the MSW degree program offerings at Lorain County Community College and Lakeland Community College sites. The MSW program submitted its self-study in March 2019. The Council on Accreditation (COA) review was completed successfully, and the MSW program's site visit occurred on February 19, 2020. The site visit report was received on March 15, and a response was submitted on April 14. Concerned about the program's high faculty-to-student ratio, the COA deferred its decision for a third time. The program must meet all standards in order to be re-accredited. YSU's response is due August 15. COA will then reassess YSU's candidacy.</p>
<p>Theatre National Association of Schools of Theatre (NAST)</p>	<p>Due to cuts in the number of tenure-track faculty and ongoing staffing issues, the Department of Theatre and Dance officially resigned its NAST accreditation effective May 3, 2018, and will not seek reaccreditation until these issues have been resolved. An internal self-study will be undertaken this academic year to determine the program's</p>

Program	Status
	specific needs in order to regain NAST accreditation.
World Languages and Cultures American Council on the Teaching of Foreign Languages (ACTFL) Recognition for Italian Education and Spanish Education	Resubmission of the Italian Education and Spanish Education programs to the American Council on the Teaching of Foreign Languages (ACTFL) in March 2016 has resulted in national recognition for both programs effective August 2016. Next submission is spring 2021.

**ACADEMIC PROGRAMS UPDATE
SEPTEMBER 2020**

1. Undergraduate Program Development:

Undergraduate Program Actions Requiring Board of Trustees Action and/or Notification or Approval by the Ohio Department of Higher Education

Since the last set of YSU Board of Trustees meetings, the Ohio Department of Higher Education has approved the following undergraduate program changes:

- No changes to report.

2. Graduate Program Development:

Graduate Program Actions Requiring Board of Trustees Action and/or Notification or Approval by the Chancellor's Council on Graduate Studies (CCGS)

- The Master of Science in Nursing- Family Nurse Practitioner was approved by CCGS for online delivery.
- The Master of Science in Nursing- Adult Gerontology Acute Care Nurse Practitioner was approved by CCGS for online delivery.
- The Master of Science in Mathematics was approved by CCGS for online delivery.

Institutional Engagement Committee

Main Agenda



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
INSTITUTIONAL ENGAGEMENT COMMITTEE**

**Molly S. Seals, Chair
Allen L. Ryan, Vice Chair
All Trustees are Members**

**Wednesday, September 2, 2020
12:30 p.m. or immediately following
previous meeting**

<https://ysu.edu/board-of-trustees>

AGENDA

- A. Disposition of Minutes for Meeting Held June 3, 2020**
- B. Old Business**
- C. Committee Items**

1. Consent Agenda Items*

Tab C.1.a. = Tab 1 *a. Resolution to Accept WYSU Memberships
The Board of Trustees will accept 1,325 memberships from WYSU totaling \$233,250 through the fourth quarter of Fiscal Year 2020.
Ms. Shannon Tirone, Associate Vice President University Relations will report.

Tab C.1.b. = Tab 2 *b. Resolution to Approve Policy 3356-5-03 Affiliated Organizations
Ms. Shannon Tirone, Associate Vice President University Relations will report.

2. Institutional Engagement Discussion Items

a. ETC/MVICC Report
Atty. David Sipusic, Associate General Counsel for Research and Executive Director Excellence Training Center will report.

**Tab C.2.b. = Tab 3 b. External Affairs and Government Relations Engagement Matrix -
May, 2020 through August, 2020**
James P. Tressel, President will report.

*Items listed under the Consent Agenda require Board approval; however it may be presented without discussion as this item includes only non-substantive changes.

Tab C.2.c. = Tab 4 c. YSU Foundation Quarterly Gift Report

The YSU Foundation received 606 outright gifts and 5 pledges totaling \$2,525,044.46, pledge payments totaling \$1,444,425.97 and 4 new planned gift commitments totaling \$401,815.50 for the fourth quarter of Fiscal Year 2020.

Mr. Paul McFadden, President YSU Foundation will report.

D. New Business

E. Adjournment



Y
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YOUNGSTOWN
STATE
UNIVERSITY

RESOLUTION TO ACCEPT WYSU MEMBERSHIPS

WHEREAS, Board policy provides that the President shall compile a list of memberships to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

WHEREAS, the President has reported that the memberships as listed in Exhibit attached hereto are being held pending acceptance and he recommends their acceptance;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these memberships on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these memberships.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**

**UNIVERSITY MEMBERSHIPS
EXECUTIVE SUMMARY
Fiscal Year 2019-2020
July 1, 2019-June 30, 2020**

Memberships Received	Number of Members	Amount
WYSU-FM	1,325	\$ 233,250
Total University Members	1,325	\$ 233,250

**UNIVERSITY MEMBERSHIPS
EXECUTIVE SUMMARY
Fiscal Year 2018-2019
July 1, 2018-June 30, 2019**

Memberships Received	Number of Members	Amount
WYSU-FM	1,608	\$ 272,602
Total University Members	1,608	\$ 272,602



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
AFFILIATED ORGANIZATIONS POLICY, 3356-05-03**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Affiliated Organizations, policy number 3356-05-03 of the *University Guidebook*, shown as Exhibit_____ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**

3356-5-03 Affiliated organizations.

Previous Policy Number: ~~5003:00~~

Responsible Division/Office: Office of the President

Responsible Officer: President

Revision History: March 2010; March 2015; September 2020

Board Committee: Institution Engagement

Effective Date: March 11, 2015 September 3, 2020

Next Review: 2025

- (A) Policy statement. The university recognizes the value that affiliated organizations can provide in helping the university to achieve its goals and adopts this policy to ensure that organizations affiliated with the university conduct their operations in accordance with university-approved standards and practices.
- (B) Purpose. To provide standards and practices for the selection, operation, and continued existence of an affiliated organization.
- (C) Scope. This policy applies to nonprofit corporations and organizations which are affiliated with the university and exist solely for the benefit and support of the university, whether or not they have been created by the university.
- (D) "Affiliated organization." An entity that has a legal existence separate from the university and which is formed and operated to support or complement the mission of the university and:
- (1) Is controlled or strongly influenced by the university;
 - (2) Receives financial support from the university; or
 - (3) Utilizes university resources, name, or identity.
- (E) Parameters. Each affiliate's relationship with the university will be formalized in a memorandum of agreement. The memorandum of agreement will be governed by the following principles:

- (1) The creation and activities of affiliates must promote, sponsor, or complement university operations or mission.
- (2) Affiliates shall provide for at least one university representative on its governing board.
- (3) Affiliates must use sound fiscal and accounting procedures.
- (4) Affiliates must be managed in a manner consistent with their own enabling documents and the university's purpose, mission, and procedures.
- (5) Affiliates must adhere to high ethical and conflict of interest standards.
- (6) The university's relationship with an affiliate is not necessarily intended to be perpetual.

3356-5-03 Affiliated organizations.

Responsible Division/Office: Office of the President
Responsible Officer: President
Revision History: March 2010; March 2015; September 2020
Board Committee: Institution Engagement
Effective Date: **September 3, 2020**
Next Review: 2025

- (A) Policy statement. The university recognizes the value that affiliated organizations can provide in helping the university to achieve its goals and adopts this policy to ensure that organizations affiliated with the university conduct their operations in accordance with university-approved standards and practices.
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**YOUNGSTOWN
STATE
UNIVERSITY**

**Excellence Training Center (ETC)
and
Mahoning Valley Innovation and Commercialization Consortium (MVICC)
Board of Trustees Update**

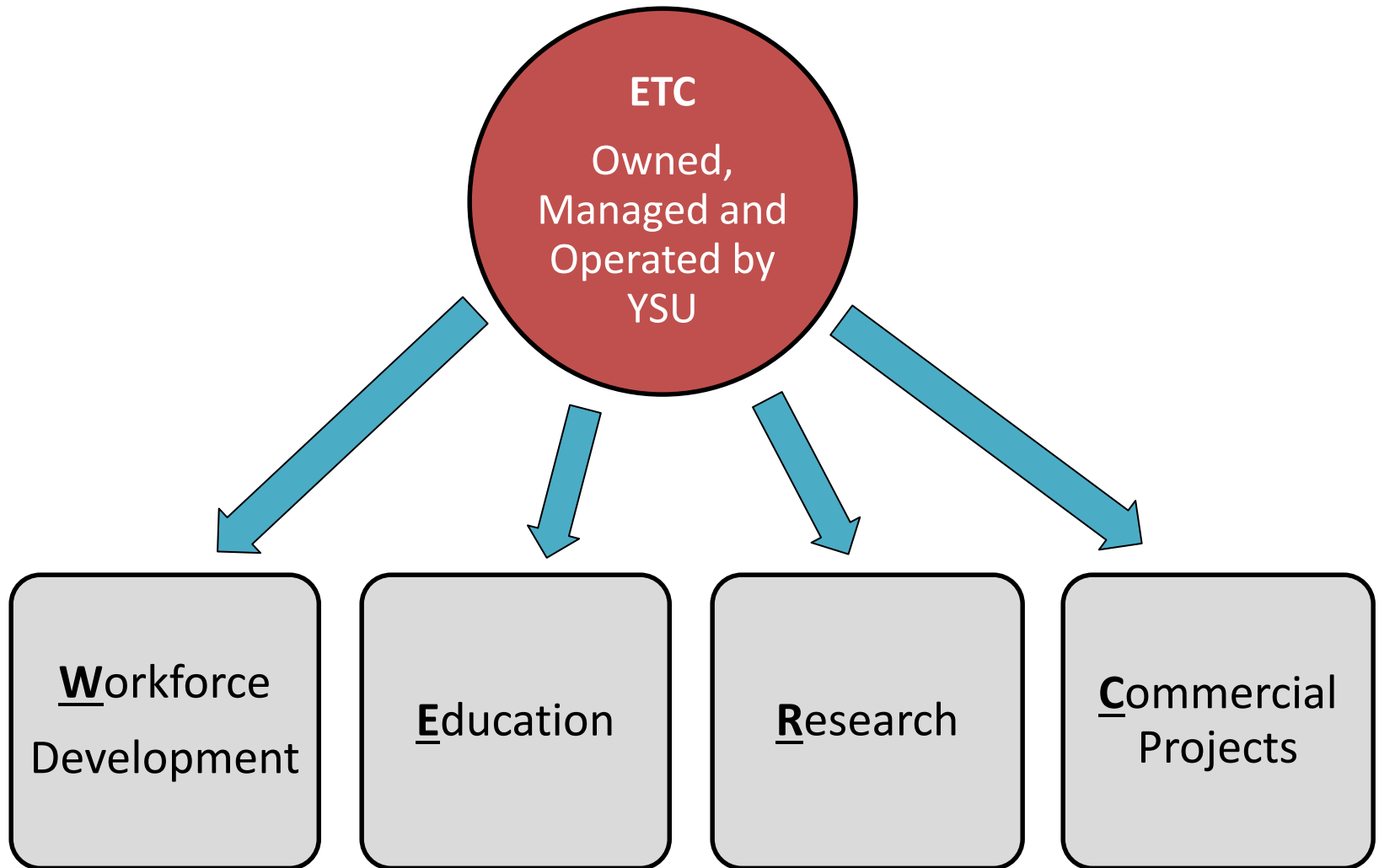
September 2, 2020

Excellence Training Center



Projected Completion Date:
March 2021

Excellence Training Center (ETC) Powered by WERC



WERC Sustainability Model

Workforce	Education	Research	Commercial
Non-Degree Certificates	STEM Curriculum Integration	R&I Advanced Mfg.	Prototyping
Degree Related Certificates	EGCC Curriculum Integration	Federal and State Programs	Part Testing & Characterization
Employee Training Programs	CTC Supplemental Programs	STTR/SBIR Initiatives	Low-Volume Production
Internships/ Apprenticeships	K-12 Camps YSU ² -RP	Affiliated Partners R&D/YSU ² -RP	Regional Mfg. Support

Mahoning Valley Innovation and Commercialization Consortium (MVICC)

MVICC Ecosystem

Members

- Youngstown State
- Eastern Gateway CC
- Youngstown Business Incubator
- MVMC
- Career and Tech Centers
- Youngstown City Schools
- America Makes

Sites/Locations

- Excellence Training Ctr.
- YBI Building #5
- Choffin Career Center
- America Makes
- Eastern Gateway CC
- Career and Tech Centers
- YSU STEM

Activities

- **W**orkforce Development
- **E**ducation
- **R**esearch/Testing
- **C**ommercial/Industry

GOVERNMENT/RESEARCH/BUSINESS ENGAGEMENT (JULY 2020 – AUGUST 2020)

ORGANIZATION	IMPACT	TOPIC	ACADEMIC CONNECTION
YSU IBM ITWA	REGIONAL/NATIONAL	WORKFORCE DEVELOPMENT: PRE-APPRENTICE AND APPRENTICESHIPS	ETC/OAA
LORDSTOWN SMART LOGISTICS HUB	NATIONAL	BUILD GRANT SEPT. 2020	ETC/STEM
COMMUNITIES OF EXCELLENCE BI-WEEKLY ONLINE LEARNING SESSION	NATIONAL	COLLABORATIVE STRATEGIC PLANNING AMONGST MAHONING VALLEY ORGANIZATIONS	COMMUNITY OUTREACH
UNIV. OF NORTHERN IOWA COLLABORATION FOR DEFENSE SUPPLIERS	NATIONAL (HOUSE BUDGET)	3DP DEFENSE APPROPRIATION REQUEST	ETC/STEM
OAK RIDGE NATIONAL LABS	NATIONAL (HOUSE BUDGET)	DESIGNATION OF YSU AS A HYBRID MANUFACTURING SPOKE	ETC/STEM
DOE/ORNL	NATIONAL (HOUSE BUDGET)	COLLABORATION BETWEEN DOE/BRITE INNOVATORS	STEM
DRIVE OHIO	REGIONAL	ESTABLISH STATE AUTONOMOUS VEHICLE CONFERENCE IN YOUNGSTOWN (JULY 2020) – POSTPONED	STEM
LORDSTOWN MOTORS CO.	NATIONAL	WORKFORCE TRAINING/RESEARCH DISCUSSION	STEM
LG CHEM	INTERNATIONAL	WORKFORCE TRAINING/RESEARCH DISCUSSION	STEM
NEO ITWA COALITION	REGIONAL/NATIONAL	DEPT. OF LABOR GRANT APPLICATION: TRI-CCC/LAKELAND/STARK STATE	ETC/OAA
COVID TECHNOLOGIES	STATE	YSU ALUMNUS ESTABLISHING NE OHIO OPERATIONS FOR DEFENSE CONTRACTOR SPECIALIZING IN COMPUTATIONAL PHYSICS	STEM
	Ongoing: Successful Resolution		
	Progress Continuing		
	New Engagement		
	Engagement Ended		

VSUF Gift Processing Summary - A Qril 1, 2020 - June 1, 2020 Vs. A Qril 1, 2019 - June 1, 2019

	<u>Total A Qril 1, 2020 - June 1, 2020</u>	<u>Total A Qril 1, 2019 - June 1, 2019</u>	<u>Difference 2020[2019</u>
Development (New Gifts and New Pledges):			
YSU	\$1,182,194.80	\$1,402,126.54	-\$219,931.74
YSUF	\$1,342,849.66	\$2,733,680.41	-\$1,390,830.75
Total Development (New Gifts and New Pledges)	\$2,525,044.46	\$4,135,806.95	-\$1,610,762.49
Planned Giving/Charitable Gift Annuities	\$401,815.50	\$2,272,941.00	-\$1,871,125.50
Pledge Payments (For Pledges Currently or Previously Included as Development):			
YSU	\$792,592.00	\$882,173.97	-\$89,581.97
YSUF	\$651,833.97	\$1,144,067.61	-\$492,233.64
Total Pledge Payments	\$1,444,425.97	\$2,026,241.58	-\$581,815.61
Non-Gift Clearing - VSU	\$0.00	\$0.00	\$0.00
Non-Gift Clearing - VSUF	\$0.00	\$0.00	\$0.00
Number of New Gifts	606	970	-364
Number of Pledges	5	14	-9
Number of Payments	161	234	-73
Number of Planned Gifts/Charitable Gift Annuities	4	2	2
Non-Gift Clearing	0	0	0

Institutional Engagement Committee

Background Agenda



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
INSTITUTIONAL ENGAGEMENT
COMMITTEE Molly S. Seals, Chair
Charles T. George, Vice Chair
All Trustees are Members**

**BACKGROUND MATERIALS
September 2, 2020**

- | | | |
|----|--|--------------|
| 1. | Naming Areas on Campus Allocation | Tab 1 |
| 2. | of YSUF Funds 2020-2021 | Tab 2 |



Youngstown State University/ Youngstown State University Foundation
Dedications and Donor Recognitions

The Ron Jaworski Gateway to Success (Stambaugh Stadium)	\$ 100,000
The Hively Family Entrance (Stambaugh Stadium)	\$ 250,000
Anderson Spiegel Pathway to Academic Success (Stambaugh Stadium)	\$ 250,000
The Sandy Simon Greenhouse (Ward Beecher Hall)	\$ 500,000
Watanakunakom Laboratory (Ward Beecher Hall)	\$1,500,000



Youngstown State University Foundation

Allocation of Funds for FY 2020-2021

Allocation of Funds for fiscal year 2020-2021 will be \$8,587,575.

\$2,814,950 Donor Designated Award, programmatic and scholarship funding.

\$5,772,625 YSUF Undesignated Funds

Summary:

Scholarships for Excellence \$5,085,625

Special Purpose

Graduate Assistants 350,000

PHEAA Supplement 200,000

Carl Nunziato Scholarship 57,000

Dana School of Music Scholarship 50,000

USE Fund 20,000

ROTC Scholarship 10,000

687,000

Grand Total

\$5,772,625

In addition:

\$1,400,000 Youngstown State University Foundation Trustees approved dollars for additional funding for FY21. Funding will be utilized for new and transfer student recruitment, and existing student retention.

Investment Subcommittee

Main Agenda



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
INVESTMENT SUBCOMMITTEE
Capri S. Cafaro, Chair
Charles T. George, Vice Chair
Allen L. Ryan, Jr.
Joseph J. Kerola
Victoria M. Woods**

**Wednesday, September 2, 2020
1:30 p.m. or immediately following
previous meeting**

<https://ysu.edu/board-of-trustees>

AGENDA

A. Disposition of Minutes

B. Old Business

C. Committee Item

1. Discussion Item

C.1.a. = Tab 1 a. September 2, 2020 Quarterly Portfolio Asset Allocation and Investment Performance Review
Sarah Parker and John Colla, will report.

D. New Business

E. Adjournment



September 2, 2020

YOUNGSTOWN STATE UNIVERSITY



*1100 Superior Avenue East Suite 700
Cleveland, Ohio 44114
216.621.1090 | clearstead.com*

CONTENTS

1. 2020 Initiatives
2. Capital Markets Update
3. Non-Endowment Assets: Performance & Asset Allocation Review
 - Asset Allocation Review
 - ORC Compliance

APPENDIX

Endowment Assets: Performance & Asset Allocation Review
Supporting Information

2020 OVERSIGHT DASHBOARD

		1Q	2Q	3Q	4Q	COMMENTS:
STRATEGIC / ADMINISTRATIVE	Investment Policy Review			✓		
	Strategic Asset Allocation Review			✓		
	Peer Review				☐	
	2021 Oversight Dashboard				☐	
	STAR Ohio/Plus Annual Review			✓		Completed with STAR Ohio in July 2020.
PORTFOLIO	Fixed Income Review	✓				
	Alternative Investments Review					TBD
	Domestic Equity Review					TBD
	International Equity Review					TBD
PERFORMANCE	Capital Markets Review	✓	✓	✓	☐	
	Quarterly Performance Review	✓	✓	✓	☐	
OTHER	Fee Review				☐	
	ORC Compliance Review			✓		
	ORC Guidelines Education			✓		
	Clearstead Firm Update	✓				

LAST REVIEWED	
Investment Policy:	09/02/2020
Strategic Asset Allocation:	09/02/2020
Fee Review:	09/04/2019

MEETING SCHEDULE	
1Q:	March 4, 2020
2Q:	June 3, 2020
3Q:	September 2, 2020
4Q:	December 2, 2020



CAPITAL MARKETS UPDATE

QUARTERLY THEMES

WHAT HAPPENED LAST QUARTER?

- Strong rally after a historic shock – one of the best quarters for equities in over 30 years
- Re-opening of economies occurred in the U.S. and abroad
- U.S. economy likely began to expand again in June; “double-dip” recession still a possible outcome though
- Fiscal and monetary responses still underway to support economy and markets



WHAT WE'RE FOCUSING ON?

- Continued capital markets volatility amidst widespread uncertainty
- Policy support and whether it will continue to be as robust
- COVID-19 spread and the pursuit of a vaccine
- U.S. election and its potential impact on the economy
- Taking advantage of investment opportunities as they arise
- Revisiting and affirming long-term objectives & strategy

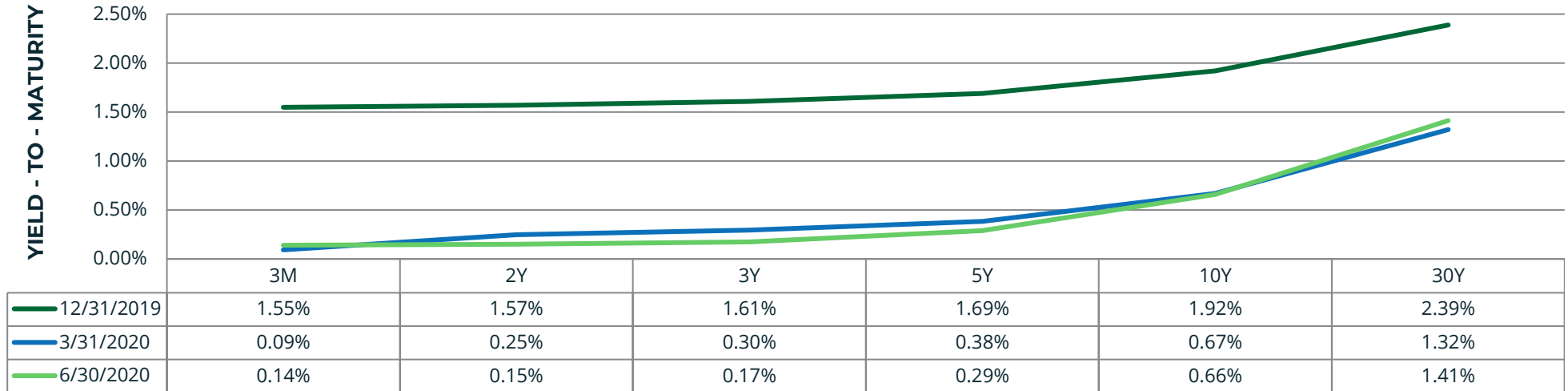
HISTORICAL ASSET CLASS RETURNS

2011	2012	2013	2014	2015	2016	2017	2018	2019	Q1 2020	Q2 2020	2020
US Bonds 7.8%	REITs 20.1%	Sm/Mid 36.8%	REITs 27.2%	REITs 2.3%	Sm/Mid 17.6%	Em Mkt 37.3%	Cash 1.9%	Large Cap 31.5%	US Bonds 3.2%	Sm/Mid 26.6%	US Bonds 6.1%
REITs 7.3%	Em Mkt 18.2%	Large Cap 32.4%	Large Cap 13.7%	Large Cap 1.4%	Hi Yld 17.5%	Dev Intl 25.0%	US Bonds 0.0%	REITs 28.1%	Cash 0.6%	Large Cap 20.5%	Glb Bond 0.8%
Glb Bond 5.2%	Dev Intl 17.3%	Dev Intl 22.8%	Sm/Mid 7.1%	US Bonds 0.6%	Large Cap 12.0%	Large Cap 21.8%	Glb Bond -0.9%	Sm/Mid 27.8%	Glb Bond -1.5%	Em Mkt 18.1%	Cash 0.5%
Hi Yld 4.4%	Sm/Mid 17.9%	Hdg Fnds 9.0%	US Bonds 6.0%	Cash 0.1%	Em Mkt 11.2%	Sm/Mid 16.8%	Hi Yld -2.3%	Dev Intl 22.0%	Hdg Fnds -6.0%	Dev Intl 14.9%	Hdg Fnds -2.3%
Large Cap 2.1%	Large Cap 16.0%	Hi Yld 7.4%	Hdg Fnds 3.4%	Hdg Fnds -0.3%	REITs 9.3%	Glb Bond 9.3%	Hdg Fnds -4.0%	Em Mkt 18.4%	Hi Yld -13.1%	REITs 14.0%	Large Cap -3.1%
Cash 0.1%	Hi Yld 15.6%	REITs 3.2%	Hi Yld 2.5%	Dev Intl -0.8%	US Bonds 2.7%	REITs 9.3%	Large Cap -4.4%	Hi Yld 14.4%	Large Cap -19.6%	Hi Yld 9.6%	Hi Yld -4.8%
Sm/Mid -2.5%	Hdg Fnds 4.8%	Cash 0.1%	Cash 0.0%	Sm/Mid -2.9%	Glb Bond 1.9%	Hdg Fnds 7.8%	REITs -4.4%	US Bonds 8.8%	Dev Intl -22.8%	Hdg Fnds 7.2%	Em Mkt -9.8%
Hdg Fnds -5.7%	US Bonds 4.2%	US Bonds -2.0%	Em Mkt -2.2%	Hi Yld -4.6%	Dev Intl 1.0%	Hi Yld 7.5%	Sm/Mid -10.0%	Hdg Fnds 8.4%	Em Mkt -23.6%	US Bonds 2.9%	Sm/Mid -11.1%
Dev Intl -12.1%	Glb Bond 1.8%	Em Mkt -2.6%	Glb Bond -2.8%	Glb Bond -4.8%	Hdg Fnds 0.5%	US Bonds 3.5%	Dev Intl -13.8%	Glb Bond 5.0%	REITs -25.4%	Glb Bond 2.3%	Dev Intl -11.3%
Em Mkt -18.4%	Cash 0.1%	Glb Bond -4.9%	Dev Intl -4.5%	Em Mkt -14.9%	Cash 0.3%	Cash 0.9%	Em Mkt -14.6%	Cash 2.3%	Sm/Mid -29.7%	Cash 0.0%	REITs -15.0%

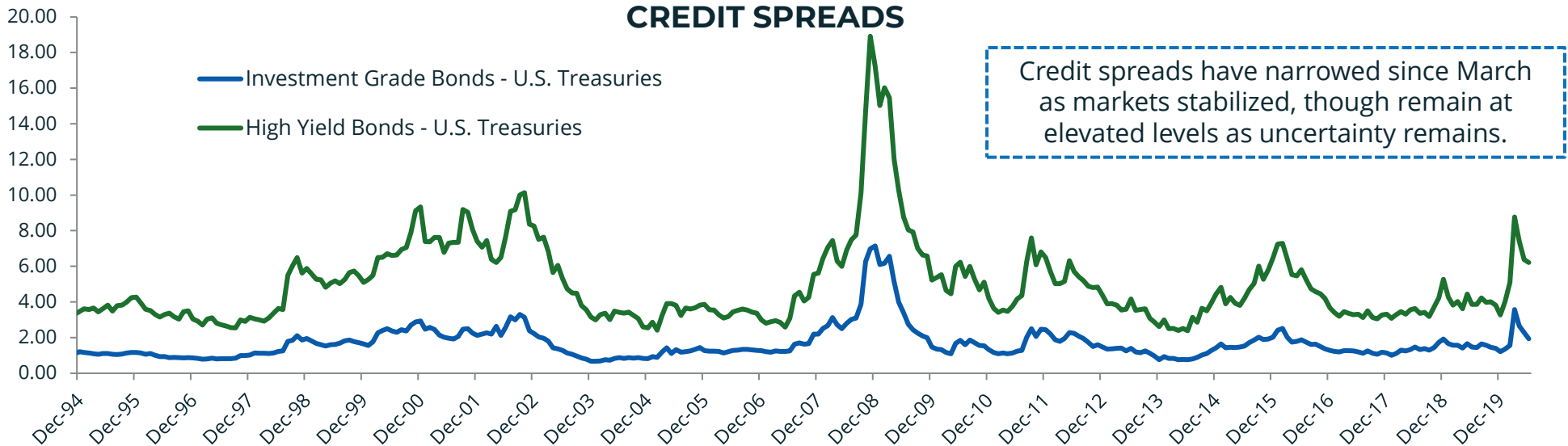
Past performance is not a guarantee of future results. Asset classes represented by: Large Cap – S&P 500 Index; Sm/Mid – Russell 2500 Index; Dev Intl – MSCI EAFE Index; Em Mkt – MSCI Emerging Markets Index; Hi Yld – Bank of America Merrill Lynch U.S. High Yield Master II; U.S. Bonds – Barclays Capital U.S. Aggregate; Glb Bond – Barclays Capital Global Treasury ex U.S.; REITs – NAREIT ALL REITs; Hdg Fnds – HFRI FOF: Diversified Index; Cash – Merrill Lynch 91-day Tbill. Data as of 6/30/2020. Source: Morningstar Direct.

FIXED INCOME UPDATE: YIELD CURVE & SPREADS

U.S. TREASURY YIELD CURVE



CREDIT SPREADS



Source: Bloomberg. Data as of 6/30/2020. US Treasuries – BarCap US Gov't 10-Yr Treasury; Investment Grade Bonds – BarCap BAA Corp; High Yield Bonds - BarCap US High Yield. Past performance is not a guarantee of future results.



**NON-ENDOWMENT ASSETS:
PERFORMANCE & ASSET ALLOCATION
REVIEW**

NON-ENDOWMENT PERFORMANCE REVIEW (AS OF 6/30/2020)

NON-ENDOWMENT ASSETS	MARKET VALUE (\$MM)	QTD	YTD	1 YR	2 YR	3 YR	5 YR	7 YR	10 YR	2019	2018	2017	SINCE INCEPTION ⁴
Total Non-Endowment Assets	\$58.043	8.6%	-0.6%	3.2%	4.2%	4.3%	3.9%	3.8%	3.7%	11.5%	-1.5%	7.8%	3.8%
	<i>Benchmark¹</i>	4.9%	0.1%	3.1%	3.7%	3.6%	3.1%	3.0%	2.8%	8.7%	-0.4%	5.4%	3.1%
Operating & Short-Term Pool	\$0.210	0.3%	1.0%	2.1%	2.2%	1.9%	1.2%	0.9%	0.7%	2.4%	1.7%	0.7%	0.7%
	<i>Benchmark²</i>	0.0%	0.7%	1.8%	2.1%	1.8%	1.2%	0.9%	0.7%	2.3%	1.9%	0.8%	0.7%
Long-Term Pool	\$57.833	10.1%	-2.4%	2.3%	4.2%	4.5%	4.4%	4.8%	4.9%	15.3%	-3.4%	10.5%	4.9%
	<i>Benchmark³</i>	9.1%	-0.6%	3.9%	4.9%	5.0%	4.6%	4.7%	4.6%	14.2%	-2.4%	9.3%	4.6%

1) 5% BofA Merrill Lynch 91-Day T-Bill / 17% BofA Merrill Lynch US Corp & Gov 1-3 Yrs / 11% BBgBarc US Govt/Credit Int TR / 8% Total Alternatives Benchmark / 15% Russell 3000 / 4% MSCI EAFE Gross.

2) 95% BofA Merrill Lynch 91-Day T-Bill / 5% Barclays 1-3 Yr. Govt.

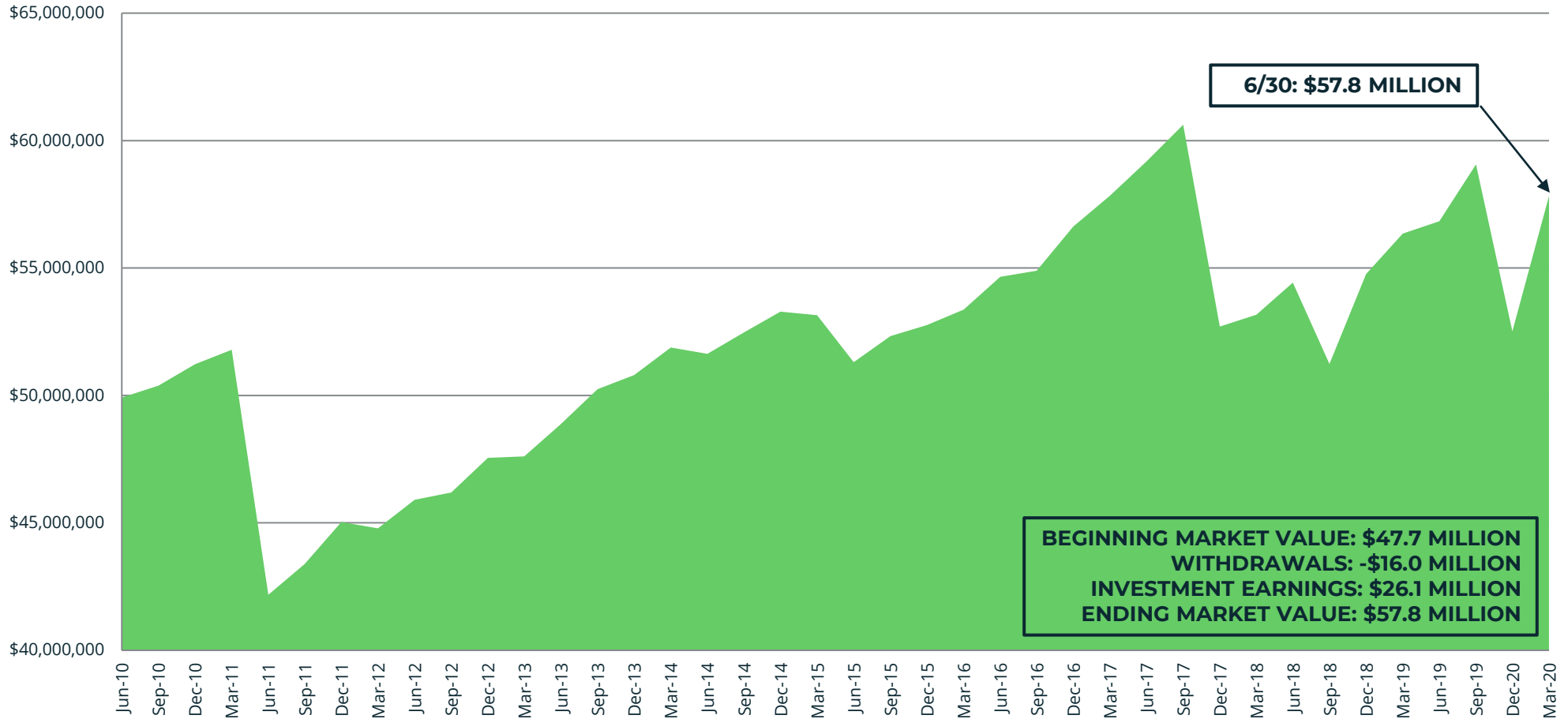
3) 27% Russell 3000 / 8% MSCI EAFE Gross / 15% Total Alternatives Benchmark / 30% BofA Merrill Lynch US Corp & Gov 1-3 Yrs / 20% BBgBarc US Govt/Credit Int TR.

4) Inception date for Long-Term and Short-Term Pools: June 2010, Inception Date for Total Non-Endowment Assets: March 2004.

5) STAR Plus yield depicted above is for the first \$2.5 million invested in the fund, with any assets over \$2.5 million earning a reduced rate.

ATTRIBUTION OF MARKET VALUE CHANGE: LONG-TERM POOL

**LONG-TERM POOL MARKET VALUE CHANGE
(7/01/2010-6/30/2020)**



CURRENT PORTFOLIO: NO RECOMMENDED CHANGES

YOUNGSTOWN STATE UNIVERSITY

AS OF JULY 31, 2020

	TICKER	MARKET VALUE (CURRENT)	% OF PORTFOLIO	POLICY TARGET	POLICY RANGE	TACTICAL + / -
Total Operating & Short Term		\$205,106	100.0%	100.0%		
Operating Assets		\$179,938	87.7%		60-100%	
JPMorgan 100% U.S. Treas. MM Instl	JTSXX	\$92,212	45.0%			
Star Plus*	-	\$54,145	26.4%			
Star Ohio*	-	\$33,581	16.4%			
Short-Term Assets		\$25,169	12.3%		0-40%	
Vanguard Short-Term Federal Adm	VSGDX	\$25,169	12.3%			
Total Long Term Reserves Pool		\$56,342,893	100.0%	100.0%		
Domestic Equity		\$15,818,611	28.1%	27.0%	20-35%	1.1%
Large Cap		\$10,865,032	19.3%			
Vanguard Instl Index	VINIX	\$10,865,032	19.3%			
Small/Mid Cap		\$4,953,580	8.8%			
Vanguard Mid Cap Index Adm	VIMAX	\$2,499,811	4.4%			
Loomis Sayles Small Growth N2	LSSNX	\$1,253,109	2.2%			
Victory Integrity Small Cap Value Y	VSVIX	\$1,200,660	2.1%			
International Equity		\$4,732,080	8.4%	8.0%	0-15%	0.4%
William Blair International Growth I	BIGIX	\$2,582,485	4.6%			
Dodge & Cox International Stock	DODFX	\$2,149,595	3.8%			
Total Equity		\$20,550,691	36.5%	35.0%	25-45%	1.5%
Alternatives		\$6,446,159	11.4%	15.0%	0-20%	-3.6%
JPMorgan Strategic Income Opps Fd	JSOSX	\$2,168,754	3.8%			
Wells Fargo Adv Absolute Return I	WABIX	\$2,098,703	3.7%			
Diamond Hill Long-Short Y	DIAYX	\$2,178,701	3.9%			
Fixed Income		\$29,304,919	52.0%	50.0%	35-75%	2.0%
Short Term Fixed Income		\$16,326,409	29.0%	30.0%	25-45%	-1.0%
YSU Short Term Bond	-	\$11,649,414	20.7%			
Lord Abbett Short Duration	LLDYX	\$2,726,058	4.8%			
DFA Five-Year Global	DFGBX	\$1,950,936	3.5%			
Intermediate Fixed Income		\$12,978,510	23.0%	20.0%	10-30%	3.0%
JPMorgan Core Bond Fund R6	JCBUX	\$5,654,598	10.0%			
YSU Intermediate Term Fixed	-	\$4,600,216	8.2%			
Prudential High Yield Bond R6	PHYQX	\$2,723,697	4.8%			
Cash & Cash Equivalents		\$41,124	0.1%	0.0%	0-5%	0.1%
Equity Account Cash	-	\$41,124	0.1%			
Total University Assets		\$56,547,999				

*As of 6/30/2020

\$2.9 million was withdrawn from the Long-Term Pool at the end of July.



ASSET ALLOCATION REVIEW

HOLISTIC REVIEW OF RISK



ORGANIZATION



**STRATEGIC INVESTMENT
APPROACH**



**INVESTMENT
PORTFOLIO**

LEVELS OF RISKS

ORGANIZATION	STRATEGIC INVESTMENT APPROACH	INVESTMENT PORTFOLIO
Leadership	Current and effective IPS	Standard deviation
Governance	Pool structure	Correlation
Investment Committee	Strategic asset allocation	Beta
Reliance on investment assets	Discipline to approach	Downside capture
Operational health	Liquidity	Maximum drawdown
Ohio Revised Code	Cash management	Tracking error, R ²
Key financial metrics	Rebalancing	Tactical positioning

ASSET ALLOCATION REVIEW: OBJECTIVES & RISK CONSIDERATIONS

PORTFOLIO OBJECTIVES

The YSU non-endowment assets have performed well over a full market cycle.

Asset allocation is the most important determinant of portfolio risk and return - looking forward, it is important to align the asset allocation, structure and risk/return objectives of the non-endowment assets with those of the strategic focus of YSU.

- Compliance with Ohio Revised Code 3345.05 (25% average rule*)
- Support YSU cash-flow and financial needs both currently and in the future
- Target a prudent level of investment return once risks have been mitigated

RISK CONSIDERATIONS

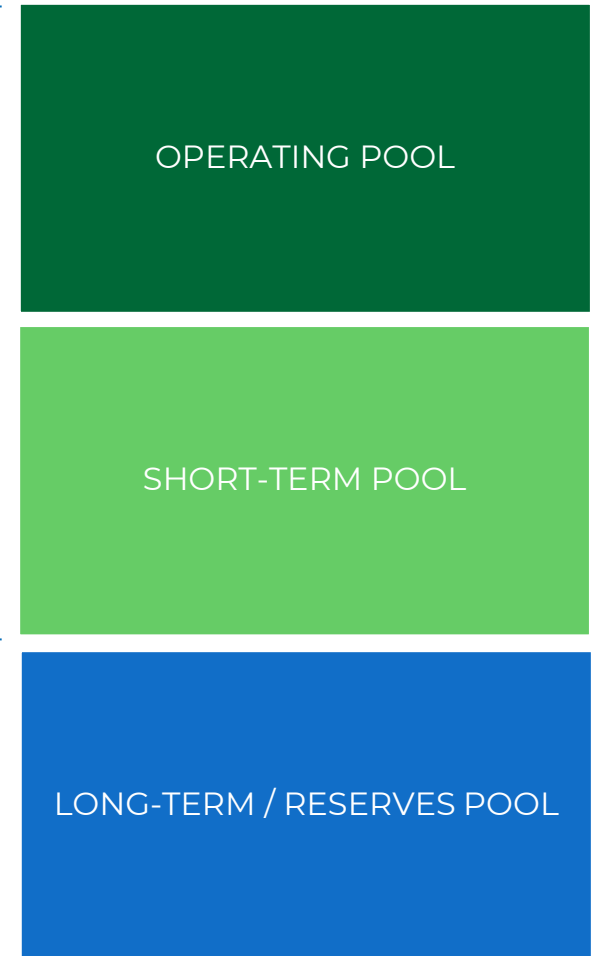
- Ohio Revised Code 3345.05
 - ❖ Short-Term pool provides compliance; additionally, approximately 10-15% of the Long-Term Pool assets provide additional support
- Liquidity
 - ❖ 100% of the Non-Endowment assets have daily liquidity
- Cash flow forecast
 - ❖ YSU does not anticipate needing to withdraw funds from the Long-Term Pool in the near-term
- Market value volatility
 - ❖ YSU staff and trustees have expressed a willingness to accept modest increase in investment risk in pursuit of a higher investment return
- Cash flow cyclical
 - ❖ The University's cash flows fluctuate over the year due to operations
- Financial statement sensitivity
 - ❖ The University's balance sheet and key financial metrics are sensitive to the University's investment strategy

*A minimum of 25% of the average amount of the University's investment portfolio over the course of the previous fiscal year must be invested according to ORC guidelines (i.e. US government bonds, cash equivalents)

ASSET ALLOCATION REVIEW: LIQUIDITY MANAGEMENT & INVESTMENT POOL STRUCTURE

- Separate guidelines and asset allocation targets
- The University can allocate assets between investment pools with respect to cash needs
- Allowable asset ranges established between investment pools

COMBINED



ASSET POOL	PURPOSE
Operating Pool	Assets needed in the next 6 months
Short-Term Pool	Contingency to operating accounts
Long-Term / Reserves Pool	Non-Endowment investment assets for reserves & auxiliaries

ASSET ALLOCATION REVIEW: FORWARD LOOKING ANALYSIS (LONG-TERM POOL)

YSU LONG-TERM POOL	
U.S. Equity	27%
International Equity	8%
Alternative Investments	15%
Fixed Income: Short-Term	30%
Fixed Income: Intermediate-Term	<u>20%</u>
Total	100%
*Forecasted Return	4.0%
*Forecasted Volatility	6.1%

The model does not take into account the potential alpha added from active management and tactical asset allocation.

STRATEGIC ASSET ALLOCATION REVIEW: LONG-TERM STATISTICS & CALENDAR YEAR RETURNS

Zephyr StyleADVISOR

Zephyr StyleADVISOR - Clearstead Advisors, LLC

July 2005 - June 2020: Summary Statistics

	Return	Standard Deviation	Sharpe Ratio	Up Capture vs. Market	Down Capture vs. Market	Alpha vs. Market	Beta vs. Market
YSU Long-Term Pool ('20)	5.45%	7.13%	0.59	47.29%	36.42%	2.18%	0.40
S&P 500	8.83%	16.44%	0.46	101.82%	89.41%	2.13%	0.92
MSCI EAFE Index	4.57%	18.88%	0.17	93.73%	111.47%	-2.64%	1.06
Barclays U.S. Aggregate	4.39%	3.27%	0.95	13.93%	-20.24%	4.73%	-0.03
MSCI World Index	7.14%	17.39%	0.34	100.00%	100.00%	0.00%	1.00

Calendar Year Return

As of June 2020

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	YTD
YSU Long-Term Pool ('20)	6.60%	-16.00%	15.52%	9.67%	1.82%	8.59%	10.85%	5.77%	0.69%	4.88%	9.78%	-2.43%	15.02%	0.82%
S&P 500	5.49%	-37.00%	26.46%	15.06%	2.11%	16.00%	32.39%	13.69%	1.38%	11.96%	21.83%	-4.38%	31.49%	-3.08%
MSCI EAFE Index	11.63%	-43.06%	32.46%	8.21%	-11.73%	17.90%	23.29%	-4.48%	-0.39%	1.51%	25.62%	-13.36%	22.66%	-11.07%
Barclays U.S. Aggregate	6.97%	5.24%	5.93%	6.54%	7.84%	4.21%	-2.02%	5.97%	0.55%	2.65%	3.54%	0.01%	8.72%	6.14%
MSCI World Index	9.57%	-40.33%	30.79%	12.34%	-5.02%	16.54%	27.36%	5.50%	-0.32%	8.15%	23.07%	-8.20%	28.40%	-5.48%

Past returns are not a guarantee of future returns.



ASSET ALLOCATION REVIEW: ATTRIBUTION/ALLOCATION (LONG-TERM POOL)

YEAR	INVESTMENT ASSETS CASH OUTFLOW	INVESTMENT ASSETS CASH INFLOW	YEAR END (12/31) EQUITY %	YEAR END (12/31) ALTERNATIVES %	YEAR END (12/31) FIXED INCOME %	CALENDAR YEAR RETURN	MARKET VALUE (12/31)
2010	\$0	+\$46,871,000 <i>(Creation of LT Pool)</i>	19.2%	0%	80.8%	+5.5%	\$50,383,000
2011	-\$8,000,000	\$0	24.9%	0%	75.1%	+1.9%	\$43,392,000
2012	\$0	\$0	27.1%	0%	72.9%	+6.4%	\$46,190,324
2013	\$0	\$0	33.8%	0%	66.2%	+8.7%	\$50,249,454
2014	\$0	\$0	37.7%	0%	62.3%	+4.5%	\$52,491,768
2015	\$0	\$0	35.0%	11.9%	53.2%	-0.5%	\$52,324,443
2016	\$0	\$0	36.5%	15.6%	47.9%	+4.0%	\$54,892,466
2017	\$0	\$0	37.0%	15.1%	47.8%	+10.5%	\$60,625,347
2018	-\$8,000,000	\$0	33.2%	15.0%	51.8%	-3.4%	\$51,238,803
2019	\$0	\$0	35.9%	14.8%	49.2%	+15.3%	\$59,067,298
YTD 2020*	\$0	\$0	36.1%	13.5%	50.4%	-2.4%	\$57,832,762

*2020 figures as of 6/30/2020 and do not represent year-end or calendar year information.



ORC COMPLIANCE

ORC COMPLIANCE REVIEW (AS OF 6/30/2020)

	TOTAL NON-ENDOWMENT ORC 3345.05 DEFINED ASSETS*	% FROM SHORT-TERM POOL	% FROM LONG-TERM POOL
9/30/19	38%	28%	11%
12/31/19	17%	2%	14%
3/31/20	36%	23%	12%
6/30/20	15%	0%	14%
<i>Average</i>	<i>26%</i>	<i>13%</i>	<i>13%</i>

YSU is in line with the Ohio Revised Code 3345.05 Compliance requirements.

OHIO REVISED CODE 3345.05 COMPLIANCE	
	COMPLIANT
Over 25% of Total Portfolio in Cash Equivalents/Govt Securities (average amount over previous FY)	Yes
Investment policy adopted in public session	Yes
Quarterly Investment Committee meetings	Yes
Recommend changes to the Board's Investment Policy that assist in meeting the Committee's fiduciary duties	Yes
Retain an investment advisor who meets the qualifications	Yes

*A minimum of 25% of the average amount of the University's investment portfolio over the course of the previous fiscal year must be invested according to ORC guidelines (i.e. US government bonds, cash equivalents)



APPENDIX



**ENDOWMENT ASSETS:
PERFORMANCE & ASSET ALLOCATION
REVIEW**

ENDOWMENT ASSETS: PERFORMANCE & ASSET ALLOCATION (AS OF 6/30/2020)

ENDOWMENT ASSETS	MARKET VALUE	ASSET ALLOCATION	COMPOSITION	QTD	YTD	1 YR	2 YR	3 YR	5 YR	7 YR	2019	2018	2017	SINCE INCEPTION ³
YSU Endowment Fund	\$11.641	77% Equity / 23% Fixed Income & Cash	Stocks, Bonds, Mutual Funds	15.4%	-1.1%	7.0%	8.2%	8.0%	7.9%	8.0%	23.8%	-4.8%	14.2%	8.0%
			<i>Benchmark¹</i>	13.3%	1.0%	8.6%	9.2%	8.9%	8.4%	9.0%	22.2%	-2.3%	14.2%	9.0%
Alumni License Plate Account	\$0.020	25% Equity / 75% Fixed Income & Cash	Mutual Fund	6.0%	-0.1%	4.7%	7.0%	7.5%	7.3%	7.3%	18.5%	-2.0%	10.3%	7.3%
			<i>Benchmark²</i>	4.9%	0.9%	7.3%	8.6%	8.5%	8.2%	8.9%	22.2%	-2.3%	14.2%	8.9%

COMPLIANCE

- Asset Allocation Guidelines: 70% Equities (60-80%) / 30% Cash & Fixed Income (20-40%)
 - YSU Endowment (In-Line)
 - Alumni (**Out-of-Line**)
- Equity & Fixed Income Guidelines
 - YSU Endowment (In-Line)
 - Alumni (**Out-of-Line**)

1) Benchmark: 60% S&P 500 / 40% BBgBarc US Aggregate.

Kilcawley Center & Alumni License Plate accounts- Transition to PNC as custodian completed on 11/1/2017. Historical allocation to single stock and bond positions resulted in large differences relative to benchmark. Both accounts are now currently invested in one low cost, balanced Vanguard mutual fund.

2) Benchmark: 65% ICE BofA 91 Days T-Bills / 35% Vanguard Balanced Benchmark.

3) Inception date: 06/2013.

ENDOWMENT HOLDINGS

YSU ENDOWMENT (HUNTINGTON)

- Equity Mutual Funds – 14% (5-10 Mutual Funds & ETFs)
- Stocks – 63% (45-60 U.S. Large/Mid-Cap Stocks)
- Fixed Income Mutual Funds – 2% (Federated Total Return Bond, High Yield)
- Bonds – 15% (8-10 Bonds, U.S. Corporate / Gov't / Asset Backed Debt)
- Cash – 6%

ALUMNI LICENSE PLATE (PNC)

- Vanguard Balanced Index Fund (Adm) – 41%
- Cash – 59%



SUPPORTING INFORMATION

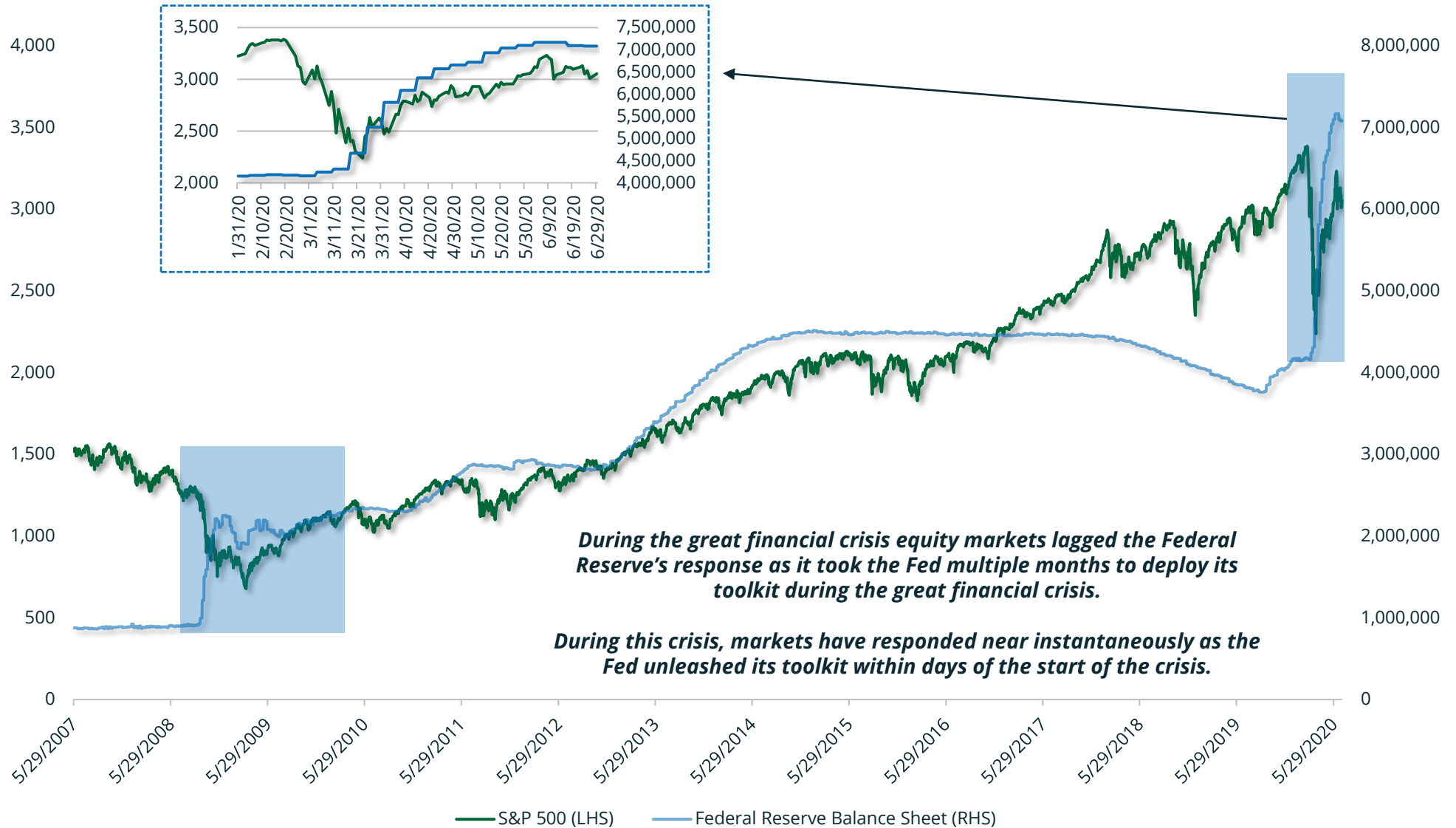
KEY INTERVENTIONS & POLICY SUPPORT

KEY INTERVENTIONS	ACTIONS	UPDATES	DESIRED OUTCOME
1. Monetary	<ul style="list-style-type: none"> Lowered rates to zero Open ended quantitative easing Series of programs intended to ensure the flow of credit (CPFF, PDCF, MMLF, PMCCF, SMCCF, TALF)¹ 	<i>Continue to support economy</i>	Keep financial system functioning
2. Fiscal	<ul style="list-style-type: none"> \$2 trillion stimulus package² Direct payments to Individuals Student loan repayments suspended Boost for unemployment benefits 	<p><i>Unemployment benefits set to expire the end of July</i></p> <p><i>Additional fiscal stimulus (phase IV) being debated</i></p>	Keep economy afloat
3. COVID-19	<p>Scientific - Government approved fast tracking vaccines and therapeutics</p> <p>Community – Social distancing and shelter in place orders</p>	<p><i>Multiple drugs in various phases of human clinical trials</i></p> <p><i>Since January more than 1,200 clinical trials testing treatment and prevention have been undertaken</i></p> <p><i>Cases spiking in several states prompting re-opening setbacks</i></p>	<p>Expedited pharmaceutical response</p> <p>Stop the spread of the virus</p>

¹CPFF = Commercial Paper Funding Facility, PDCF = Primary Dealer Credit Facility, MMLF = Money Market Liquidity Facility, PMCCF = Primary Market Corporate Credit Facility, SMCCF = Secondary Market Corporate Credit Facility, TALF = Term Asset Backed Securities Loan Facility

²Other notable details includes; REAL ID deadline delayed, \$500bn lending program, Trump business can not benefit, No funding for border wall, Airline industry receives support, Hospitals receive billions, Contractors and 'gig' employees eligible for benefits, Protections against foreclosures & evictions

FEDERAL RESERVE: QUICK TO ACT



Source: Bloomberg.
Data as of 6/30/2020. Past performance is not a guarantee of future results.

U.S. ECONOMIC PROJECTIONS

FEDERAL RESERVE BOARD MEMBERS & BANK PRESIDENTS

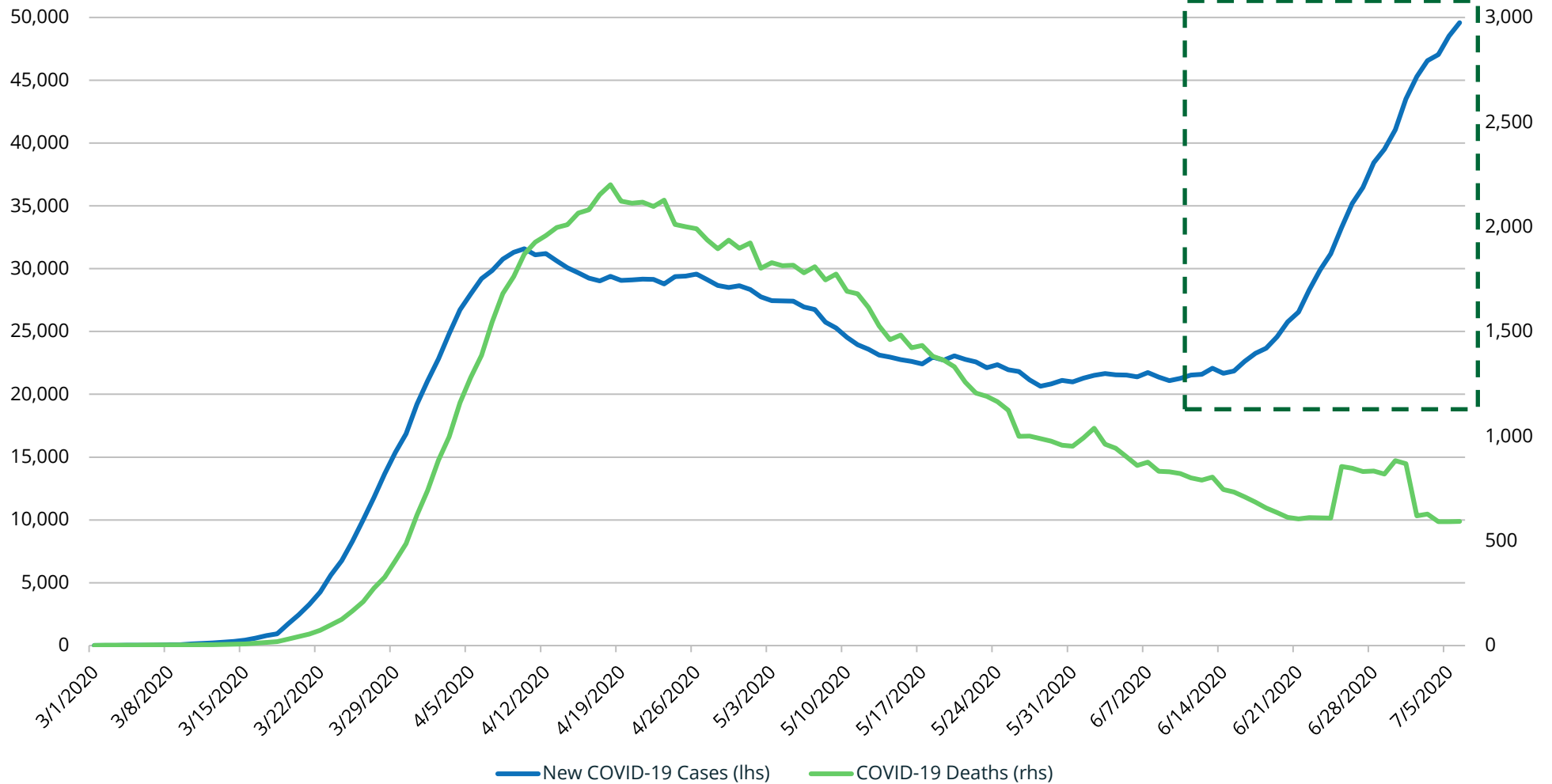
		2020	2021	2022	LONGER RUN*
GDP	June 2020	-6.5%	5.0%	3.5%	1.8%
	December 2019	2.0%	1.9%	1.8%	1.9%
Unemployment Rate	June 2020	9.3%	6.5%	5.5%	4.1%
	December 2019	3.5%	3.6%	3.7%	4.1%
Core PCE Inflation	June 2020	1.0%	1.5%	1.7%	
	December 2019	1.9%	2.0%	2.0%	
Federal Funds Rate	June 2020	0.1%	0.1%	0.1%	2.5%
	December 2019	1.6%	1.9%	2.1%	2.5%
# of implied 25 bps rate changes year	June 2020	0	0	0	
	December 2019	0	1 Up	1 Up	

*Longer-run projections: The rates to which a policymaker expects the economy to converge over time – maybe in five or six years – in the absence of further shocks and under appropriate monetary policy.

Source: Federal Reserve.
Data as of 6/30/2020. Past performance is not a guarantee of future results.

COVID-19: A SETBACK UNFOLDING

7-DAY MOVING AVERAGE OF COVID-19 CASES & DEATHS



Source: Bloomberg, CDC.
Data as of 7/7/2020.

COVID-19: THE PURSUIT OF A VACCINE

COVID-19 cases continue to increase in the United States, Latin America, and select Asian countries

- A clear sign of “containing” the virus is having three consecutive days where recovering cases are greater than new confirmed cases
- Several U.S. states are seeing spikes in cases; diminishing consumer spending

VACCINE	COUNTRY	DEVELOPER	TRIAL
ChAdOx1-S	U.K./U.S.	Oxford/AstraZenica	Phase III
Inactivated Alum	China	Sinovac	Phase III
Adenovirus Type 5 Vector	China	CanoSino/Beijing Inst. Of Biotech	Phase II
LNP-Encapsulated mRNA	U.S.	Moderna/NIAID	Phase II
DNA Plasmid Vaccine w/ electroporation	U.S.	Inovia Pharma/IIV	Phase II
DNA Plasmid Vaccine	U.S.	Cadila Healthcare Limited	Phase II
Inactivated I	China	Wuhan Inst/Sinopharma	Phase II
Inactivated II	China	Beijing Inst/Sinopharma	Phase II
SARS CoV-2	U.S.	Novavax	Phase II
3 LNP-mRNAs	China	BiNTech/Fosum Pharma/Pfizer	Phase II
Inactivated III	China	Chinese Acad. of Medical Sciences	Phase I
DNA Vaccine GX-19	S. Korea	Genexine Consortium	Phase I
Adeno-Based	Russia	Gamaley Research Institute	Phase I

Source: Clearstead, WHO.

GLOBAL GROWTH: CAUSE FOR OPTIMISM

		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	12M Trend
Global	Mfg	49.3	49.5	49.7	49.8	50.3	50.1	50.4	47.1	47.3	39.6	42.4	47.8	
	Serv	52.5	51.8	51.4	51	51.6	52	52.7	47.1	36.8	23.7	35.2	35.2	
US	Mfg	50.4	50.3	51.1	51.3	52.6	52.4	51.9	50.7	48.5	36.1	39.8	49.8	
	Serv	53.0	50.7	50.9	50.6	51.6	52.8	53.4	49.4	39.8	26.7	37.5	46.7	
Eurozone	Mfg	46.5	47.0	45.7	45.9	46.9	46.3	47.9	49.2	44.5	33.4	39.4	47.4	
	Serv	53.2	53.5	51.6	52.2	51.9	52.8	52.5	52.6	26.4	12.0	30.5	47.3	
UK	Mfg	48.0	47.4	48.3	49.6	48.9	47.5	50.0	51.7	47.8	32.6	40.7	50.1	
	Serv	51.4	50.6	49.5	50	49.3	50.0	53.9	53.2	34.5	13.4	29.0	47.0	
Japan	Mfg	49.4	49.3	48.9	48.4	48.9	48.4	48.8	47.8	44.8	41.9	38.4	40.1	
	Serv	51.8	53.3	52.8	49.7	50.3	49.4	51.0	46.8	33.8	21.5	26.5	42.3	
China	Mfg	49.9	50.4	51.4	51.7	51.8	51.5	51.1	40.3	50.1	49.4	50.7	51.2	
	Serv	51.6	52.1	51.3	51.1	53.5	52.5	51.8	26.5	43.0	44.4	55.0	58.4	
India	Mfg	52.5	51.4	51.4	50.6	51.2	52.7	55.3	54.5	51.8	27.4	30.8	47.2	
	Serv	53.8	52.4	48.7	49.2	52.7	53.3	55.5	57.5	49.3	5.4	12.6	33.7	
S. Korea	Mfg	47.3	49.0	48.0	48.4	49.4	50.1	49.8	48.7	44.2	41.6	41.3	43.4	

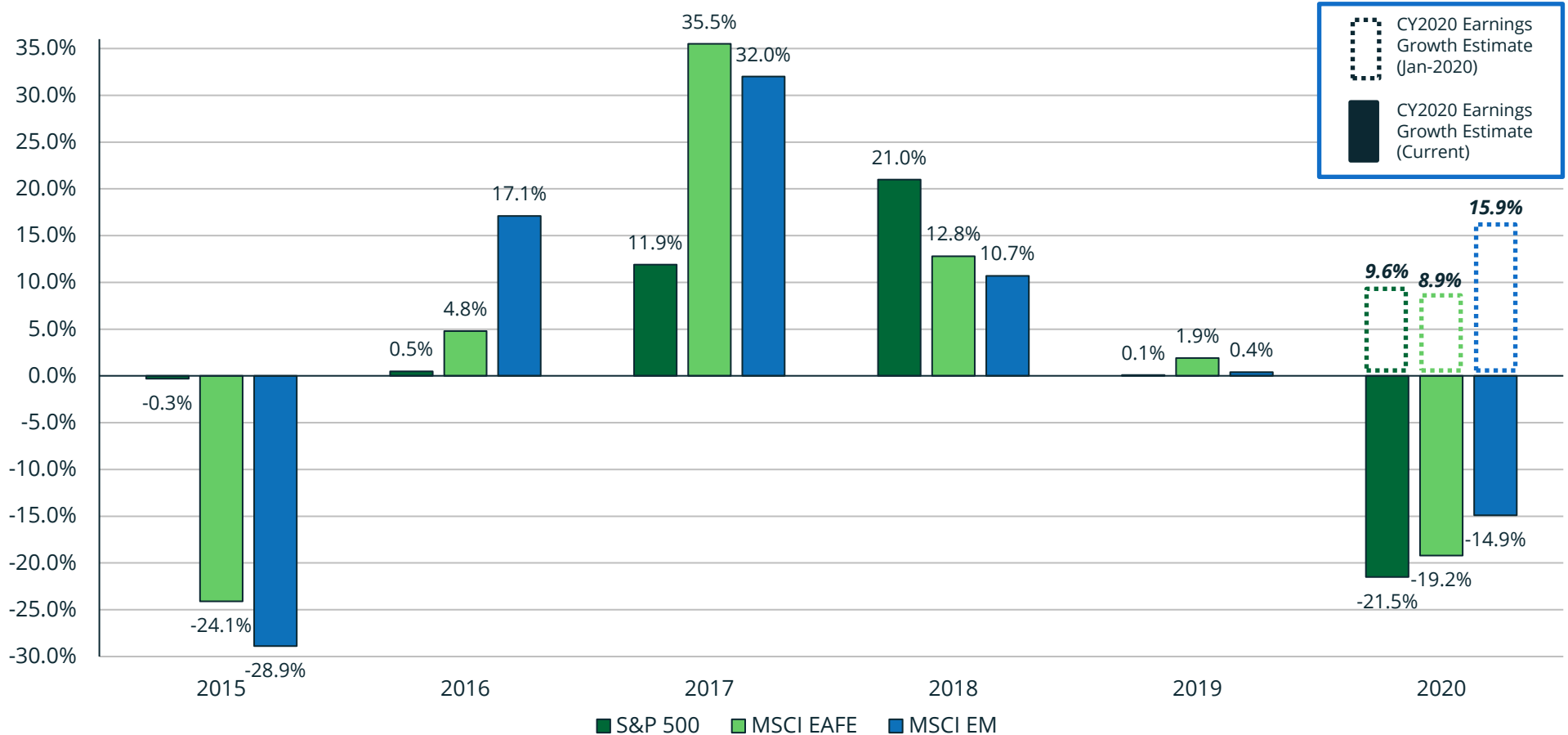
Global PMIs significantly increased in May and June in most markets.

- Despite the broad-base move upward, most countries' PMIs still signal contraction in both the manufacturing and service sectors
- However, the improvements in PMI suggest the global recession of the first half of 2020 is rapidly abating as we head into the second half of the year

Source: Bloomberg, Markit/HIS.
Data as of 6/30/2020.

GLOBAL EARNINGS OUTLOOK

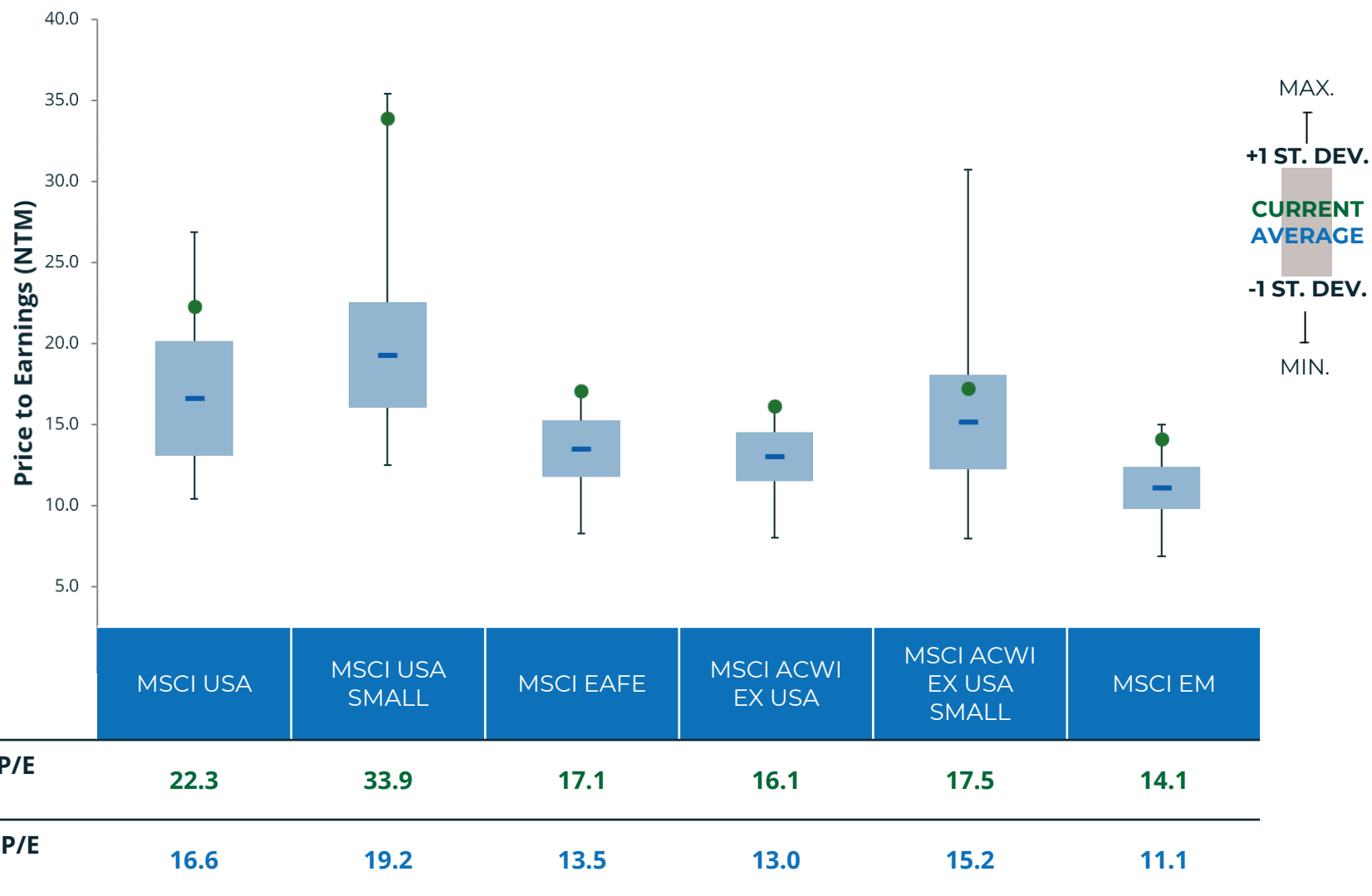
EARNINGS OUTLOOK BY YEAR



- Earning expectations have started to stabilize for CY2020
- Approximately 30% has been shaved off U.S. and non-U.S. earnings growth estimates; Analysts' estimates show record (historic) dispersion, underscoring the high degree of uncertainty with corporate earnings

Source: Bloomberg, FactSet.
Data as of 6/30/2020.

GLOBAL EQUITY VALUATIONS: AS OF 6/30/2020



Source: Bloomberg as of 6/30/2020.

Average taken over full index history. MSCI USA- 1994 - Current; MSCI USA Small- 1994 - Current; MSCI EAFE- 2003 - Current; MSCI ACWI ex USA- 2003 - Current; MSCI ACWI ex USA Small- 1994 - Current; MSCI EM- 2003 - Current.

EXECUTIVE SUMMARY

	Ending June 30, 2020			2020	YTD
	Market Value 3/31/20 (\$)	Market Value 6/30/20 (\$)	% of Portfolio	Q2 (%)	(%)
Total University Assets	70,059,620	58,037,868	100.0	8.6	-0.6
<i>Total Policy Benchmark</i>				4.9	0.1
Total Operating & Short Term	17,540,394	205,106	0.4	0.3	1.0
<i>Total Operating & Short Term Benchmark</i>				0.0	0.7
Total Long Term/ Reserves Pool	52,519,226	57,832,762	99.6	10.1	-2.4
<i>Total Long Term/ Reserves Fund Benchmark</i>				9.1	-0.6
Total Domestic Equity	13,441,139	16,384,843	28.2	21.9	-5.7
<i>Russell 3000</i>				22.0	-3.5
Total International Equity	3,723,666	4,521,622	7.8	21.4	-9.2
<i>MSCI EAFE</i>				14.9	-11.3
Total Alternatives	7,210,016	7,800,321	13.4	8.2	-10.9
<i>Total Alternatives Benchmark</i>				8.1	-6.9
Total Fixed Income	28,144,320	29,125,892	50.2	3.5	2.9
<i>Total Fixed Income Benchmark</i>				1.8	3.7
Total Cash & Cash Equivalents	85	85	0.0	0.0	0.4
<i>ICE BofA 91 Days T-Bills TR</i>				0.0	0.6

- Total Policy Benchmark = 45% ICE BofA 91 Days T-Bills TR / 17% ICE BofA 1-3 Yrs US Corp & Govt TR / 11% BBgBarc US Govt/Credit Int TR / 8% Total Alternatives Benchmark / 15% Russell 3000 / 4% MSCI EAFE

- Total Operating & Short Term Benchmark = 95% ICE BofA 91 Days T-Bills TR / 5% BBgBarc US Govt 1-3 Yr TR

- Total Long Term/ Reserves Fund Benchmark = 27% Russell 3000 / 8% MSCI EAFE / 15% Total Alternatives Benchmark / 30% ICE BofA 1-3 Yrs US Corp & Govt TR / 20% BBgBarc US Govt/Credit Int TR

- Total Alternatives Benchmark = 25% FTSE NAREIT Developed TR USD / 75% HFRI Fund of Funds Composite Index

- Total Fixed Income Benchmark = 64% ICE BofA 1-3 Yrs US Corp & Govt TR / 36% BBgBarc US Govt/Credit Int TR

ASSET ALLOCATION GUIDELINES COMPLIANCE

As of June 30, 2020

Total Plan Asset Allocation Policy	Range	Current
Operating & Short-Term Pool	25% - 50%	0%
Long Term/ Reserves Pool	50% - 75%	100%

Operating & Short-Term Pool	Range	Current
Operating Assets	60% - 100%	88%
Short-Term Assets	0% - 40%	12%

Long Term/ Reserves Pool	Target	Range	Current
Domestic Equity	27%	20% - 35%	28%
International Equity	8%	0% - 15%	8%
Total Equity	35%	25% - 45%	36%
Alternatives	15%	0%-20%	13%
Short-Term Fixed Income	30%	25% - 45%	28%
Intermediate Fixed Income	20%	10% - 30%	22%
Cash & Cash Equivalents	0%	0% - 5%	0%

■ In Line
 ■ Within Tolerance
 ■ Review

SCHEDULE OF ASSETS

	Asset Class	Market Value 3/31/20 (\$)	Market Value 6/30/20 (\$)	% of Total Plan	% of Pool
Total University Assets		70,059,620	58,037,868	100.0	100.0
Total Operating & Short Term		17,540,394	205,106	0.4	100.0
JPMorgan 100% U.S. Tr Sec MM Inst	Cash	13,190,171	92,212	0.2	45.0
Star Plus	Cash	54,086	54,145	0.1	26.4
Vanguard Short-Term Federal Adm	US Fixed Income Short Term	1,164,205	25,169	0.0	12.3
STAR Ohio		3,131,933	33,581	0.1	16.4
Total Long Term/ Reserves Pool		52,519,226	57,832,762	99.6	100.0
Total Domestic Equity		13,441,139	16,384,843	28.2	28.3
Vanguard Institutional Index	US Stock Large Cap Core	9,458,717	11,402,034	19.6	19.7
Vanguard Mid Cap Index Adm	US Stock Mid Cap Core	1,954,028	2,441,673	4.2	4.2
Loomis Sayles Sm Growth N	US Stock Small Cap Growth	1,049,581	1,368,323	2.4	2.4
Victory Integrity Small Value Y	US Stock Small Cap Value	978,814	1,172,813	2.0	2.0
Total International Equity		3,723,666	4,521,622	7.8	7.8
William Blair International Growth I	International	1,918,936	2,403,595	4.1	4.2
Dodge & Cox Internat'l Stock	International	1,804,731	2,118,027	3.6	3.7
Total Alternatives		7,210,016	7,800,321	13.4	13.5
JPMorgan Strategic Income Opps Sel	Absolute Return	2,080,788	2,155,546	3.7	3.7
Wells Fargo Adv Absolute Return Instl	All Assets	1,894,635	2,038,683	3.5	3.5
Diamond Hill Long-Short Y	Long/Short Equity	1,894,840	2,151,319	3.7	3.7
Brookfield Global Listed Real Estate I	Global Real Estate	1,339,753	1,454,773	2.5	2.5
Total Fixed Income		28,144,320	29,125,892	50.2	50.4
JPMorgan Core Bond	US Fixed Income Core	5,388,572	5,578,003	9.6	9.6
YSU Intermediate Term Bond	US Fixed Income Core	4,416,926	4,589,673	7.9	7.9
PGIM High Yield R6	US Fixed Income High Yield	2,368,160	2,616,420	4.5	4.5
YSU Short Term Bond	US Fixed Income Short Term	11,463,588	11,670,686	20.1	20.2
Lord Abbett Short Duration Income I	US Fixed Income Short Term	2,566,965	2,712,952	4.7	4.7
DFA Five-Yr Global Fxd-Inc I	Global Fixed Income	1,940,110	1,958,157	3.4	3.4
Total Cash & Cash Equivalents		85	85	0.0	0.0
PNC Govt MMkt	Cash	85	85	0.0	0.0

ATTRIBUTION OF MARKET VALUE

TOTAL UNIVERSITY ASSETS	2019 Q3	2019 Q4	2020 Q1	Second Quarter	One Year
Beginning Market Value	\$69,388,069	\$80,241,710	\$61,537,834	\$70,059,620	\$69,388,069
Contributions	\$18,008,937	\$2,508,867	\$22,010,522	\$8,233	\$42,536,559
Withdrawals	-\$7,708,919	-\$23,508,867	-\$7,010,396	-\$17,358,042	-\$55,586,224
Net Cash Flow	\$10,300,018	-\$21,000,000	\$15,000,126	-\$17,349,809	-\$13,049,664
Net Investment Change	\$553,622	\$2,296,124	-\$6,478,340	\$5,328,057	\$1,699,464
Ending Market Value	\$80,241,710	\$61,537,834	\$70,059,620	\$58,037,868	\$58,037,868
Net Change	\$10,853,641	-\$18,703,876	\$8,521,786	-\$12,021,752	-\$11,350,200

LONG-TERM POOL	2019 Q3	2019 Q4	2020 Q1	Second Quarter	One Year
Beginning Market Value	\$56,347,789	\$56,839,546	\$59,067,298	\$52,519,226	\$56,347,789
Contributions	\$8,562	\$8,052	\$9,651	\$7,641	\$33,905
Withdrawals	-\$8,544	-\$8,052	-\$9,517	-\$7,641	-\$33,753
Net Cash Flow	\$18	\$0	\$134	\$0	\$152
Net Investment Change	\$491,738	\$2,227,752	-\$6,548,206	\$5,313,536	\$1,484,821
Ending Market Value	\$56,839,546	\$59,067,298	\$52,519,226	\$57,832,762	\$57,832,762
Net Change	\$491,757	\$2,227,752	-\$6,548,072	\$5,313,536	\$1,484,973

PERFORMANCE SUMMARY

	Ending June 30, 2020								Calendar Years			Inception (%)	Inception Date
	2020 Q2 (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	2019 (%)	2018 (%)	2017 (%)		
Total University Assets	8.6	-0.6	3.2	4.2	4.3	3.9	3.8	3.7	11.5	-1.5	7.8	3.8	Mar-04
<i>Total Policy Benchmark</i>	4.9	0.1	3.1	3.7	3.6	3.1	3.0	2.8	8.7	-0.4	5.4	3.1	
Total Operating & Short Term	0.3	1.0	2.1	2.2	1.9	1.2	0.9	0.7	2.4	1.7	0.7	0.7	Jun-10
<i>Total Operating & Short Term Benchmark</i>	0.0	0.7	1.8	2.1	1.8	1.2	0.9	0.7	2.3	1.9	0.8	0.7	
Total Long Term/ Reserves Pool	10.1	-2.4	2.3	4.2	4.5	4.4	4.8	4.9	15.3	-3.4	10.5	4.9	Jun-10
<i>Total Long Term/ Reserves Fund Benchmark</i>	9.1	-0.6	3.9	4.9	5.0	4.6	4.7	4.6	14.2	-2.4	9.3	4.6	
Total Domestic Equity	21.9	-5.7	3.4	5.9	8.8	9.2	11.0	13.3	30.4	-5.7	21.6	13.3	Jun-10
<i>Russell 3000</i>	22.0	-3.5	6.5	7.7	10.0	10.0	11.7	13.7	31.0	-5.2	21.1	13.7	
Total International Equity	21.4	-9.2	-0.9	-0.6	1.5	2.0	4.4	--	26.7	-17.8	26.6	4.0	Sep-10
<i>MSCI EAFE</i>	14.9	-11.3	-5.1	-2.1	0.8	2.1	3.9	5.7	22.0	-13.8	25.0	4.2	
<i>MSCI ACWI ex USA</i>	16.1	-11.0	-4.8	-1.8	1.1	2.3	3.7	5.0	21.5	-14.2	27.2	3.5	
Total Alternatives	8.2	-10.9	-7.5	-1.3	-0.3	0.9	--	--	14.3	-6.0	7.9	0.2	Mar-15
<i>Total Alternatives Benchmark</i>	8.1	-6.9	-3.9	-0.6	1.4	1.3	--	--	11.7	-4.3	8.4	1.1	
Total Fixed Income	3.5	2.9	4.9	5.4	3.7	2.9	2.6	2.6	6.6	0.9	2.4	2.6	Jun-10
<i>Total Fixed Income Benchmark</i>	1.8	3.7	5.2	5.2	3.4	2.6	2.3	2.2	5.1	1.4	1.3	2.2	
Total Cash & Cash Equivalents	0.0	0.4	1.3	1.7	--	--	--	--	2.1	--	--	1.7	Mar-18
<i>ICE BofA 91 Days T-Bills TR</i>	0.0	0.6	1.6	2.0	1.8	1.2	0.9	0.6	2.3	1.9	0.9	2.0	

- Total Policy Benchmark = 45% ICE BofA 91 Days T-Bills TR / 17% ICE BofA 1-3 Yrs US Corp & Govt TR / 11% BBgBarc US Govt/Credit Int TR / 8% Total Alternatives Benchmark / 15% Russell 3000 / 4% MSCI EAFE

- Total Operating & Short Term Benchmark = 95% ICE BofA 91 Days T-Bills TR / 5% BBgBarc US Govt 1-3 Yr TR

- Total Long Term/ Reserves Fund Benchmark = 27% Russell 3000 / 8% MSCI EAFE / 15% Total Alternatives Benchmark / 30% ICE BofA 1-3 Yrs US Corp & Govt TR / 20% BBgBarc US Govt/Credit Int TR

- Total Alternatives Benchmark = 25% FTSE NAREIT Developed TR USD / 75% HFRI Fund of Funds Composite Index

- Total Fixed Income Benchmark = 64% ICE BofA 1-3 Yrs US Corp & Govt TR / 36% BBgBarc US Govt/Credit Int TR

PERFORMANCE REPORT CARD

	% of Portfolio	Ending June 30, 2020								Calendar Years			Inception (%)	Inception Date
		2020 Q2 (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	2019 (%)	2018 (%)	2017 (%)		
Total University Assets	100.0	8.6	-0.6	3.2	4.2	4.3	3.9	3.8	3.7	11.5	-1.5	7.8	3.8	Mar-04
<i>Total Policy Benchmark</i>		4.9	0.1	3.1	3.7	3.6	3.1	3.0	2.8	8.7	-0.4	5.4	3.1	
Total Operating & Short Term	0.4	0.3	1.0	2.1	2.2	1.9	1.2	0.9	0.7	2.4	1.7	0.7	0.7	Jun-10
<i>Total Operating & Short Term Benchmark</i>		0.0	0.7	1.8	2.1	1.8	1.2	0.9	0.7	2.3	1.9	0.8	0.7	
JPMorgan 100% U.S. Tr Sec MM Inst	0.2	0.0	0.3	1.2	1.7	1.5	1.0	0.7	0.5	2.0	1.7	0.7	0.6	Sep-11
<i>ICE BofA 91 Days T-Bills TR</i>		0.0	0.6	1.6	2.0	1.8	1.2	0.9	0.6	2.3	1.9	0.9	0.7	
Vanguard Short-Term Federal Adm	0.0	1.0	3.6	4.9	4.7	3.1	2.3	2.0	1.8	4.2	1.4	0.8	1.7	Sep-10
<i>BBgBarc US Govt 1-5 Yr TR</i>		0.4	4.2	5.3	5.1	3.3	2.3	2.0	1.8	4.2	1.5	0.7	1.8	
STAR Plus	0.1	0.1	0.5	1.4	1.9	1.6	1.1	--	--	2.2	1.8	0.7	0.9	Jan-14
<i>ICE BofA 91 Days T-Bills TR</i>		0.0	0.6	1.6	2.0	1.8	1.2	0.9	0.6	2.3	1.9	0.9	0.9	
STAR Ohio	0.1	0.2	0.6	1.7	2.0	--	--	--	--	2.3	--	--	2.0	Jun-18
<i>ICE BofA 91 Days T-Bills TR</i>		0.0	0.6	1.6	2.0	1.8	1.2	0.9	0.6	2.3	1.9	0.9	2.0	
Total Long Term/ Reserves Pool	99.6	10.1	-2.4	2.3	4.2	4.5	4.4	4.8	4.9	15.3	-3.4	10.5	4.9	Jun-10
<i>Total Long Term/ Reserves Fund Benchmark</i>		9.1	-0.6	3.9	4.9	5.0	4.6	4.7	4.6	14.2	-2.4	9.3	4.6	
Total Domestic Equity	28.2	21.9	-5.7	3.4	5.9	8.8	9.2	11.0	13.3	30.4	-5.7	21.6	13.3	Jun-10
<i>Russell 3000</i>		22.0	-3.5	6.5	7.7	10.0	10.0	11.7	13.7	31.0	-5.2	21.1	13.7	
Vanguard Institutional Index	19.6	20.5	-3.1	7.5	8.9	10.7	10.7	12.1	14.0	31.5	-4.4	21.8	14.0	Jun-10
<i>S&P 500</i>		20.5	-3.1	7.5	9.0	10.7	10.7	12.1	14.0	31.5	-4.4	21.8	14.0	
Vanguard Mid Cap Index Adm	4.2	25.0	-7.2	-0.2	3.7	6.4	7.0	9.8	12.5	30.9	-9.3	19.3	11.4	Sep-10
<i>Vanguard Mid Cap Index Benchmark</i>		25.0	-7.2	-0.2	3.7	6.5	7.0	9.8	12.5	31.1	-9.2	19.3	11.5	
Loomis Sayles Sm Growth N	2.4	30.4	-1.1	2.9	4.7	11.8	9.0	11.0	14.5	26.5	0.4	26.9	4.5	Aug-19
<i>Russell 2000 Growth</i>		30.6	-3.1	3.5	1.5	7.9	6.9	10.0	12.9	28.5	-9.3	22.2	7.1	
Victory Integrity Small Value Y	2.0	19.8	-28.7	-24.0	-15.9	-7.2	-1.6	2.6	7.3	23.1	-18.6	12.4	6.4	Sep-10
<i>Russell 2000 Value</i>		18.9	-23.5	-17.5	-12.0	-4.3	1.3	4.0	7.8	22.4	-12.9	7.8	7.0	
Total International Equity	7.8	21.4	-9.2	-0.9	-0.6	1.5	2.0	4.4	--	26.7	-17.8	26.6	4.0	Sep-10
<i>MSCI EAFE</i>		14.9	-11.3	-5.1	-2.1	0.8	2.1	3.9	5.7	22.0	-13.8	25.0	4.2	
<i>MSCI ACWI ex USA</i>		16.1	-11.0	-4.8	-1.8	1.1	2.3	3.7	5.0	21.5	-14.2	27.2	3.5	

PERFORMANCE REPORT CARD

	% of Portfolio	Ending June 30, 2020								Calendar Years			Inception (%)	Inception Date
		2020 Q2 (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	2019 (%)	2018 (%)	2017 (%)		
William Blair International Growth I	4.1	25.3	0.4	9.8	4.7	6.9	5.1	6.4	7.7	30.7	-17.7	29.5	7.7	Jun-12
MSCI ACWI ex USA		16.1	-11.0	-4.8	-1.8	1.1	2.3	3.7	5.0	21.5	-14.2	27.2	4.9	
Dodge & Cox Internat'l Stock	3.6	17.4	-18.4	-11.3	-6.0	-3.8	-1.2	2.3	4.8	22.8	-18.0	23.9	3.2	Sep-10
MSCI EAFE		14.9	-11.3	-5.1	-2.1	0.8	2.1	3.9	5.7	22.0	-13.8	25.0	4.2	
Total Alternatives	13.4	8.2	-10.9	-7.5	-1.3	-0.3	0.9	--	--	14.3	-6.0	7.9	0.2	Mar-15
Total Alternatives Benchmark		8.1	-6.9	-3.9	-0.6	1.4	1.3	--	--	11.7	-4.3	8.4	1.1	
JPMorgan Strategic Income Opps Sel	3.7	3.6	-0.3	0.7	1.7	1.8	2.7	2.3	3.0	4.0	0.8	3.3	1.3	Sep-18
BBgBarc US Universal TR		3.8	5.2	7.9	8.0	5.2	4.4	4.1	4.1	9.3	-0.3	4.1	9.0	
Wells Fargo Adv Absolute Return Instl	3.5	7.6	-9.6	-6.0	-1.7	-0.2	0.8	1.7	--	11.2	-5.6	12.6	0.2	Mar-15
HFRF Fund of Funds Composite Index		7.5	-2.0	0.1	0.6	2.1	1.4	2.6	2.7	8.4	-4.0	7.8	1.5	
Diamond Hill Long-Short Y	3.7	13.5	-13.0	-8.0	0.7	0.7	2.7	4.5	6.6	23.2	-6.9	6.0	2.8	Mar-15
HFRX Equity Hedge Index		8.1	-6.3	-2.1	-3.2	-0.1	-0.3	1.2	0.9	10.7	-9.4	10.0	-0.2	
Brookfield Global Listed Real Estate I	2.5	8.6	-22.0	-18.4	-7.2	-3.3	0.3	3.0	--	20.4	-8.1	10.1	-3.8	Jul-17
FTSE NAREIT Developed TR USD		10.1	-21.3	-16.3	-5.0	-1.6	1.3	2.7	6.3	21.9	-5.6	10.4	-2.3	
Total Fixed Income	50.2	3.5	2.9	4.9	5.4	3.7	2.9	2.6	2.6	6.6	0.9	2.4	2.6	Jun-10
Total Fixed Income Benchmark		1.8	3.7	5.2	5.2	3.4	2.6	2.3	2.2	5.1	1.4	1.3	2.2	
JPMorgan Core Bond	9.6	3.4	5.9	8.2	8.0	5.2	4.2	3.8	3.9	8.3	0.2	3.8	5.0	Aug-17
BBgBarc US Aggregate TR		2.9	6.1	8.7	8.3	5.3	4.3	4.0	3.8	8.7	0.0	3.5	5.2	
YSU Intermediate Term Bond	7.9	3.9	6.1	8.1	7.6	4.9	3.6	3.2	3.3	7.2	0.8	2.4	4.0	Mar-04
BBgBarc US Govt/Credit Int TR		2.8	5.3	7.1	7.0	4.4	3.5	3.1	3.1	6.8	0.9	2.1	3.7	
PGIM High Yield R6	4.5	10.5	-5.2	-0.7	4.0	3.7	5.1	5.3	--	16.3	-1.2	7.8	4.7	Dec-16
BBgBarc US High Yield TR		10.2	-3.8	0.0	3.7	3.3	4.8	5.0	6.7	14.3	-2.1	7.5	4.3	
YSU Short Term Bond	20.1	1.8	3.1	4.5	4.5	3.1	2.3	1.9	1.7	4.3	1.6	1.1	2.6	Mar-04
ICE BofA 1-3 Yrs US Corp & Govt TR		1.2	2.8	4.2	4.2	2.9	2.1	1.8	1.7	4.1	1.6	0.9	2.5	
Lord Abbett Short Duration Income I	4.7	5.7	0.0	1.8	3.3	2.7	2.6	2.6	3.1	5.6	1.4	2.7	3.2	Mar-18
ICE BofA 1-3 Yrs US Corp & Govt TR		1.2	2.8	4.2	4.2	2.9	2.1	1.8	1.7	4.1	1.6	0.9	3.9	
DFA Five-Yr Global Fxd-Inc I	3.4	0.9	1.1	2.0	3.3	2.4	2.2	2.2	2.5	4.0	1.7	2.0	2.2	Jun-13
FTSE WGBI 1-5 Yr Hdq USD		0.5	2.8	4.0	4.2	3.1	2.4	2.1	2.0	3.9	2.1	1.1	2.1	

PERFORMANCE REPORT CARD

	Ending June 30, 2020									Calendar Years				Inception Inception Date
	% of Portfolio	2020 Q2 (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	2019 (%)	2018 (%)	2017 (%)		
Total Cash & Cash Equivalents	0.0	0.0	0.4	1.3	1.7	--	--	--	--	2.1	--	--	1.7	Mar-18
<i>ICE BofA 91 Days T-Bills TR</i>		<i>0.0</i>	<i>0.6</i>	<i>1.6</i>	<i>2.0</i>	<i>1.8</i>	<i>1.2</i>	<i>0.9</i>	<i>0.6</i>	<i>2.3</i>	<i>1.9</i>	<i>0.9</i>	<i>2.0</i>	
PNC Govt MMkt	0.0	0.0	0.4	1.3	1.7	--	--	--	--	2.1	--	--	1.7	Mar-18
<i>ICE BofA 91 Days T-Bills TR</i>		<i>0.0</i>	<i>0.6</i>	<i>1.6</i>	<i>2.0</i>	<i>1.8</i>	<i>1.2</i>	<i>0.9</i>	<i>0.6</i>	<i>2.3</i>	<i>1.9</i>	<i>0.9</i>	<i>2.0</i>	

- Total Policy Benchmark = 45% ICE BofA 91 Days T-Bills TR / 17% ICE BofA 1-3 Yrs US Corp & Govt TR / 11% BBgBarc US Govt/Credit Int TR / 8% Total Alternatives Benchmark / 15% Russell 3000 / 4% MSCI EAFE

- Total Operating & Short Term Benchmark = 95% ICE BofA 91 Days T-Bills TR / 5% BBgBarc US Govt 1-3 Yr TR

- Total Long Term/ Reserves Fund Benchmark = 27% Russell 3000 / 8% MSCI EAFE / 15% Total Alternatives Benchmark / 30% ICE BofA 1-3 Yrs US Corp & Govt TR / 20% BBgBarc US Govt/Credit Int TR

- Vanguard Mid Cap Index Benchmark = 100% CRSP US Mid Cap TR USD

- Total Alternatives Benchmark = 25% FTSE NAREIT Developed TR USD / 75% HFRI Fund of Funds Composite Index

- Total Fixed Income Benchmark = 64% ICE BofA 1-3 Yrs US Corp & Govt TR / 36% BBgBarc US Govt/Credit Int TR



DEFINITIONS & DISCLOSURES

DEFINITIONS & DISCLOSURES

Information provided is general in nature, is provided for informational purposes only, and should not be construed as investment advice. Any views expressed are based upon the data available at the time the information was produced and are subject to change at any time based on market or other conditions. Clearstead disclaims any liability for any direct or incidental loss incurred by applying any of the information in this presentation. All investment decisions must be evaluated as to whether it is consistent with their investment objectives, risk tolerance, and financial situation.

Past performance is no guarantee of future results. Investing involves risk, including risk of loss. Diversification does not ensure a profit or guarantee against loss.

All indices are unmanaged and performance of the indices includes reinvestment of dividends and interest income, unless otherwise noted. An investment cannot be made in any index.

Stock markets, especially foreign markets, are volatile and can decline significantly in response to adverse issuer, political, regulatory, market, or economic developments. Foreign securities are subject to interest-rate, currency-exchange-rate, economic, and political risks, all of which are magnified in emerging markets. The securities of smaller, less well-known companies can be more volatile than those of larger companies. Growth stocks can perform differently from the market as a whole and other types of stocks and can be more volatile than other types of stocks. Value stocks can perform differently than other types of stocks and can continue to be undervalued by the market for long periods of time.

Lower-quality debt securities generally offer higher yields, but also involve greater risk of default or price changes due to potential changes in the credit quality of the issuer. Any fixed income security sold or redeemed prior to maturity may be subject to loss.

The municipal market is volatile and can be significantly affected by adverse tax, legislative, or political changes and by the financial condition of the issuers of municipal securities. Interest rate increases can cause the price of a debt security to decrease. A portion of the dividends you receive may be subject to federal, state, or local income tax or may be subject to the federal alternative minimum tax. Generally, tax-exempt municipal securities are not appropriate holdings for tax advantaged accounts such as IRAs and 401(k)s.

Stock markets, especially foreign markets, are volatile and can decline significantly in response to adverse issuer, political, regulatory, market, or economic developments. Foreign securities are subject to interest-rate, currency-exchange-rate, economic, and political risks, all of which are magnified in emerging markets. The securities of smaller, less well-known companies can be more volatile than those of larger companies. Growth stocks can perform differently from the market as a whole and other types of stocks and can be more volatile than other types of stocks. Value stocks can perform differently than other types of stocks and can continue to be undervalued by the market for long periods of time.

The commodities industry can be significantly affected by commodity prices, world events, import controls, worldwide competition, government regulations, and economic conditions.

Changes in real estate values or economic conditions can have a positive or negative effect on issuers in the real estate industry, which may affect your investment.

Index Definitions:

The **S&P 500 Index** is a broad-based market index, comprised of 500 large-cap companies, generally considered representative of the stock market as a whole. The **S&P 400 Index** is an unmanaged index considered representative of mid-sized U.S. companies. The **S&P 600 Index** is a market-value weighted index that consists of 600 small-cap U.S. stocks chosen for market size, liquidity and industry group representation.

The **Russell 1000 Value Index**, **Russell 1000 Index** and **Russell 1000 Growth Index** are indices that measure the performance of large-capitalization value stocks, large-capitalization stocks and large-capitalization growth stocks, respectively. The **Russell 2000 Value Index**, **Russell 2000 Index** and **Russell 2000 Growth Index** are indices that measure the performance of small-capitalization value stocks, small-capitalization stocks and small-capitalization growth stocks, respectively. The **Russell Midcap Value Index**, **Russell Midcap Index** and **Russell Midcap Growth Index** are indices that measure the performance of mid-capitalization value stocks, mid-capitalization stocks and mid-capitalization growth stocks, respectively. The **Russell 2500 Value Index**, **Russell 2500 Index** and **Russell 2500 Growth Index** measure the performance of small to mid-cap value stocks, small to mid-cap stocks and small to mid-cap growth stocks, respectively, commonly referred to as "smid" cap. The **Russell 3000 Value Index**, **Russell 3000 Index** and **Russell 3000 Growth Index** measure the performance of the 3,000 largest U.S. value stocks, 3,000 largest U.S. stocks and 3,000 largest U.S. growth stocks, respectively, based on total market capitalization.

The **Wilshire 5000 Index** represents the broadest index of the U.S. equity market, measuring the performance of all U.S. equity securities with readily available price data. The **Wilshire Micro Cap Index** is a market capitalization-weighted index comprised of all stocks in the Wilshire 5000 Index below the 2,501st rank.

The **MSCI EAFE (Europe, Australasia, Far East) Index** is designed to measure developed market equity performance, excluding the U.S. and Canada. The **MSCI Emerging Markets (EM) Index** is designed to measure global emerging market equity performance. The **MSCI World Index** is designed to measure global developed market equity performance. The **MSCI World Index Ex-U.S. Index** is designed to measure the equity market performance of developed markets and excludes the U.S. The **MSCI Europe Index** is an unmanaged index considered representative of developed European countries. The **MSCI Japan Index** is an unmanaged index considered representative of stocks of Japan. The **MSCI Pacific ex Japan Index** is an unmanaged index considered representative of stocks of Asia Pacific countries excluding Japan.

The **U.S. 10-Year Treasury Yield** is generally considered to be a barometer for long-term interest rates.

Merrill Lynch 91-day T-bill Index includes U.S. Treasury bills with a remaining maturity from 1 up to 3 months.

The **Barclays Capital (BC) U.S. Treasury Index** is designed to cover public obligations of the U.S. Treasury with a remaining maturity of one year or more. The **BC Aggregate Bond Index** is an unmanaged, market value-weighted performance benchmark for investment-grade fixed-rate debt issues, including government, corporate, asset-backed, and mortgage-backed securities with maturities of at least one year. The **BC U.S. Credit Bond Index** is designed to cover publicly issued U.S. corporate and specified foreign debentures and secured notes that meet the specified maturity, liquidity, and quality requirements; bonds must be SEC-registered to qualify. The **BC U.S. Agency Index** is designed to cover publicly issued debt of U.S. Government agencies, quasi-federal corporations, and corporate or foreign debt guaranteed by the U.S. Government. The **BC CMBS Index** is designed to mirror commercial mortgage-backed securities of investment-grade quality (Baa3/BBB-/BBB- or above) using Moody's, S&P, and Fitch respectively, with maturity of at least one year. The **BC MBS Index** covers agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARMs) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC). The **BC U.S. Municipal Bond Index** covers the U.S. dollar-denominated, long-term tax-exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds, and pre-refunded bonds. The **BC TIPS Index** is an unmanaged market index made up of U.S. Treasury Inflation Linked Index securities. The **BC U.S. Government Bond Index** is a market value-weighted index of U.S. Government fixed-rate debt issues with maturities of one year or more. The **BC ABS Index** is a market value-weighted index that covers fixed-rate asset-backed securities with average lives greater than or equal to one year and that are part of a public deal; the index covers the following collateral types: credit cards, autos, home equity loans, stranded-cost utility (rate-reduction bonds), and manufactured housing. The **BC Global Aggregate Index** is composed of three sub-indices: the U.S. Aggregate Index, the Pan-European Aggregate Index, and the Asian-Pacific Aggregate Index. In aggregate the index is created to be a broad-based measure of the performance of investment grade fixed rate debt on a global scale. The **BC U.S. Corporate Long Aa Index** is an unmanaged index representing public obligations of U.S. corporate and specified foreign debentures and secured notes with a remaining maturity of 10 years or more. The **BC U.S. Corporate High-Yield Index** measures the market of USD-denominated, non-investment grade, fixed-rate, taxable corporate bonds. The **BC Intermediate Corporate Index** includes dollar-denominated debt from U.S. and non-U.S. industrial, utility, and financial institutions issuers with a duration of 1-10 years. The **BC U.S. Treasury Long Index** is an unmanaged index representing public obligations of the U.S. Treasury with a remaining maturity of one year or more. The **BC U.S. Government 10 Year Treasury Index** measures the performance of U.S. Treasury securities that have a remaining maturity of less than 10 years. The **BC BAA Corporate Index** measures the performance of the taxable Baa rated fixed-rate U.S. dollar-denominated corporate bond market. The **BC Global Treasury ex US Index** includes government bonds issued by investment-grade countries outside the United States, in local currencies, that have a remaining maturity of one year or more and are rated investment grade or higher. The **BC Emerging Market Bond Index** is an unmanaged index that total returns for external-currency-denominated debt instruments of the emerging markets. The **BC U.S. Securitized Bond Index** is a composite of asset-backed securities, collateralized mortgage-backed securities (RMBS-eligible) and fixed rate mortgage-backed securities. The **BC Quality Distribution AAA, B, and CC-D indices** measure the respective credit qualities of U.S. corporate and specified foreign debentures and secured notes. The **BC Universal Index** represents the union of the U.S. Aggregate Index, the U.S. High Yield Corporate Index, the 144A Index, the Eurozone Index, the Emerging Markets Index, and the non-ERISA portion of the CMBS Index. The **BC 1-3 Year Government Credit Index** is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government securities with maturities from one to three years. The **BC Long-term Government Index** is an unmanaged index reflecting performance of the long-term government bond market. The **BC Intermediate Aggregate Index** measures the performance of intermediate-term investment grade bonds. The **BC Intermediate 1-3 Year Government/Credit Index** measures the performance of U.S. Dollar denominated U.S. Treasuries, government-related and investment grade U.S. corporate securities that have a remaining maturity of greater than one year and less than ten years.

The **Bank of America ML U.S. High Yield Index** tracks the performance of below investment grade US Dollar Denominated corporate bonds publicly issued in the US market. Qualifying bonds have at least one year remaining term to maturity, are fixed coupon schedule and minimum outstanding of \$100 million.

The **HFRF Funds of Funds Index (HFRF FOF)** is an equal weighted index designed to measure the performance of hedge fund of fund managers. The more than 800 multi-strategy constituents are required to have at least \$50 million in assets under management and a trading track record spanning at least 12 months. The index includes both on and offshore funds and all returns are reported in USD.

The **NCREIF Property Index (NPI)** represents quarterly time series composite total rate of return measure of a very large pool of individual commercial real estate properties acquired in the private market. The index represents apartments, hotels, industrial properties, office buildings and retail properties which are at least 60% occupied and owned or controlled, at least in part by tax-exempt institutional investors or its designated agent. In addition these properties that are included must be investment grade, non-agricultural and income producing and all development projects are excluded. Constituents included in the NPI be valued at least quarterly, either internally or externally, using standard commercial real estate appraisal methodology. Each property must be independently appraised a minimum of once every three years.

The **FTSE NAREIT All REITs Index** is a market capitalization-weighted index that is designed to measure the performance of all tax-qualified Real Estate Investment Trusts (REITs) that are listed on the New York Stock Exchange, the American Stock Exchange, or the NASDAQ National Market List.

The **Dow Jones U.S. Select Real Estate Securities Index** is a float-adjusted market capitalization-weighted index of publicly traded real estate securities such as real estate investment trusts (REITs) and real estate operating companies (REOCs).

The **Cambridge PE Index** is a representation of returns for over 70% of the total dollars raised by U.S. leveraged buyout, subordinated debt and special situation managers from 1986 to December 2007. Returns are calculated based on the pooled time weighted return and are net of all fees. These pooled means represent the end to end rate of return calculated on the aggregate of all cash flows and market values reported by the general partners of the underlying constituents in the quarterly and annual reports.

The **University of Michigan Consumer Sentiment Index** is a consumer confidence index published monthly by the University of Michigan and Thomson Reuters. The index is normalized to have a value of 100 in December 1964.

VIX - The CBOE Volatility Index (VIX) is based on the prices of eight S&P 500 index put and call options.

Gold - represented by the dollar price of one troy ounce.

WTI Crude - West Texas Intermediate is a grade of crude oil used as a benchmark in oil pricing.

The **Affordability Index** measures of a population's ability to afford to purchase a particular item, such as a house, indexed to the population's income

The **Homeownership %** is computed by dividing the number of owner-occupied housing units by the number of occupied housing units or households.

HFR Emerging Markets: Asia ex-Japan, Global Index, Latin America Index, Russia/Eastern Europe Index. The constituents of the HFR Emerging Markets indices are selected according to their Regional Investment Focus only. There is no investment Strategy criteria for inclusion in these indices. Funds classified as Emerging Markets have a regional investment focus in one of the following geographic areas: Asia ex-Japan, Russia/Eastern Europe, Latin America, Africa or the Middle East. **HFR EH: Energy/Basic Materials** strategies which employ investment processes designed to identify opportunities in securities in specific niche areas of the market in which the Manager maintains a level of expertise which exceeds that of a market generalist. **HFR EH: Equity** Market Neutral strategies employ sophisticated quantitative techniques of analyzing price data to ascertain information about future price movement and relationships between securities, select securities for purchase and sale. **HFR EH: Short-Biased** strategies employ analytical techniques in which the investment thesis is predicated on assessment of the valuation characteristics on the underlying companies with the goal of identifying overvalued companies. **HFR EH: Technology/Healthcare** strategies employ investment processes designed to identify opportunities in securities in specific niche areas of the market in which the Manager maintain a level of expertise which exceeds that of a market generalist in identifying opportunities in companies engaged in all development, production and application of technology, biotechnology and as related to production of pharmaceuticals and healthcare industry.

HFR ED: Distressed Restructuring strategies which employ an investment process focused on corporate fixed income instruments, primarily on corporate credit instruments of companies trading at significant discounts to their value at issuance or obliged (par value) at maturity as a result of either formal bankruptcy proceeding or financial market perceptions of near term proceedings.

HFR ED: Private Issue/Regulation D strategies which employ an investment process primarily focused on opportunities in equity and equity related instruments of companies which are primarily private and illiquid in nature. **HFR Macro: Systematic Diversified** strategies have investment processes typically as function of mathematical, algorithmic and technical models, with little or no influence of individuals over the portfolio positioning. **HFR RV: Fixed Income - Asset Backed** includes strategies in which the investment thesis is predicated on realization of a spread between related instruments in which one or multiple components of the spread is a fixed income instrument backed physical collateral or other financial obligations (loans, credit cards) other than those of a specific corporation. **HFR RV: Fixed Income - Convertible Arbitrage** includes strategies in which the investment thesis is predicated on realization of a spread between related instruments in which one or multiple components of the spread is a convertible fixed income instrument. **HFR RV: Fixed Income - Corporate** includes strategies in which the investment thesis is predicated on realization of a spread between related instruments in which one or multiple components of the spread is a corporate fixed income instrument. **HFR RV: Multi-Strategies** employ an investment thesis is predicated on realization of a spread between related fixed income instruments in which one or multiple components of the spread contains a fixed income, derivative, equity, real estate, MLP or combination of these or other instruments. **HFR RV: Yield Alternatives** index strategies employ an investment thesis is predicated on realization of a spread between related instruments in which one or multiple components of the spread contains a derivative, equity, real estate, MLP or combination of these or other instruments. Strategies are typically quantitatively driven to measure the existing relationship between instruments and, in some cases, identify attractive positions in which the risk adjusted spread between these instruments represents an attractive opportunity for the investment manager.

The **Consumer Price Index (CPI)** is an inflationary indicator that measures the change in the cost of a fixed basket of products and services, including housing, electricity, food, and transportation. The CPI is published monthly. Unless otherwise noted, the CPI figure is as of the date this report is created.

The **Credit Suisse Leveraged Loan Index** is a market value-weighted index designed to represent the investable universe of the U.S. dollar-denominated leveraged loan market.

The **Dow Jones US Commodity Index** measures the performance of the commodities market. It consists of exchange-traded futures contracts on physical commodities that are weighted to account for the economic significance and market liquidity of each commodity.

The **S&P 500 Value Index**, **Index S&P 500** and **S&P 500 Growth Index** are a broad-based market indices that measure the performance of large-capitalization value companies, large-capitalization companies and large-capitalization growth companies, respectively. The **S&P 400 MidCap Value**, **Index S&P MidCap 400 Index** and **S&P 400 MidCap Growth Index** are indices that measure the performance of mid-sized value companies, mid-sized companies and mid-sized growth companies, respectively. The **S&P 600 SmallCap Index** is a market-value weighted index that consists of 600 small-cap U.S. stocks chosen for market size, liquidity and industry group representation. The **S&P 900 Index** combines the large-cap S&P 500 and the S&P MidCap 400. **S&P Completion Index TR** is a sub-index of the S&P Total Market Index (TMI), including all stocks eligible for the S&P TMI and excluding all current constituents of the S&P 500. **S&P Global Ex US Property Index** defines and measures the investable universe of publicly traded property companies domiciled in developed and emerging markets excluding the U.S.

The **Russell 1000 Value Index**, **Russell 1000 Index** and **Russell 1000 Growth Index** are indices that measure the performance of large-capitalization value stocks, large-capitalization stocks and large capitalization growth stocks, respectively. The **Russell 2000 Value Index**, **Russell 2000 Index** and **Russell 2000 Growth Index** are indices that measure the performance of small-capitalization value stocks, small-capitalization stocks and small-capitalization growth stocks, respectively. The **Russell Midcap Value Index**, **Russell Midcap Index** and **Russell Midcap Growth Index** are indices that measure the performance of mid-capitalization value stocks, mid-capitalization stocks and mid-capitalization growth stocks, respectively. The **Russell 2500 Value Index**, **Russell 2500 Index** and **Russell 2500 Growth Index** measure the performance of small to mid-cap value stocks, small to mid-cap stocks and small to mid-cap growth stocks, respectively, commonly referred to as "SMID" cap. The **Russell 3000 Value Index**, **Russell 3000 Index** and **Russell 3000 Growth Index** measure the performance of the 3,000 largest U.S. value stocks, 3,000 largest U.S. stocks and 3,000 largest U.S. growth stocks, respectively, based on total market capitalization. The **Russell Microcap Index** measures the performance of the microcap segment of the U.S. equity market. The **Russell Top 200 Value Index** measures the performance of the especially large cap segment of the U.S. equity universe represented by stocks in the largest 200 by market cap that exhibit value characteristics. The **Russell Developed ex-US Large Cap Index** measures the performance of the largest investable securities in developed countries globally, excluding companies assigned to the United States.

DEFINITIONS & DISCLOSURES

The **Wilshire 5000 Index** represents the broadest index for the U.S. equity market, measuring the performance of all U.S. equity securities with readily available price data. The **Wilshire Micro Cap Index** is a market capitalization-weighted index comprised of all stocks in the Wilshire 5000 Index below the 2,501st rank. The **Wilshire 4500 Index** is comprised of all stocks in the Wilshire 5000 Index minus the stocks in the S&P 500. The **Wilshire Real Estate Securities Index (RESI)** is comprised of publicly traded real estate equity securities.

All MSCI indices are gross, defined as With Gross Dividends. Gross total return indices reinvest as much as possible of the company's dividend distributions. The reinvested amount is equal to the total dividend amount distributed to persons residing in the country of the dividend-paying company. Gross total return indices do not, however, include any tax credits. The **MSCI EAFE (Europe, Australasia, Far East) Gross Index** is designed to measure developed market equity performance, excluding the U.S. and Canada. The **MSCI Emerging Markets (EM) Gross Index** is designed to measure global emerging market equity performance. The **MSCI World Gross Index** is designed to measure global developed market equity performance. The **MSCI World Index Ex-U.S. Gross Index** is designed to measure the equity market performance of developed markets and excludes the U.S. The **MSCI Europe Gross Index** is an unmanaged index considered representative of developed European countries. The **MSCI Japan Gross Index** is an unmanaged index considered representative of stocks of Japan. The **MSCI Pacific ex. Japan Gross Index** is an unmanaged index considered representative of stocks of Asia Pacific countries excluding Japan. The **MSCI AC (All Country) Asia ex Japan Gross Index** is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of Asia, excluding Japan. The **MSCI ACWI Gross Index** is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets, excluding U.S. The **MSCI ACWI ex U.S. Small Cap Growth Gross Index** is a market capitalization weighted total return index measured in U.S. dollars based on share prices and reinvested net dividends that is designed to measure the equity market performance of the small cap growth segments of developed and emerging markets, excluding the U.S. The **MSCI Canada Gross Index** is designed to measure the performance of the large and midcap segments of the Canada market. The **MSCI EAFE Small Cap Gross Index** measures the performance of small cap stocks in European, Australasia, and Far Eastern markets. The **MSCI EAFE Value Gross Index** is a market capitalization-weighted index that monitors the performance of value stocks from Europe, Australasia, and the Far East. The **MSCI EM Latin America Gross Index** is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of emerging markets in Latin America. The **MSCI Pacific Free ex Japan Gross Index** measures the performance of the Australian, Hong Kong, New Zealand, and Singapore equity markets. The **MSCI World Small Cap Gross Index** is designed to measure the equity market performance of the small cap segment of developed markets. The **MSCI US Small Cap 1750 Index** represents the universe of small capitalization companies in the U.S. equity market. The **MSCI US Mid Cap 450 Index** represents the universe of medium capitalization companies in the U.S. equity market. The **MSCI US Prime Market Value Index** represents the value companies of the MSCI US Prime Market 750 Index. The **MSCI US Prime Market Growth Index** represents the growth companies of the MSCI US Prime Market 750 Index.

The **Barclays Capital® (BC) U.S. Treasury Index** is designed to cover public obligations of the U.S. Treasury with a remaining maturity of one year or more. The **BC Aggregate Bond Index** is an unmanaged, market value-weighted performance benchmark for investment-grade fixed-rate debt issues, including government, corporate, asset-backed, and mortgage-backed securities with maturities of at least one year. The **BC U.S. Credit Bond Index** is designed to cover publicly issued U.S. corporate and specified foreign debentures and secured notes that meet the specified maturity, liquidity, and quality requirements; bonds must be SEC-registered to qualify. The **BC U.S. Agency Index** is designed to cover publicly issued debt of U.S. Government agencies, quasi-federal corporations, and corporate or foreign debt guaranteed by the U.S. Government. The **BC CMBS Index** is designed to mirror commercial mortgage-backed securities of investment-grade quality (Baa3/BBB-/BBB- or above) using Moody's, S&P, and Fitch respectively, with maturity of at least one year. The **BC CMBS Index** covers agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARMs) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC). The **BC U.S. Municipal Bond Index** covers the U.S. dollar-denominated, long-term tax-exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds, and pre-refunded bonds. The **BC US TIPS Index** is an unmanaged market index made up of U.S. Treasury Inflation Linked Index securities. The **BC U.S. Government Bond Index** is a market value-weighted index of U.S. Government fixed-rate debt issues with maturities of one year or more. The **BC ABS Index** is a market value-weighted index that covers fixed-rate asset backed securities with average lives greater than or equal to one year and that are part of a public deal; the index covers the following collateral types: credit cards, auto, home equity loans, stranded-cost utility (rate-reduction bonds), and manufactured housing. The **BC Global Aggregate Index** is composed of three sub-indices: the U.S. Aggregate Index, the Pan-European Aggregate Index, and the Asian-Pacific Aggregate Index. In aggregate the index is created to be a broad-based measure of the performance of investment grade fixed rate debt on a global scale. The **BC US Corporate Long AA Index** is an unmanaged index representing public obligations of U.S. corporate and specified foreign debentures and secured notes with a remaining maturity of 10 years or more. The **BC U.S. Corporate High-Yield Index** measures the market of USD-denominated, non-investment grade, fixed-rate, taxable corporate bonds. The **BC Intermediate Corporate Index** includes dollar-denominated debt from U.S. and non-U.S. industrial, utility, and financial institutions issuers with a duration of 1-10 years. The **BC U.S. Treasury Long Index** is an unmanaged index representing public obligations of the U.S. Treasury with a remaining maturity of one year or more. The **BC U.S. Government 10 Year Treasury Index** measures the performance of U.S. Treasury securities that have a remaining maturity of less than 10 years. The **BC BAA Corporate Index** measures the performance of the taxable Baa rated fixed-rate U.S. dollar-denominated corporate bond market. The **BC Global Treasury ex US Index** includes government bonds issued by investment-grade countries outside the United States, in local currencies, that have a remaining maturity of one year or more and are rated investment grade or higher. The **BC Emerging Market Bond Index** is an unmanaged index that total returns for external-currency-denominated debt instruments of the emerging markets. The **BC U.S. Securitized Bond Index** is a composite of asset-backed securities, collateralized mortgage-backed securities (ERISA-eligible) and fixed rate mortgage-backed securities. The **BC Quality Distribution AAA, B, and CC-D Indices** measure the respective credit qualities of U.S. corporate and specified foreign debentures and secured notes. The **BC Universal Index** represents the union of the U.S. Aggregate Index, the U.S. High Yield Corporate Index, the 144A Index, the Eurodollar Index, the Emerging Markets Index, and the non-ERISA portion of the CMBS Index. The **BC 1-3 Year Government Credit Index** is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to three years. The **BC 1-5 Year Government Credit Index** is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to five years. The **BC Long-term Government Index** is an unmanaged index reflecting performance of the long-term government bond market. The **BC Intermediate Aggregate Index** measures the performance of intermediate-term investment grade bonds. The **BC Intermediate 1-3 Year Government/Credit Index** measures the performance of U.S. Dollar denominated U.S. Treasury, government-related and investment grade U.S. corporate securities that have a remaining maturity of greater than one year and less than ten years. The **BC U.S. 1-3 Year Government Bond Index** is composed of Treasury bond and agency bond and agency bond indices that have maturities of one to three years. The **BC U.S. 1-5 Year Government Bond Index** is composed of Treasury bond and agency bond indices that have maturities of one to five years. The **BC 1-3 Year US Treasury Index** measures the performance of U.S. Treasury securities that have a maturity between 1 to 3 years. The **BC Government Credit Index** measures the performance of U.S. Government and corporate bonds rated investment grade or better, with maturities of at least one year.

The **BC High Yield Index** covers the universe of fixed rate, non-investment grade debt. Pay-in-kind (PIK) bonds, Eurobonds, and debt issues from countries designated as emerging markets (e.g., Argentina, Brazil, Venezuela, etc.) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included. Original issue zeroes, step-up coupon structures, and 144-A's are also included. The **BC Intermediate Government Index** measures the performance of intermediate U.S. government securities. The **BC Intermediate Government/Credit Bond Index** measures the performance of intermediate term U.S. government and corporate bonds. The **BC U.S. Long Term Corporate Index** measures the performance of investment-grade, fixed-rate, taxable securities issued by industrial, utility, and financial companies, with maturities greater than 10 years. The **BC Global Credit Hedged USD Index** contains investment grade and high yield credit securities from the Multiverse represented in US Dollars on a hedged basis. The **BC Long A+ U.S. Credit Index** measures the performance of investment grade corporate debt and agency bonds that are dollar denominated and have a maturity of greater than 10 years. The **BC U.S. Gov/Credit 5-10 Year Index** includes all medium and larger issues of U.S. government, investment-grade corporate, and investment-grade international dollar-denominated bonds that have maturities between 5 and 10 years and are publicly issued.

The **Cambridge U.S. Private Equity Index** is a representation of returns for over 70% of the total dollars raised by U.S. leveraged buyout, subordinated debt and special situation managers from 1986 to December 2007. Returns are calculated based on the pooled time weighted return and are net of all fees. These pooled means represent the end to end rate of return calculated on the aggregate of all cash flows and market values reported by the general partners of the underlying constituents in the quarterly and annual reports. Please Note: the performance of this index lags by 1 quarter.

The **Bank of America (BoFA) Merrill Lynch (ML) 91-day T-bill Index** includes U.S. Treasury bills with a remaining maturity from 1 up to 3 months. The **BoFA ML U.S. High Yield Master Index & Bank of America ML U.S. High Yield Master II Indices** track the performance of below investment grade US Dollar Denominated corporate bonds publicly issued in the US market. Qualifying bonds have at least one year remaining term to maturity, are fixed coupon schedule and minimum outstanding of \$100 million. The **BoFA ML All US Convertibles Index** consists of convertible bonds traded in the U.S. dollar denominated investment grade and non investment grade convertible securities sold into the U.S. market and publicly traded in the United States. The **BoFA ML US Corp & Govt 1-3 Yrs Index** tracks the performance of U.S. dollar-denominated investment grade government and corporate public debt issued in the U.S. domestic bond market with at least 1 yr and less than 3 yrs remaining to maturity, including U.S. Treasury, U.S. agency, foreign government, supranational and corporate securities. The **BoFA ML U.S. High-Yield BB-B Constrained Index** is a modified market capitalization-weighted index of U.S. dollar-denominated, below-investment-grade corporate debt publicly issued in the U.S. domestic market. The **BoFA Merrill Lynch US Treasury 1-3 Year Index** tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years. The **BoFA ML Treasuries 1 Year Index** tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year. The **BoFA ML treasury Current 2 Year Index** tracks the most recently issued 2-year U.S. Treasury note. The **BoFA ML CMBS Fixed Rate AAA Index** is a subset of the BoFA ML U.S. Fixed Rate CMBS Index including all securities rated AAA. The **BoFA ML U.S. Fixed Rate CMBS Index** tracks the performance of U.S. dollar-denominated investment grade fixed rate commercial mortgage-backed securities publicly issued in the U.S. domestic market. The **BoFA ML U.S. Dollar 3-Month LIBOR Index** represents the London interbank offered rate (LIBOR) with a constant 3-month average maturity.

The **Citi Select MLP Index** is a USD denominated, price return index, comprised of the common units of up to 30 of the most liquid market limited partnerships in the Energy Sector. The **Citigroup World Government Bond Index (WGBI) 1-5 Year Hedged USD Index** is a comprehensive measure of the total return performance of the government bond markets of approximately 22 countries with maturities ranging from one to five years. The **Citigroup WGBI Index** is a market capitalization weighted bond index consisting of the government bond markets of the multiple countries. The **Citigroup WGBI ex US Index** is a market capitalization weighted bond index consisting of the government bond markets of the multiple countries, excluding the U.S. The **Citigroup 3-Month US Treasury Bill Index** performance is an average of the last 3-Month Treasury Bill issues.

The **NCREIF Property Index (NPI)** represents quarterly time series composite total rate of return measure of a very large pool of individual commercial real estate properties acquired in the private market. The index represents apartments, hotels, industrial properties, office buildings and retail properties which are at least 60% occupied and owned or controlled, at least in part by tax-exempt institutional investors or its designated agent. In addition these properties that are included must be investment grade, non-agricultural and income producing and all development projects are excluded. Constituents included in the NPI are valued at least quarterly, either internally or externally, using standard commercial real estate appraisal methodology. Each property must be independently appraised a minimum of once every three years. Please Note: the performance of this index lags by 1 quarter. The **NCREIF Timberland Index** is a quarterly time series composite return measure of investment performance of a large pool of individual timber properties acquired in the private market for investment purposes only.

The **Ibbotson Intermediate Government Bond Index** is measured using a one-bond portfolio with a maturity near 5 years.

The **JPMorgan Emerging Markets Bond Index Plus (EMBI+)** Index tracks total returns for traded external debt instruments (external meaning foreign currency denominated fixed income) in the emerging markets. The **JPMorgan GBI Global ex-US Index** represents the total return performance of major non-U.S. bond markets.

The **HFR Funds of Funds Index (HFRi FOF)** is an equal weighted index designed to measure the performance of hedge fund of fund managers. The more than 800 multi-strategy constituents are required to have at least \$50 million in assets under management and a trading track record spanning at least 12 months. The index includes both on and offshore funds and all returns are reported in USD. **HFR Relative Value Index** tracks investment managers who maintain positions in which the investment thesis is predicated on realization of a valuation discrepancy in the relationship between multiple securities. Managers employ a variety of fundamental and quantitative techniques to establish investment theses, and security types range broadly across equity, fixed income, derivative or other security types. Fixed income strategies are typically quantitatively driven to measure the existing relationship between instruments and, in some cases, identify attractive positions in which the risk adjusted spread between these instruments represents an attractive opportunity for the investment manager. RV position may be involved in corporate transactions also, but as opposed to ED exposures, the investment thesis is predicated on realization of a pricing discrepancy between related securities, as opposed to the outcome of the corporate transaction. **HFRi Fund of Funds Conservative Index** is an equal-weighted index representing funds or funds that invest with multiple managers focused on consistent performance and lower volatility via absolute strategies. **HFRi ED: Merger Arbitrage** strategies which employ an investment process primarily focused on opportunities in equity and equity related instruments of companies which are currently engaged in a corporate transaction.

The **FTSE All-World ex US Index** comprises large and midcap stocks providing coverage of developed and emerging markets, excluding the U.S. The **FTSE NAREIT Developed Index** is a global market capitalization weighted index composed of listed real estate securities from developed market countries in North America, Europe, and Asia. The **FTSE NAREIT Developed ex US Index** is a global market capitalization weighted index composed of listed real estate securities from developed market countries in North America, Europe, and Asia, excluding the U.S. The **FTSE High Dividend Yield Index** comprises stocks that are characterized by higher than average dividend yields, and is based on the US component of the FTSE Global Equity Index Series (GEIS). The **FTSE NAREIT All REITS Index** is a market capitalization-weighted index that is designed to measure the performance of all tax-qualified Real Estate Investment Trusts (REITs) that are listed on the New York Stock Exchange, the American Stock Exchange, or the NASDAQ National Market List. The **FTSE NAREIT Equity REIT Index** is an unmanaged index reflecting performance of the U.S. real estate investment trust market.

The **Consumer Price Index (CPI)** is an inflationary indicator that measures the change in the cost of a fixed basket of products and services, including housing, electricity, food, and transportation. The CPI is published monthly. Please Note: the performance of this index lags by 1 month.

The **Credit Suisse Leveraged Loan Index** is a market value-weighted index designed to represent the investable universe of the U.S. dollar-denominated leveraged loan market. The **Dow Jones (DJ) UBS Commodity Index** measures the performance of the commodities market. It consists of exchange-traded futures contracts on physical commodities that are selected to account for the economic significance and market liquidity of each commodity. The **DJ U.S. Total Stock Market Index** is an all-inclusive measure composed of all U.S. equity securities with readily available prices. The **DJ U.S. Completion Total Stock Market Index** is a subset of the DJ U.S. Total Stock Market Index that excludes components of the S&P 500. The **Dow Jones U.S. Weighted Real Estate Securities Index** is a float-adjusted market capitalization-weighted index of publicly traded real estate securities such as real estate investment trusts (REITs) and real estate operating companies (REOCs).

The **Dow Jones Target Date (Today, 2010, 2015, 2020, 2025, 2030, 2035, 2040, 2045, 2050, 2055) Indices** were created to benchmark portfolios of stocks, bonds and cash. Each index is made up of composite indices representing these three asset classes. The asset class indices are weighted differently within each target date index depending on the time horizon. Each month, the allocations among the asset class indices are rebalanced to reflect an increasingly conservative asset mix.

The **Morningstar Lifetime Allocation Index** series consists of 13 Indices (Income, 2000, 2000S, 2010, 2015, 2020, 2025, 2030, 2035, 2040, 2045, 2050, 2055) available in three risk profiles: aggressive, moderate, and conservative. The indices are built on asset allocation methodologies developed by Ibbotson Associates, a leader in asset allocation research and a Morningstar company since 2006. The indices provide pure asset-class exposure to global equities, global fixed-income, commodities, and Treasury Inflation-Protected Securities (TIPS) by using existing Morningstar indices as allocation building blocks. The portfolio allocations are held in proportions appropriate to the U.S. investor's number of years until retirement. The Conservative, Moderate and Aggressive risk profiles are for investors who are comfortable with below-average exposure to equity market volatility, investors who are comfortable with average exposure to equity market volatility and well-funded investors who are comfortable with above average exposure to equity market volatility, respectively.

These reports are not to be construed as an offer or the solicitation of an offer to buy or sell securities mentioned herein. Information contained in these reports are based on sources and data believed reliable. The information used to construct these reports was received via a variety of sources. These reports are for informational purposes only and are not intended to satisfy any compliance or regulatory conditions set forth by any governing body of the securities industry. These reports do not take the place of any brokerage statements, any fund company statements, or tax forms. You are urged to compare this report with the statement you receive from your custodian covering the same period. Differences in positions may occur due to reporting dates used and whether certain assets are not maintained by your custodian. There may also be differences in the investment values shown due to the use of differing valuation sources and methods. Past performance is no guarantee of future results. Investing involves risk, including risk of loss. Diversification does not ensure a profit or guarantee loss.

This evaluation report has been prepared for the exclusive use of a specific client and no part of it may be used by any investment manager without permission of that client and Clearstead.

Evaluation of investment managers covers both quantitative and qualitative aspects. In addition to the investment performance evaluation, we monitor ownership structure, track key-employee information, and hold regular meetings with each investment management organization employed by our clients.

The data presented in this report have been calculated on a time-weighted rate of return basis. All returns are net of investment advisory fees, but gross of Clearstead advisory fees and custodian fees, unless otherwise labeled. The deduction of Clearstead advisory fees and custodian fees would have the effect of decreasing the indicated investment performance.

The performance data shown represent past performance. Past performance is not indicative of future results. Current performance data may be lower or higher than the performance data presented.

Returns for periods longer than one year are annualized. Each number is independently rounded.

A current copy of Hartland & Co.'s ADV-Part 2 is available to all clients upon request.

Audit Subcommittee

Main Agenda



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
AUDIT SUBCOMMITTEE
Michael A. Peterson, Chair
Molly S. Seals, Vice Chair
John R. Jakubek
James E. "Ted" Roberts
Galatiani G. Lopuchovsky**

**Wednesday, September 2, 2020
2:00 p.m. or immediately following
previous meeting**

<https://ysu.edu/board-of-trustees>

AGENDA

- A. Disposition of Minutes**
- B. Old Business**
- C. Committee Item**

1. Discussion Items

- C.1.a. = Tab 1 a. Audit Matrix Open Audit Recommendations Update**
This matrix tracks the progress of the implementation of recommendations for improvement or correction made by internal and external auditors.
Kelli L. Miller, Director of Internal Audit, will report.
- C.1.b. = Tab 2 b. FY20 Fourth Quarter Internal Audit Plan Update**
Kelli L. Miller, Director of Internal Audit, will report.
- C.1.c. = Tab 3 c. Anonymous Reporting Hotline Stats Update**
Kelli L. Miller, Director of Internal Audit, will report.
- d. Enterprise Risk Management Update**
Kelli L. Miller, Director of Internal Audit, will report.

2. Action Item

- C.2.a. = Tab 4 a. Resolution to Renew and Amend the Audit Subcommittee Charter**
Kelli L. Miller, Director of Internal Audit, will report.

D. New Business

E. Adjournment

AUDIT RECOMMENDATIONS STATUS - FY2021 Q1

Audit Recommendation Number / Name Audit Date Issued Risk Category Risk Level Division Original Deadline Current Status	Summary of Recommendation	Summary of Response	Current Status Comment	Prior Status Comment
2015-03-02 Tracking Faculty Workload PT Academic Processes Feb. 2015 Academic Affairs Low Academic Affairs 12/31/2016 7/31/2020	We recommend that further research be done to determine if the Banner System has the capability to calculate and track teaching hours, non-teaching time, and total faculty workload, and if the system does, then the use of the system should be implemented.	Banner has the ability to monitor faculty workload, and there is faculty workload non-teaching capability. A more detailed analysis of Banner system capabilities should be completed. The academic division is currently working with the Registrar's office to implement a scheduling and registration system; this system will make much of the data available at an earlier time and improve tracking and reporting processes.	Pending Update from Dr. Jennifer Pintar	
2018-02-01 Conflict of interest in research Research Compliance Audit 2/11/19 research High Academic Affairs 7/31/2020 ON SCHEDULE	Develop and communicate procedures to ensure potential conflicts are timely and completely identified, disclosed, documented and reviewed in accordance with University Policy 3356-10-17 Objectivity in Research – Avoidance of Conflicts of Interest.	Management recognizes conflict of interest (COI), whether real or apparent, represents one of the greatest potential liabilities to the University. It is proposed that all Principal Investigators must have a COI declaration on file with the Research Office before being allowed to seek external support for scholarly activity or research.	ERA system has been designed to capture COI issues in electronic routing process. COI form mgmt documentation implemented in April. Existing entered into system but not transitioned to new documentation formats.	COI documentation form and COI Management Plan are currently underway.
2018-02-03 Export control Research Compliance Audit 2/11/19 research Moderate Academic Affairs 1/31/2020 8/31/2020 CLOSED	Develop an export control policy; and ensure communication of export control approval procedures within ORS and to principle investigators and researchers	The initial enabling action is the development of an Export Control policy that will be reviewed on a regular basis. Following appropriate policy development and focused communication to college/departamental units, forms and documents will be developed and implemented. The current proposal router makes PIs aware of the need to be aware of export control issues, but it does not require any declaration regarding the necessity for review. The Office of Research suggests that this could be an implementable first step in developing the required awareness.	Board of Trustees Approved Policy 3356-10-24 Export Control - June, 2020.	Policy submitted for BOT consideration June 2020 meeting.

Audit Recommendation Number / Name Audit Date Issued Risk Category Risk Level Division Original Deadline <i>Revised Deadline</i> Current Status	Summary of Recommendation	Summary of Response	Current Status Comment	Prior Status Comment
2018-02-04 Risk assessment and monitoring federal grant subrecipients Research Compliance Audit 2/11/19 research Moderate Academic Affairs 3/31/2020 <i>12/31/2020</i> ON SCHEDULE	Develop and implement procedures for subrecipient risk assessment and monitoring.	ORS and Grants Accounting are currently finalizing a formal sub-recipient risk assessment process based partially on the federal demonstration partnership best practices documentation. Of greater concern is the likelihood of sub-recipients failing to meet the terms and conditions of the sub award in a consistent and timely manner. Therefore, much of the focus of this issue will be on development of clear assessment protocols.		Final resolution has been delayed due to staffing shortages and COVID-19. Completion timeline contingent on staffing and remote work considerations. Temporary measures are in place to strengthen oversight until implementation completed.
2018-02-05 Principal investigator communication and training Research Compliance Audit 2/11/19 research Moderate Academic Affairs 1/31/2020 <i>7/31/2021</i> ON SCHEDULE - REVISED	Develop formal, ongoing periodic training for PI's and potential PI's that is aligned with funding agency guidelines. Ensure required trainings are monitored for completion.	Management believes that the audit items can be substantially addressed as a result of the hiring a new Director of Research, Compliance and Initiatives (Dr. Van slambrouck) and the implementation of an ERA system. Pertinent tasks planned include: 1) Develop training materials on the use of the ERA software and establish procedures for proposal development and submission, consistent with relevant requirements. 2) Develop training videos which meet the scheduling needs of faculty, staff and students. 3) Develop a recordkeeping process within the ERA software for monitoring training.	ERA system training has been the focus. This has been conducted in conjunction with roll-out of new system in module format. This is an ongoing task that will extend well into FY 21 and future years.	ERA training is the priority. Several related training initiatives will extend into FY 21 and future years.
2018-02-06 Preparation of budgets for Banner entry Research Compliance Audit 2/11/19 research Moderate Academic Affairs 8/31/2020 ON SCHEDULE	Coordinate procedures with Grants Accounting to ensure budgets accurately reflect the sponsor-approved budget in alignment with the university's accounting system	ORS and Grants Accounting will meet jointly monthly. Uniform budgeting processes will be developed and approved. Efficient mechanisms will be put in place to 'flag' inconsistencies during the proposal phase and remedial measures will be standardized.	Budgets are current being monitored via new ERA system interface with Banner for new and existing grants.	
2018-02-08 Monitoring nonfinancial programmatic reporting Research Compliance Audit 2/11/19 research Low Academic Affairs 8/31/2019 <i>7/31/2020</i> ON SCHEDULE	Develop a process to track and monitor programmatic reporting to comply with Office of Research procedures ensuring timely submission of reports.	Appropriately configured ERA system will allow convenient tracking of reporting requirements and responses. Prior to such acquisition, ORS will follow-up on the reporting notifications the PI and ORS review from federal funding agencies.	ERA System is in place. New grants and existing grants are being entered, tracked and monitored in this system.	

Audit Recommendation Number / Name Audit Date Issued Risk Category Risk Level Division Original Deadline <i>Revised Deadline</i> Current Status	Summary of Recommendation	Summary of Response	Current Status Comment	Prior Status Comment
2018-02-10 Pre-approval of travel expenses charged to grants Research Compliance Audit 2/11/19 Financial Low Finance and Business Operations 1/1/2020 <i>12/31/2020</i> ON SCHEDULE	Include Grants Accounting in the Concur automated approval workflow routing for expenses charged to grant funds.	Grants Accounting understands the desire to automate workflow approvals in Concur rather than relying on manual routing. We are exploring the use of automated workflows for travel reimbursements in Concur.		Procurement position vacancies and COVID implications continue to delay progress. Target dates contingent on staffing and remote work.
2018-02-11 Electronic research administration system Research Compliance Audit 2/11/19 research Low 7/31/2020 ON SCHEDULE	Develop a formal implementation plan for the ERA system software to enable appropriate oversight and management of the project.	A viable ERA system was identified and purchased. However, the vendor went out of business, rendering the selected platform impractical. The Office of Research has begun the process of evaluating alternative systems and a potential ERA system has been identified. The procurement of the system is expected in 1st quarter 2020 and implementation will follow.	System is in place. New and existing grants are being entered, tracked and monitored in this system. Still some implementation issues to be addressed but progressing.	ERA System has been selected, approved by IT and preliminary implementation is underway. Aggressive timeline. Training scheduled for mid-November. Roll-out anticipated in early 2020.
2020-01-01 Policies and Procedures Student Organizations Audit 02/17/20 Financial Low Student Experience 8/31/2020 ON SCHEDULE	Update policies to address financial management requirements including tax status, accounting concepts, record keeping, contract requirements, funding mechanisms and procedures, disbursement controls, agency account and off-campus cash accounts.	Policies will be developed in this area.		NEW
2020-01-02 Training Oversight Student Organizations Audit 02/17/20 Academic Affairs Low Student Experience 8/31/2020 ON SCHEDULE	Improve student organization training and oversight of training compliance.	Will review and update training delivery methods and subject matter as well as monitoring compliance with training requirements.		NEW

Audit Recommendation Number / Name Audit Date Issued Risk Category Risk Level Division Original Deadline <i>Revised Deadline</i> Current Status	Summary of Recommendation	Summary of Response	Current Status Comment	Prior Status Comment
2020-01-03 Activity Management Student Organizations Audit 02/17/20 Academic Affairs Low Student Experience 8/31/2020 ON SCHEDULE	Review and update policies, clarify roles and responsibilities and reinforce training related to use of campus space.	Will review and update policies regarding use of space and provide updates to students, advisors and reservationists.		NEW
2020-01-04 Travel Management Student Organizations Audit 02/17/20 Academic Affairs Low Student Experience 8/31/2020 ON SCHEDULE	Clarify roles and responsibilities, reinforce training and modify record retention with regard to student organization travel.	Will clarify roles, enhance training and retain student travel records for three years.		NEW
2020-01-05 Cash Account Signers and Cash Handling Student Organizations Audit 02/17/20 Financial Low Student Experience 8/31/2020 ON SCHEDULE	Clarify roles and responsibilities and monitor compliance with policies related to cash account signers.	Working to bring all organizations into compliance. Will communicate with advisors regarding this policy. Also additional training and policy development in this area. Will develop component of annual registration to document compliance with account signatory policies.		NEW

Youngstown State University
Office of Internal Audit
Audit Plan Quarterly Update
Fiscal Year 2020
July 1, 2019 - June 30, 2020

July 2019 - June 2020								Remaining Budget	Comment
July - Sep Quarter 1	Oct - Dec Quarter 2	Jan - Mar Quarter 3	Apr - Jun Quarter 4	Total	FY20 to date as of June 30				
					Budget	Difference			
Audit and Assurance:									
Audit Engagements:									
Student Organizations	12	60	18	0	90	70	20	finalized	
Student Billing and A/R	8	8	20	0	36	170	-134	planning complete - pending return to campus	
Banner	4	8	8	0	20	280	-260	moved to 2021	
Donor Restricted	0	8	0	0	8	173	-165	delayed	
Continuous Auditing/Analytics	60	175	200	111	546	225	321	pending responses/reviews	
Open Audit Recommendation Follow-up	40	20	20	20	100	140	-40		
Hotline Monitoring	18	30	45	50	143	60	83		
	142	309	311	181	943	1118	-175		
Advisory	80	86	90	100	356	360	-4	Covid, Cares, Training and Consulting	
Administrative & Planning:									
Administrative	60	60	60	60	240	210	30		
Audit Risk Assessment, Annual Planning, Audit Subcommittee Prep and Meetings	40	20	30	40	130	70	60	FY 20 and FY21 due to hire date	
ERM Assistance	30	20	20	35	105	80	25	Transition ERM due to restructure	
Professional Development & Training	94	15	25	40	174	40	134	higher ed, iuc, risk mgmt	
Holiday, Vacation/Sick	10	90	30	60	190	136	54	3 days prior to return to campus	
	234	205	165	235	839	536	303		
Total Hours	456	600	566	516	2138	2014	124	0	

Revised for 1 intern spring 2020 rather than 2 (-225 hours)

YSU Anonymous Reporting Hotline
Aggregated Statistics
 Fiscal Year 2021 Quarter 1
 As of 7/29/2020

Hotline Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
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Reports received	2				2
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Closed					
Unsubstantiated/insufficient information	-				-
Process enhancements noted	-				-
Investigation	2				2
Referred	-				0
Total Closed	2				2

Under review at quarter end	0				
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Reporting Method	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
Ethicspoint Phone	-				0
Ethicspoint Website	2				2
Total:	2				2

Reporter Anonymity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
Anonymous	2				2
Not anonymous	-				-
Total:	2				2



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO RENEW AND AMEND
THE AUDIT SUBCOMMITTEE CHARTER**

WHEREAS, the Audit Subcommittee Charter (the Charter) defines the subcommittee's purpose, authority, and responsibility; and

WHEREAS, the Charter establishes the subcommittee's relationship with the Finance and Facilities Committee of the Board of Trustees, authorizes access to records, personnel, and physical properties relevant to the performance of oversight responsibilities, and defines the structure of the subcommittee; and

WHEREAS, the Charter is reviewed and approved by the audit subcommittee at least every third year as part of its oversight of the subcommittee functions; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby renew the Audit Subcommittee Charter, as shown in Exhibit __ and made part hereof.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**

Youngstown State University
Audit Subcommittee Charter

Purpose

The primary function of the Audit Subcommittee (the “Subcommittee”) is to assist the Board of Trustees in fulfilling its oversight responsibilities for the institution’s accounting and financial reporting processes and audits by monitoring:

- the integrity of the University’s financial statements,
- the independence, qualifications, and performance of its independent-external and internal auditors,
- the University’s system of internal controls, and
- the University's compliance with laws, regulations and codes of conduct.

~~Subject to State Auditor’s role and requirements, the Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University’s independent-external and internal auditors. The Audit Subcommittee shall maintain an effective, open avenue of communication among the independent external auditors, internal auditors, senior management and the Board of Trustees.~~

~~The Subcommittee’s function is one of oversight, and as such it recognizes that management is responsible for preparing the financial statements and that the independent external auditors are responsible for auditing those financial statements.~~

Resources and Authority

The Subcommittee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities and personnel of the University.

The Subcommittee has the authority to retain legal, accounting and other advisors to assist in the performance of its responsibilities. The University shall compensate the independent auditors and advisors employed by the Audit Subcommittee, and provide for associated administrative expenses.

Structure

Date Last Reviewed: tbd ~~_____~~ 12-2015 ~~_____~~

-

Youngstown State University
Audit Subcommittee Charter

The Audit Subcommittee is a subcommittee of the Finance & Facilities Committee of the Board of Trustees of Youngstown State University. Board members are appointed by the Governor of the State of Ohio. ~~The Board will seek to ensure financial expertise on the Audit Subcommittee through appointments and training.~~

All members of the Subcommittee must be independent of the University, management and the independent auditor in fact and appearance. Members of the Subcommittee shall be considered independent provided they do not accept any consulting, advisory, or other compensatory fee from the University and are not affiliated persons of the external auditor, management or University. Further, no member of the Audit Subcommittee may concurrently serve on the Investment Subcommittee.

At least one member of the Subcommittee should, if possible, -be a “financial expert”. A financial expert is a person who has an understanding of generally accepted accounting principles and financial statements, experience applying such principles, experience preparing or auditing financial statements, experience with internal controls, and an understanding of audit committee functions. The Board will seek to ensure financial expertise on the Audit Subcommittee through appointments and training.

Meetings

The Audit Subcommittee shall meet at least quarterly and at any other convenient date on an as-needed basis. The Audit Subcommittee may ask members of management or others to attend Audit Subcommittee meetings and provide pertinent information when needed. The Audit Subcommittee shall meet periodically with management, independent external auditors and the ~~independent~~ Internal Auditor.

As part of its responsibility to foster open communication, the Subcommittee shall provide sufficient opportunity for the independent auditors to meet privately with the Committee.

Meeting agendas will be prepared and provided in advance to members along with the appropriate briefing materials. A written summary of each Subcommittee meeting will be prepared. The Subcommittee is to report its findings and recommendations for action to the Finance and Facilities Committee.

Date Last Reviewed: tbd 12-2015

-

Youngstown State University
Audit Subcommittee Charter

Functions and Responsibilities

Internal Control

1. Review with management, Internal Audit and ~~independent external~~ auditors the adequacy and effectiveness of the University's policies for assessing and managing risk.
2. Examine internal and ~~external auditors~~ independent auditors' findings of weaknesses and recommendations for the improvement of internal controls. Monitor management's response to and implementation of internal control recommendations.

Financial Reporting

1. Review annual financial statements prior to public release and discuss such statements with management and the independent auditors.
2. Discuss any changes in accounting principles, significant judgment areas and significant or complex transactions (including any off-balance sheet structures) that occurred. Consider management's handling of proposed audit adjustments identified by the independent auditors.
3. Consult with auditors and accounting personnel on the integrity of the internal and ~~independent external~~ financial reporting process. Determine if key reporting objectives are being met.

Independent Auditors

Subject to State Auditor's role and requirements, the Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University's independent auditors.

The Subcommittee's function is one of oversight, as such it recognizes that management is responsible for preparing the financial statements and that the independent auditors are responsible for auditing those financial statements.

1. Serve as the authority to which the independent auditors report.
2. Review, at least annually, all relationships between the independent auditors and the University and assess the independent auditors' independence.
3. Review the audit scope and approach of the independent auditors' examinations and direct the auditors to areas that, in the Audit Subcommittee's opinion, require more attention. Audit engagement letters are to be addressed to the Audit Subcommittee rather than to management.

Date Last Reviewed: ~~tbd~~ 12-2015

-

Youngstown State University
Audit Subcommittee Charter

4. Discuss with the independent auditors any significant findings, difficulties, disagreements with management, restrictions on scope of the audit, or limitations on information or personnel encountered while performing the audit.
5. Pre-approve all significant audit and permitted non-audit services and related fees to be performed by the University's independent auditors. The Chairperson of the Audit Subcommittee shall have the authority to review and approve all such proposals and shall report back to the full Subcommittee at each meeting.

Internal Auditors

The Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University's internal auditors.

1. Review and examine the objectivity, effectiveness and resources of the internal audit function.
2. Concur in the appointment or replacement of the provider of internal audits services.
3. Review the internal audit plan for the current year and review the risk assessment procedures used to identify projects included in the plan.
4. Review the results of internal audit activities and track the progress of the internal audit plan.
5. Ensure there are no unjustified restrictions or limitations on the internal audit function.

Compliance

1. Ensure that appropriate code(s) of conduct/ethics are formalized in writing. Review management's monitoring of compliance therewith, including changes or waivers to the code(s).
2. Review legal and regulatory matters that may have a material impact on the financial statements and the related compliance policies and procedures.
3. Ensure that procedures exist for the receipt, retention and treatment of complaints regarding accounting, internal controls or auditing matters, including procedures for the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters. Periodically review summary reports of such complaints.

Other

Date Last Reviewed: tbd 12-2015

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Youngstown State University
Audit Subcommittee Charter

~~1. Ensure that appropriate code(s) of conduct/ethics are formalized in writing. Review management's monitoring of compliance therewith, including changes or waivers to the code(s).~~

~~Review legal and regulatory matters that may have a material impact on the financial statements and the related compliance policies and procedures.~~

~~1. Ensure that procedures exist for the receipt, retention and treatment of complaints regarding accounting, internal controls or auditing matters, including procedures for the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters. Periodically review summary reports of such complaints.~~ Review and assess, at least every three years, the Audit Subcommittee's charter, and submit changes to the charter for approval of the Board.

2. The Subcommittee shall review, discuss and assess its own performance as well as its role and responsibilities, seeking input from senior management, the full board and others. Changes in role and/or responsibilities, if any, shall be recommended to the full board for approval.

~~2.3.~~ Recommend to the Board policies for hiring employees or former employees of the independent auditor.

~~4. 3.~~ Perform other oversight functions as requested by the Board of Trustees.

5. Maintain an effective, open avenue of communication among the independent auditors, internal auditors, senior management and the Board of Trustees.

Date Last Reviewed: tbd 12-2015

-

Youngstown State University
Audit Subcommittee Charter

Purpose

The primary function of the Audit Subcommittee (the “Subcommittee”) is to assist the Board of Trustees in fulfilling its oversight responsibilities for the institution’s accounting and financial reporting processes and audits by monitoring:

- the integrity of the University’s financial statements,
- the independence, qualifications, and performance of its independent and internal auditors,
- the University’s system of internal controls, and
- the University's compliance with laws, regulations and codes of conduct.

Resources and Authority

The Subcommittee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities and personnel of the University.

The Subcommittee has the authority to retain legal, accounting and other advisors to assist in the performance of its responsibilities. The University shall compensate the independent auditors and advisors employed by the Audit Subcommittee, and provide for associated administrative expenses.

Structure

The Audit Subcommittee is a subcommittee of the Finance & Facilities Committee of the Board of Trustees of Youngstown State University. Board members are appointed by the Governor of the State of Ohio. All members of the Subcommittee must be independent of the University, management and the independent auditor in fact and appearance. Members of the Subcommittee shall be considered independent provided they do not accept any consulting, advisory, or other compensatory fee from the University and are not affiliated persons of the external auditor, management or University. Further, no member of the Audit Subcommittee may concurrently serve on the Investment Subcommittee.

At least one member of the Subcommittee should, if possible, be a “financial expert”. A financial expert is a person who has an understanding of generally accepted accounting principles and financial statements, experience applying such principles, experience preparing or auditing financial statements, experience with internal controls, and an understanding of audit committee functions. The Board will seek to ensure financial expertise on the Audit Subcommittee through appointments and training.

Date Last Reviewed: tbd

Youngstown State University
Audit Subcommittee Charter

Meetings

The Audit Subcommittee shall meet at least quarterly and at any other convenient date on an as-needed basis. The Audit Subcommittee may ask members of management or others to attend Audit Subcommittee meetings and provide pertinent information when needed. The Audit Subcommittee shall meet periodically with management, independent auditors and the Internal Auditor.

As part of its responsibility to foster open communication, the Subcommittee shall provide sufficient opportunity for the independent auditors to meet privately with the Committee.

Meeting agendas will be prepared and provided in advance to members along with the appropriate briefing materials. A written summary of each Subcommittee meeting will be prepared. The Subcommittee is to report its findings and recommendations for action to the Finance and Facilities Committee.

Functions and Responsibilities

Internal Control

1. Review with management, Internal Audit and independent auditors the adequacy and effectiveness of the University's policies for assessing and managing risk.
2. Examine internal and independent auditors' findings of weaknesses and recommendations for the improvement of internal controls. Monitor management's response to and implementation of internal control recommendations.

Financial Reporting

1. Review annual financial statements prior to public release and discuss such statements with management and the independent auditors.
2. Discuss any changes in accounting principles, significant judgment areas and significant or complex transactions (including any off-balance sheet structures) that occurred. Consider management's handling of proposed audit adjustments identified by the independent auditors.
3. Consult with auditors and accounting personnel on the integrity of the internal and independent financial reporting process. Determine if key reporting objectives are being met.

Independent Auditors

Date Last Reviewed: tbd

Youngstown State University
Audit Subcommittee Charter

Subject to State Auditor's role and requirements, the Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University's independent auditors.

The Subcommittee's function is one of oversight, as such it recognizes that management is responsible for preparing the financial statements and that the independent auditors are responsible for auditing those financial statements.

1. Serve as the authority to which the independent auditors report.
2. Review, at least annually, all relationships between the independent auditors and the University and assess the independent auditors' independence.
3. Review the audit scope and approach of the independent auditors' examinations and direct the auditors to areas that, in the Audit Subcommittee's opinion, require more attention. Audit engagement letters are to be addressed to the Audit Subcommittee rather than to management.
4. Discuss with the independent auditors any significant findings, difficulties, disagreements with management, restrictions on scope of the audit, or limitations on information or personnel encountered while performing the audit.
5. Pre-approve all significant audit and permitted non-audit services and related fees to be performed by the University's independent auditors. The Chairperson of the Audit Subcommittee shall have the authority to review and approve all such proposals and shall report back to the full Subcommittee at each meeting.

Internal Auditors

The Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University's internal auditors.

1. Review and examine the objectivity, effectiveness and resources of the internal audit function.
2. Concur in the appointment or replacement of the provider of internal audits services.
3. Review the internal audit plan for the current year and review the risk assessment procedures used to identify projects included in the plan.
4. Review the results of internal audit activities and track the progress of the internal audit plan.
5. Ensure there are no unjustified restrictions or limitations on the internal audit function.

Compliance

1. Ensure that appropriate code(s) of conduct/ethics are formalized in writing. Review management's monitoring of compliance therewith, including changes or waivers to the code(s).
2. Review legal and regulatory matters that may have a material impact on the financial statements and the related compliance policies and procedures.

Date Last Reviewed: tbd

Youngstown State University
Audit Subcommittee Charter

3. Ensure that procedures exist for the receipt, retention and treatment of complaints regarding accounting, internal controls or auditing matters, including procedures for the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters. Periodically review summary reports of such complaints.

Other

1. Review and assess, at least every three years, the Audit Subcommittee's charter, and submit changes to the charter for approval of the Board.
2. The Subcommittee shall review, discuss and assess its own performance as well as its role and responsibilities, seeking input from senior management, the full board and others. Changes in role and/or responsibilities, if any, shall be recommended to the full board for approval.
3. Recommend to the Board policies for hiring employees or former employees of the independent auditor.
4. Perform other oversight functions as requested by the Board of Trustees.
5. Maintain an effective, open avenue of communication among the independent auditors, internal auditors, senior management and the Board of Trustees.

Date Last Reviewed: tbd

Finance and Facilities Committee

Main Agenda



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

**Michael A. Peterson, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members**

**Wednesday, September 2, 2020
2:30 p.m. or immediately following
previous meeting**

<https://ysu.edu/board-of-trustees>

AGENDA

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

1. Finance and Facilities Action Items

- C.1.a. = Tab 1 a. Resolution to Approve the Rich Center for Autism's Operating Budget for FY21**
Greg Boerio, Interim Director, Rich Center for Autism, will report.
- C.1.b. = Tab 2 b. Resolution to Approve Interfund Transfers**
Katrena Davidson, Controller, will report.
 - 1.b.(i). FY 2020 Operating Performance and Year-End**
- c. *Consent Items - Neal McNally, Vice President for Finance and Business Operations,**
will report.
- C.1.c.1. = Tab 3 1. Resolution to Modify Business-related and Entertainment Expenses Policy,**
3356-3-13
- C.1.c.2. = Tab 4 2. Resolution to Modify Memberships, Dues, Certifications, and Licensing Fees**
Policy, 3356-3-15
- C.1.c.3. = Tab 5 3. Resolution to Modify Electronic Signature Rules Policy, 3356-3-16.1**
- C.1.c.4. = Tab 6 4. Resolution to Modify University Parking and Transportation Fees Policy, 3356-4-06**
- C.1.d. = Tab 7 d. Resolution to Renew and Amend the Audit Subcommittee Charter**
Kelli L. Miller, Director of Internal Audit, will report.

2. Finance and Facilities Discussion Items

C.2.a. = Tab 8 a. Planning and Construction Projects Update
John Hyden, Associate Vice President, University Facilities, and Rich White, Director of Planning and Construction, will report.

C.2.b. = Tab 9 b. Update on University Property and Casualty Insurance Programs, FY 2021
Neal McNally, Vice President for Finance and Business Operations, will report.

c. Report of Audit Subcommittee
A verbal report of the Audit Subcommittee will be presented. Michael A. Peterson will report.

d. Report of Investment Subcommittee
A verbal report of the Investment Subcommittee will be presented. Capri S. Cafaro will report.

D. New Business

1. Ellucian Strategic Alignment Planning (SAP) Assessment

E. Adjournment

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



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE THE FY 2021 OPERATING BUDGET FOR THE
PAULA AND ANTHONY RICH CENTER FOR AUTISM**

WHEREAS, Youngstown State University and the Paula and Anthony Rich Center for Autism formed an agreement in 1997 to establish a center for the study and treatment of autism; and

WHEREAS, said agreement was renewed in 2010 and stipulates that the Rich Center shall be funded entirely through external funding sources and shall not be funded by the University's general fund; and

WHEREAS, the agreement further stipulates that the Rich Center's annual operating budget shall be approved by the YSU Board of Trustees each year; and

WHEREAS, the Rich Center has prepared its FY 2021 operating budget in accordance with applicable University policies and procedures;

NOW THEREFORE BE IT RESOLVED that the FY 2021 operating budget for the Paula and Anthony Rich Center for Autism, as presented in Exhibit _____, is hereby approved.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**



EXHIBIT _____

<u>Rich Center for Autism</u>	FY 2020	FY 2021	Percent	Dollar
	Budget	Budget	Change	Change
Revenues				
Noncredit Tuition	\$2,097,028	\$1,707,783	-18.6%	(\$389,245)
Cash Gifts	335,896	442,862	31.8%	106,966
Misc. Income	60,000	0	-100.0%	(60,000)
Total Revenues	\$2,492,924	\$2,150,645	-13.7%	(\$342,279)
Expenses				
<i>Personnel</i>				
Full- and Part-time Staff	\$1,390,628	\$1,272,136	-8.5%	(\$118,492)
Temporary Staff	137,731	60,822	-55.8%	(76,909)
Fringe Benefits	531,029	469,172	-11.6%	(61,857)
Total Personnel	\$2,059,388	\$1,802,130	-12.5%	(\$257,258)
<i>Operating Expenses</i>				
Supplies	\$52,184	\$42,700	-18.2%	(\$9,484)
Travel and Related Expenses	13,200	5,200	-60.6%	(8,000)
Information & Communication	19,700	15,505	-21.3%	(4,195)
Facility Maintenance/Repairs	2,700	400	-85.2%	(2,300)
Fees & Services	337,752	255,500	-24.4%	(82,252)
Volunteer Services	0	14,000		14,000
Events & Promotions	2,000	3,710	85.5%	1,710
Miscellaneous / Reserve	6,000	11,500	91.7%	5,500
Total Operating Expenses	\$433,536	\$348,515	-19.6%	(\$85,021)
Total Rich Center Expenses	\$2,492,924	\$2,150,645	-13.7%	(\$342,279)

The **FY 2020 Operating Performance and Year-End Report** will be forthcoming.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, as detailed in Exhibit __.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**

The **Interfund Transfers Report** will be forthcoming.



**RESOLUTION TO MODIFY
BUSINESS-RELATED AND ENTERTAINMENT EXPENSES POLICY,
3356-3-13**

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 Business-related and Entertainment Expenses 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 Business-related and Entertainment Expenses, policy number 3356-3-13, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-3-13 Business-related and entertainment expenses.

~~Previous Policy Number: 3011.01~~
Responsible Division/Office: Finance and ~~Administration~~ Business Operations
Responsible Officer: VP for Finance and ~~Administration~~ Business
-Operations
Revision History: December 2004; March 2010; March 2015;
September 2020
Board Committee: Finance and Facilities
Effective Date: ~~March 11, 2015~~ September 3, 2020
Next Review: ~~2020~~ 2025

- (A) Policy statement. The board of trustees authorizes the establishment of business-related and entertainment expense guidelines for reasonable food, beverage, and incidental costs associated with the conduct of university business.
- (B) Purpose. To establish the manner and extent to which university funds may be expended for business-related activities, entertainment, and hospitality.
- (C) Scope. This policy applies to all university employees.
- (D) Procedures. The university's business-related and entertainment expense guidelines may be accessed at the following web-site:
http://web.yosu.edu/gen/ysu/Forms_and_Resources_m773.html.

3356-3-13 Business-related and entertainment expenses.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: December 2004; March 2010; March 2015;
September 2020
Board Committee: Finance and Facilities
Effective Date: September 3, 2020
Next Review: 2025

- (A) Policy statement. The board of trustees authorizes the establishment of business-related and entertainment expense guidelines for reasonable food, beverage, and incidental costs associated with the conduct of university business.
- (B) Purpose. To establish the manner and extent to which university funds may be expended for business-related activities, entertainment, and hospitality.
- (C) Scope. This policy applies to all university employees.
- (D) Procedures. The university's business-related and entertainment expense guidelines may be accessed at the following web-site:
http://web.yzu.edu/gen/ysu/Forms_and_Resources_m773.html.



**RESOLUTION TO MODIFY
MEMBERSHIPS, DUES, CERTIFICATIONS, AND LICENSING FEES
POLICY, 3356-3-15**

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 Memberships, Dues, Certifications, and Licensing Fees 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 Memberships, Dues, Certifications, and Licensing Fees, policy number 3356-3-15, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-3-15 Memberships, dues, certifications, and licensing fees.

~~Previous Policy Number: 3013.01~~
Responsible Division/Office: ~~Finance and Business Operations~~Procurement
-Services
Responsible Officer: VP for Finance and Business Operations
Revision History: December 2010; September 2015;September
-2020
Board Committee: Finance and Facilities
Effective Date: ~~September 24, 2015~~September 3, 2020
Next Review: ~~2020~~2025

- (A) Policy statement. Memberships, dues, professional certifications or licensing fees are eligible for payment by the university ~~only if~~when there is a clear and direct benefit to the university. ~~Under compelling circumstances only, the president or appropriate vice president may authorize the payment of individual memberships, dues, fees or certifications.~~
- (B) Parameters.
- ~~(1) The direct benefits to the university must outweigh the costs associated with the relevant membership, certification, or fee. [NM4]~~
- ~~(2)~~ (2) Memberships paid with university funds cannot negatively impact the university's image or mission, or be paid to organizations or for activities with arbitrary or discriminatory membership policies. Acceptable organizations include associations of colleges and universities, professional societies, government-sponsored groups, accrediting organizations, and other organizations related to work being performed. Fraternal and political organizations are specifically excluded, and community/civic organizations are allowable only for executive or development officers whose duties include significant responsibilities to represent the university in the community.
- ~~(3)~~ (3) ~~Memberships should normally be institutional in nature, held in the name of the university, a university department, or functional job title.~~ Professional memberships, dues, licenses or certifications in

the name of an individual are allowable when institutional memberships, etc. are not available or not applicable. Such expenses are eligible for payment by the university under the following criteria:

- (4) ~~Professional memberships, dues, licenses, or certifications in the name of an individual are generally not authorized. Exceptions may be authorized under the following circumstances when an institutional membership is not available and the best interests of the university are served by such membership:~~
- (a) The dues, professional licensing, certification, or testing fees are integrally related to an employee's job duties or essential to the research responsibilities of faculty. Examples include, but are not limited to: engineers, certified public accountant, or radioactive materials licenses, notary fees, and world safety officer memberships;
 - (b) Membership is required for the purchase of a journal;
 - (c) Membership allows a periodical or journal to be purchased at a discounted rate and the expected savings from the discount exceeds the cost of membership;
 - (d) Membership included in a conference registration fee allows for a reduced rate to attend the conference and the savings over the non-member registration fee rate is greater than the cost of individual membership in the organization.
- (354) Written justification must be maintained for memberships, dues, certifications, and licenses paid by the university in the name of an ~~employee~~individual.
- (654) No more than one institutional membership in any organization may be purchased.
- (765) Payments of fees for professional memberships, dues, licenses or certifications shall be charged to the budget of the particular office or department benefitting from the membership are subject to the university's purchasing policy. Procurement services has the

primary responsibility to manage and monitor the purchasing process.

- (~~87~~6) Only the president or his/her designee may authorize written exceptions to this policy.

3356-3-15 Memberships, dues, certifications, and licensing fees.

Responsible Division/Office: Procurement Services
Responsible Officer: VP for Finance and Business Operations
Revision History: December 2010; September 2015;
September 2020
Board Committee: Finance and Facilities
Effective Date: September 3, 2020
Next Review: 2025

- (A) Policy statement. Memberships, dues, professional certifications or licensing fees are eligible for payment by the university when there is a clear and direct benefit to the university.
- (B) Parameters.
- (1) Memberships paid with university funds cannot negatively impact the university's image or mission, or be paid to organizations or for activities with arbitrary or discriminatory membership policies. Acceptable organizations include associations of colleges and universities, professional societies, government-sponsored groups, accrediting organizations, and other organizations related to work being performed. Fraternal and political organizations are specifically excluded, and community/civic organizations are allowable only for executive or development officers whose duties include significant responsibilities to represent the university in the community.
 - (2) Professional memberships, dues, licenses or certifications in the name of an individual are allowable when institutional memberships, etc. are not available or not applicable. Such expenses are eligible for payment by the university under the following criteria:
 - (a) The dues, professional licensing, certification, or testing fees are integrally related to an employee's job duties or essential to the research responsibilities of faculty. Examples include, but are not limited to: engineers, certified public accountant, or radioactive materials

licenses, notary fees, and world safety officer memberships;

- (b) Membership is required for the purchase of a journal;
 - (c) Membership allows a periodical or journal to be purchased at a discounted rate and the expected savings from the discount exceeds the cost of membership;
 - (d) Membership included in a conference registration fee allows for a reduced rate to attend the conference and the savings over the non-member registration fee rate is greater than the cost of individual membership in the organization.
- (3) Written justification must be maintained for memberships, dues, certifications, and licenses paid by the university in the name of an individual.
 - (4) No more than one institutional membership in any organization may be purchased.
 - (5) Payments for professional memberships, dues, licenses or certifications are subject to the university's purchasing policy. Procurement services has the primary responsibility to manage and monitor the purchasing process.
 - (6) Only the president or his/her designee may authorize written exceptions to this policy.



**RESOLUTION TO MODIFY
ELECTRONIC SIGNATURE RULES POLICY, 3356-3-16.1**

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 Electronic Signature Rules 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 Electronic Signature Rules, policy number 3356-3-16.1, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-3-16.1 Electronic signature rules.

~~Previous Policy Number:~~ ~~————~~ ~~New~~

Responsible Division/Office: Finance and ~~Administration~~Business Operations

Responsible Officer: ~~Vice President~~VP for Finance and Business
~~-Operations~~Administration

Revision History: March 2015; September 2020

Board Committee: Finance and Facilities

~~EFFECTIVE DATE~~Effective Date: ~~————~~ ~~March~~
~~11, 2015~~September 3, 2020

Next Review: ~~2020~~2025

- (A) Authority. Division (J) of section 1306.20 of the Revised Code requires Youngstown state university (“university”) to establish rules for the use of electronic signatures.
- (B) Scope. This rule applies to the implementation and utilization of electronic signatures involving the university.
- (C) Definitions.
- (1) “Authentication.” The assurance that the electronic signature is that of the person purporting to sign a record or otherwise conducting an electronic transaction.
 - (2) “Electronic signature.” An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
 - (3) “Electronic record.” A record created, generated, sent, communicated, receive, or stored by electronic means.
 - (4) “Electronic transaction.” The exchange of an electronic record and electronic signature between the university and a person to:
 - (a) Consent to release information;
 - (b) Purchase, sell, or lease goods, services, or construction;

- (c) Transfer funds;
 - (d) Facilitate the submission of an electronic record with an electronic signature required or accepted by the university;
or
 - (e) Create records formally issued under a signature and upon which the university or any other person will reasonably rely, including but not limited to, formal communication, letters, notices, directives, policies, guidelines, and any other record.
- (5) “Integrity.” The assurance that the electronic record is not modified from what the signatory adopted.
 - (6) “Nonrepudiation.” Proof that the signatory adopted or assented to the electronic record or electronic transaction.
- (D) Electronic signature rules.
- (1) This rule was established pursuant to division (J) of section 1306.20 of the Revised Code.
 - (2) This rule applies to electronic signatures involving the university.
 - (3) This rule shall remain consistent with electronic signature requirements of the Revised Code and applicable federal law.
 - (4) Electronic signatures shall only be used as governed by this rule and any university policy governing electronic signatures involving the university.
 - (5) The university shall provide guidance for implementing and utilizing electronic signatures.
 - (6) To the fullest extent permitted by law, the university recognizes an electronic signature as legally binding and equivalent to handwritten signatures to signify an agreement.
 - (7) The university may designate specific university transactions to be executed by electronic signature.

- (8) The university may, at its discretion, elect to opt out of conducting business electronically with any party or in any transaction for any reason or no reason.
- (9) An electronic signature that does not employ a university-approved authentication method at the time of signature may not be binding on the university.
- (10) All security procedures and technologies shall provide authentication, nonrepudiation, and integrity to the extent that is reasonable for each electronic transaction, as determined by the university's office of information technology.
- (11) When at any time during an electronic transaction the university requires a signature, the university shall require a separate and distinct action on the part of the person conducting the electronic transaction for each signature. The separate and distinct action shall be clearly marked as indicating intent to complete an electronic transaction or electronically sign a record. The separate and distinct action may include a series of keystrokes, a click of a mouse, or other similar actions.
- (12) Electronic signature documentation shall be maintained in accordance with the university record retention schedule and any university policy governing electronic signatures.
- (13) The university shall identify responsibilities of individuals and units regarding electronic signatures.
- (14) University policies and procedures applicable to contracts must be followed. This rule does not grant contracting authority to any individual or expand the authority already granted through university policy or otherwise.
- (15) Individuals shall report any suspect or fraudulent activities related to electronic signatures immediately to any manager or supervisor in the appropriate department, college, or division.

- (16) Employees who falsify electronic signatures or otherwise violate this rule are subject to disciplinary action up to and including termination of employment.
- (17) Students who falsify electronic signatures or otherwise violate this rule are subject to disciplinary action under the university “Code of Student Rights, Responsibilities, and Conduct.”
- (18) Other members of the university community who falsify electronic signatures or otherwise violate this rule are subject to appropriate sanctions, including but not limited to termination of their relationship or affiliation with the university.

3356-3-16.1 Electronic signature rules.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: March 2015; September 2020
Board Committee: Finance and Facilities
Effective Date: September 3, 2020
Next Review: 2025

- (A) Authority. Division (J) of section 1306.20 of the Revised Code requires Youngstown state university (“university”) to establish rules for the use of electronic signatures.
- (B) Scope. This rule applies to the implementation and utilization of electronic signatures involving the university.
- (C) Definitions.
 - (1) “Authentication.” The assurance that the electronic signature is that of the person purporting to sign a record or otherwise conducting an electronic transaction.
 - (2) “Electronic signature.” An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
 - (3) “Electronic record.” A record created, generated, sent, communicated, receive, or stored by electronic means.
 - (4) “Electronic transaction.” The exchange of an electronic record and electronic signature between the university and a person to:
 - (a) Consent to release information;
 - (b) Purchase, sell, or lease goods, services, or construction;
 - (c) Transfer funds;

- (d) Facilitate the submission of an electronic record with an electronic signature required or accepted by the university;
or
 - (e) Create records formally issued under a signature and upon which the university or any other person will reasonably rely, including but not limited to, formal communication, letters, notices, directives, policies, guidelines, and any other record.
- (5) “Integrity.” The assurance that the electronic record is not modified from what the signatory adopted.
- (6) “Nonrepudiation.” Proof that the signatory adopted or assented to the electronic record or electronic transaction.
- (D) Electronic signature rules.
- (1) This rule was established pursuant to division (J) of section 1306.20 of the Revised Code.
 - (2) This rule applies to electronic signatures involving the university.
 - (3) This rule shall remain consistent with electronic signature requirements of the Revised Code and applicable federal law.
 - (4) Electronic signatures shall only be used as governed by this rule and any university policy governing electronic signatures involving the university.
 - (5) The university shall provide guidance for implementing and utilizing electronic signatures.
 - (6) To the fullest extent permitted by law, the university recognizes an electronic signature as legally binding and equivalent to handwritten signatures to signify an agreement.
 - (7) The university may designate specific university transactions to be executed by electronic signature.

- (8) The university may, at its discretion, elect to opt out of conducting business electronically with any party or in any transaction for any reason or no reason.
- (9) An electronic signature that does not employ a university-approved authentication method at the time of signature may not be binding on the university.
- (10) All security procedures and technologies shall provide authentication, nonrepudiation, and integrity to the extent that is reasonable for each electronic transaction, as determined by the university's office of information technology.
- (11) When at any time during an electronic transaction the university requires a signature, the university shall require a separate and distinct action on the part of the person conducting the electronic transaction for each signature. The separate and distinct action shall be clearly marked as indicating intent to complete an electronic transaction or electronically sign a record. The separate and distinct action may include a series of keystrokes, a click of a mouse, or other similar actions.
- (12) Electronic signature documentation shall be maintained in accordance with the university record retention schedule and any university policy governing electronic signatures.
- (13) The university shall identify responsibilities of individuals and units regarding electronic signatures.
- (14) University policies and procedures applicable to contracts must be followed. This rule does not grant contracting authority to any individual or expand the authority already granted through university policy or otherwise.
- (15) Individuals shall report any suspect or fraudulent activities related to electronic signatures immediately to any manager or supervisor in the appropriate department, college, or division.
- (16) Employees who falsify electronic signatures or otherwise violate this rule are submit to disciplinary action up to an including termination of employment.

- (17) Students who falsify electronic signatures or otherwise violate this rule are subject to disciplinary action under the university “Code of Student Rights, Responsibilities, and Conduct.”
- (18) Other members of the university community who falsify electronic signatures or otherwise violate this rule are subject to appropriate sanctions, including but not limited to termination of their relationship or affiliation with the university.



**RESOLUTION TO MODIFY
UNIVERSITY PARKING AND TRANSPORTATION FEES POLICY, 3356-4-06**

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 University Parking and Transportation Fees 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 University Parking and Transportation Fees, policy number 3356-4-06, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-4-06 University parking and transportation fees.

~~Previous Policy Number: 4006.01~~

Responsible Division/Office: Facilities Maintenance and Support Services

Responsible Officer: VP for Finance and ~~Administration~~ Business
-Operations

Revision History: June 1998; March 2010; March 2015; ~~September~~
-2020

Board Committee: Finance and Facilities

BOT Approval Date: ~~March 11, 2015~~ September 3, 2020

Next Review: ~~2020~~ 2025

- (A) Policy statement. The university will fund the provision of parking and related transportation services from a variety of sources and permits the use of these services in accordance with established law and university requirements and regulations.
- (B) Purpose. To provide guidelines and procedures on the use and management of university parking facilities, fees, and related transportation services.
- (C) Scope. This policy applies to all individuals operating vehicles on university property and to university parking facilities and related transportation services.
- (D) Parameters. Costs for the provision, construction, and maintenance of parking facilities and related transportation services are funded by income from sources such as fees, parking permits, parking meters, daily and special events parking, fines imposed for violation of parking regulations, and debt secured by bonds. Users of parking and related services must comply with the requirements established pursuant to this policy.
- (E) Procedures.
- (1) Valid parking permits are required at all times when parking on the Youngstown state university (“YSU”) campus.
 - (2) Student parking permits are available ~~through the transportation fee~~ for each semester:-

- a. Penguin Promise students may obtain a commuter permit or an overnight permit valid in designated lots.
- b. Non-Penguin Promise students may purchase a permit through the transportation fee. With the exception of completely online instructional methods~~at the start of term.~~
Sstudents taking six or more credit hours will be assessed a transportation fee and may order a parking permit at no additional charge. Students taking five or less credit hours may ~~opt into the transportation fee and order a purchase a semester parking permit at no additional charge or purchase a daily parking permit as needed.~~ opt into the transportation fee and order a semester parking permit for the same cost as the transportation fee, which may appear as a parking permit on student bills.

- (3) Collective bargaining contracts may contain specific parking procedures and fee information.
- (4) Businesses or other organizations which lease space on campus or which contract with the university for the provision of services may purchase parking permits for their employees. Employees of such companies may purchase parking permits if their employer does not provide them.
- (5) Trustees of the university, trustees of YSU-affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated visitor's areas without cost while on business at the university.
- (6) Individuals on campus for YSU prearranged recruiting events or visits are permitted to park in designated areas without cost while on campus for the scheduled event or visit.
- (7) Visitors to the university will be charged the current approved rate for parking on campus. Departments may purchase a visitor permit for their guest through parking services.
- (8) Event parking will be charged the current approved rate for parking on campus. Event sponsors may purchase the parking in advance for their attendees.

- (9) The board of trustees approves parking fees and fines, upon the recommendation of the Finance and Facilities Committee.
- (10) Parking services personnel and university police officers are authorized to issue citations to vehicles parking in violation of parking regulations.
- (11) Parking fees, fines, and regulations may be found in the parking services brochure, the university bulletins, other university publications, and the university website.

3356-4-06 University parking and transportation fees.

Responsible Division/Office: Facilities Maintenance and Support Services
Responsible Officer: VP for Finance and Business
Operations
Revision History: June 1998; March 2010; March 2015; September 2020
Board Committee: Finance and Facilities
BOT Approval Date: September 3, 2020
Next Review: 2025

- (A) Policy statement. The university will fund the provision of parking and related transportation services from a variety of sources and permits the use of these services in accordance with established law and university requirements and regulations.
- (B) Purpose. To provide guidelines and procedures on the use and management of university parking facilities, fees, and related transportation services.
- (C) Scope. This policy applies to all individuals operating vehicles on university property and to university parking facilities and related transportation services.
- (D) Parameters. Costs for the provision, construction, and maintenance of parking facilities and related transportation services are funded by income from sources such as fees, parking permits, parking meters, daily and special events parking, fines imposed for violation of parking regulations, and debt secured by bonds. Users of parking and related services must comply with the requirements established pursuant to this policy.
- (E) Procedures.
 - (1) Valid parking permits are required at all times when parking on the Youngstown state university (“YSU”) campus.
 - (2) Student parking permits are available for each semester:
 - a. Penguin Promise students may obtain a commuter permit or an overnight permit valid in designated lots.

- b. Non-Penguin Promise students may purchase a permit through the transportation fee. With the exception of completely online instructional methods, students taking six or more credit hours will be assessed a transportation fee and may order a parking permit at no additional charge. Students taking five or less credit hours may opt into the transportation fee and order a semester parking permit for the same cost as the transportation fee, which may appear as a parking permit on student bills.
- (3) Collective bargaining contracts may contain specific parking procedures and fee information.
 - (4) Businesses or other organizations which lease space on campus or which contract with the university for the provision of services may purchase parking permits for their employees. Employees of such companies may purchase parking permits if their employer does not provide them.
 - (5) Trustees of the university, trustees of YSU-affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated visitor's areas without cost while on business at the university.
 - (6) Individuals on campus for YSU prearranged recruiting events or visits are permitted to park in designated areas without cost while on campus for the scheduled event or visit.
 - (7) Visitors to the university will be charged the current approved rate for parking on campus. Departments may purchase a visitor permit for their guest through parking services.
 - (8) Event parking will be charged the current approved rate for parking on campus. Event sponsors may purchase the parking in advance for their attendees.
 - (9) The board of trustees approves parking fees and fines, upon the recommendation of the Finance and Facilities Committee.

- (10) Parking services personnel and university police officers are authorized to issue citations to vehicles parking in violation of parking regulations.
- (11) Parking fees, fines, and regulations may be found in the parking services brochure, the university bulletins, other university publications, and the university website.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO RENEW AND AMEND
THE AUDIT SUBCOMMITTEE CHARTER**

WHEREAS, the Audit Subcommittee Charter (the Charter) defines the subcommittee's purpose, authority, and responsibility; and

WHEREAS, the Charter establishes the subcommittee's relationship with the Finance and Facilities Committee of the Board of Trustees, authorizes access to records, personnel, and physical properties relevant to the performance of oversight responsibilities, and defines the structure of the subcommittee; and

WHEREAS, the Charter is reviewed and approved by the audit subcommittee at least every third year as part of its oversight of the subcommittee functions; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby renew the Audit Subcommittee Charter, as shown in Exhibit __ and made part hereof.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**

Youngstown State University
Audit Subcommittee Charter

Purpose

The primary function of the Audit Subcommittee (the “Subcommittee”) is to assist the Board of Trustees in fulfilling its oversight responsibilities for the institution’s accounting and financial reporting processes and audits by monitoring:

- the integrity of the University’s financial statements,
- the independence, qualifications, and performance of its independent-external and internal auditors,
- the University’s system of internal controls, and
- the University's compliance with laws, regulations and codes of conduct.

~~Subject to State Auditor’s role and requirements, the Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University’s independent-external and internal auditors. The Audit Subcommittee shall maintain an effective, open avenue of communication among the independent external auditors, internal auditors, senior management and the Board of Trustees.~~

~~The Subcommittee’s function is one of oversight, and as such it recognizes that management is responsible for preparing the financial statements and that the independent external auditors are responsible for auditing those financial statements.~~

Resources and Authority

The Subcommittee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities and personnel of the University.

The Subcommittee has the authority to retain legal, accounting and other advisors to assist in the performance of its responsibilities. The University shall compensate the independent auditors and advisors employed by the Audit Subcommittee, and provide for associated administrative expenses.

Structure

Date Last Reviewed: tbd ~~_____~~ 12-2015 ~~_____~~

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Youngstown State University
Audit Subcommittee Charter

The Audit Subcommittee is a subcommittee of the Finance & Facilities Committee of the Board of Trustees of Youngstown State University. Board members are appointed by the Governor of the State of Ohio. ~~The Board will seek to ensure financial expertise on the Audit Subcommittee through appointments and training.~~

All members of the Subcommittee must be independent of the University, management and the independent auditor in fact and appearance. Members of the Subcommittee shall be considered independent provided they do not accept any consulting, advisory, or other compensatory fee from the University and are not affiliated persons of the external auditor, management or University. Further, no member of the Audit Subcommittee may concurrently serve on the Investment Subcommittee.

At least one member of the Subcommittee should, if possible, -be a “financial expert”. A financial expert is a person who has an understanding of generally accepted accounting principles and financial statements, experience applying such principles, experience preparing or auditing financial statements, experience with internal controls, and an understanding of audit committee functions. The Board will seek to ensure financial expertise on the Audit Subcommittee through appointments and training.

Meetings

The Audit Subcommittee shall meet at least quarterly and at any other convenient date on an as-needed basis. The Audit Subcommittee may ask members of management or others to attend Audit Subcommittee meetings and provide pertinent information when needed. The Audit Subcommittee shall meet periodically with management, independent external auditors and the ~~independent~~ Internal Auditor.

As part of its responsibility to foster open communication, the Subcommittee shall provide sufficient opportunity for the independent auditors to meet privately with the Committee.

Meeting agendas will be prepared and provided in advance to members along with the appropriate briefing materials. A written summary of each Subcommittee meeting will be prepared. The Subcommittee is to report its findings and recommendations for action to the Finance and Facilities Committee.

Date Last Reviewed: tbd ~~_____~~ 12-2015 ~~_____~~

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Youngstown State University
Audit Subcommittee Charter

Functions and Responsibilities

Internal Control

1. Review with management, Internal Audit and ~~independent external~~ auditors the adequacy and effectiveness of the University's policies for assessing and managing risk.
2. Examine internal and ~~external auditors~~ independent auditors' findings of weaknesses and recommendations for the improvement of internal controls. Monitor management's response to and implementation of internal control recommendations.

Financial Reporting

1. Review annual financial statements prior to public release and discuss such statements with management and the independent auditors.
2. Discuss any changes in accounting principles, significant judgment areas and significant or complex transactions (including any off-balance sheet structures) that occurred. Consider management's handling of proposed audit adjustments identified by the independent auditors.
3. Consult with auditors and accounting personnel on the integrity of the internal and ~~independent external~~ financial reporting process. Determine if key reporting objectives are being met.

Independent Auditors

Subject to State Auditor's role and requirements, the Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University's independent auditors.

The Subcommittee's function is one of oversight, as such it recognizes that management is responsible for preparing the financial statements and that the independent auditors are responsible for auditing those financial statements.

1. Serve as the authority to which the independent auditors report.
2. Review, at least annually, all relationships between the independent auditors and the University and assess the independent auditors' independence.
3. Review the audit scope and approach of the independent auditors' examinations and direct the auditors to areas that, in the Audit Subcommittee's opinion, require more attention. Audit engagement letters are to be addressed to the Audit Subcommittee rather than to management.

Date Last Reviewed: ~~tbd~~ 12-2015

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Youngstown State University
Audit Subcommittee Charter

4. Discuss with the independent auditors any significant findings, difficulties, disagreements with management, restrictions on scope of the audit, or limitations on information or personnel encountered while performing the audit.
5. Pre-approve all significant audit and permitted non-audit services and related fees to be performed by the University's independent auditors. The Chairperson of the Audit Subcommittee shall have the authority to review and approve all such proposals and shall report back to the full Subcommittee at each meeting.

Internal Auditors

The Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University's internal auditors.

1. Review and examine the objectivity, effectiveness and resources of the internal audit function.
2. Concur in the appointment or replacement of the provider of internal audits services.
3. Review the internal audit plan for the current year and review the risk assessment procedures used to identify projects included in the plan.
4. Review the results of internal audit activities and track the progress of the internal audit plan.
5. Ensure there are no unjustified restrictions or limitations on the internal audit function.

Compliance

1. Ensure that appropriate code(s) of conduct/ethics are formalized in writing. Review management's monitoring of compliance therewith, including changes or waivers to the code(s).
2. Review legal and regulatory matters that may have a material impact on the financial statements and the related compliance policies and procedures.
3. Ensure that procedures exist for the receipt, retention and treatment of complaints regarding accounting, internal controls or auditing matters, including procedures for the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters. Periodically review summary reports of such complaints.

Other

Date Last Reviewed: tbd ~~12-2015~~

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Youngstown State University
Audit Subcommittee Charter

~~1. Ensure that appropriate code(s) of conduct/ethics are formalized in writing. Review management's monitoring of compliance therewith, including changes or waivers to the code(s).~~

~~Review legal and regulatory matters that may have a material impact on the financial statements and the related compliance policies and procedures.~~

~~1. Ensure that procedures exist for the receipt, retention and treatment of complaints regarding accounting, internal controls or auditing matters, including procedures for the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters. Periodically review summary reports of such complaints.~~ Review and assess, at least every three years, the Audit Subcommittee's charter, and submit changes to the charter for approval of the Board.

2. The Subcommittee shall review, discuss and assess its own performance as well as its role and responsibilities, seeking input from senior management, the full board and others. Changes in role and/or responsibilities, if any, shall be recommended to the full board for approval.

~~2.3. Recommend~~ Recommend to the Board policies for hiring employees or former employees of the independent auditor.

~~4. 3.~~ Perform other oversight functions as requested by the Board of Trustees.

5. Maintain an effective, open avenue of communication among the independent auditors, internal auditors, senior management and the Board of Trustees.

Date Last Reviewed: tbd 12-2015

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Youngstown State University
Audit Subcommittee Charter

Purpose

The primary function of the Audit Subcommittee (the “Subcommittee”) is to assist the Board of Trustees in fulfilling its oversight responsibilities for the institution’s accounting and financial reporting processes and audits by monitoring:

- the integrity of the University’s financial statements,
- the independence, qualifications, and performance of its independent and internal auditors,
- the University’s system of internal controls, and
- the University's compliance with laws, regulations and codes of conduct.

Resources and Authority

The Subcommittee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities and personnel of the University.

The Subcommittee has the authority to retain legal, accounting and other advisors to assist in the performance of its responsibilities. The University shall compensate the independent auditors and advisors employed by the Audit Subcommittee, and provide for associated administrative expenses.

Structure

The Audit Subcommittee is a subcommittee of the Finance & Facilities Committee of the Board of Trustees of Youngstown State University. Board members are appointed by the Governor of the State of Ohio. All members of the Subcommittee must be independent of the University, management and the independent auditor in fact and appearance. Members of the Subcommittee shall be considered independent provided they do not accept any consulting, advisory, or other compensatory fee from the University and are not affiliated persons of the external auditor, management or University. Further, no member of the Audit Subcommittee may concurrently serve on the Investment Subcommittee.

At least one member of the Subcommittee should, if possible, be a “financial expert”. A financial expert is a person who has an understanding of generally accepted accounting principles and financial statements, experience applying such principles, experience preparing or auditing financial statements, experience with internal controls, and an understanding of audit committee functions. The Board will seek to ensure financial expertise on the Audit Subcommittee through appointments and training.

Date Last Reviewed: tbd

Youngstown State University
Audit Subcommittee Charter

Meetings

The Audit Subcommittee shall meet at least quarterly and at any other convenient date on an as-needed basis. The Audit Subcommittee may ask members of management or others to attend Audit Subcommittee meetings and provide pertinent information when needed. The Audit Subcommittee shall meet periodically with management, independent auditors and the Internal Auditor.

As part of its responsibility to foster open communication, the Subcommittee shall provide sufficient opportunity for the independent auditors to meet privately with the Committee.

Meeting agendas will be prepared and provided in advance to members along with the appropriate briefing materials. A written summary of each Subcommittee meeting will be prepared. The Subcommittee is to report its findings and recommendations for action to the Finance and Facilities Committee.

Functions and Responsibilities

Internal Control

1. Review with management, Internal Audit and independent auditors the adequacy and effectiveness of the University's policies for assessing and managing risk.
2. Examine internal and independent auditors' findings of weaknesses and recommendations for the improvement of internal controls. Monitor management's response to and implementation of internal control recommendations.

Financial Reporting

1. Review annual financial statements prior to public release and discuss such statements with management and the independent auditors.
2. Discuss any changes in accounting principles, significant judgment areas and significant or complex transactions (including any off-balance sheet structures) that occurred. Consider management's handling of proposed audit adjustments identified by the independent auditors.
3. Consult with auditors and accounting personnel on the integrity of the internal and independent financial reporting process. Determine if key reporting objectives are being met.

Independent Auditors

Date Last Reviewed: tbd

Youngstown State University
Audit Subcommittee Charter

Subject to State Auditor's role and requirements, the Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University's independent auditors.

The Subcommittee's function is one of oversight, as such it recognizes that management is responsible for preparing the financial statements and that the independent auditors are responsible for auditing those financial statements.

1. Serve as the authority to which the independent auditors report.
2. Review, at least annually, all relationships between the independent auditors and the University and assess the independent auditors' independence.
3. Review the audit scope and approach of the independent auditors' examinations and direct the auditors to areas that, in the Audit Subcommittee's opinion, require more attention. Audit engagement letters are to be addressed to the Audit Subcommittee rather than to management.
4. Discuss with the independent auditors any significant findings, difficulties, disagreements with management, restrictions on scope of the audit, or limitations on information or personnel encountered while performing the audit.
5. Pre-approve all significant audit and permitted non-audit services and related fees to be performed by the University's independent auditors. The Chairperson of the Audit Subcommittee shall have the authority to review and approve all such proposals and shall report back to the full Subcommittee at each meeting.

Internal Auditors

The Audit Subcommittee will be responsible for the appointment, compensation, retention, oversight and evaluation of the University's internal auditors.

1. Review and examine the objectivity, effectiveness and resources of the internal audit function.
2. Concur in the appointment or replacement of the provider of internal audits services.
3. Review the internal audit plan for the current year and review the risk assessment procedures used to identify projects included in the plan.
4. Review the results of internal audit activities and track the progress of the internal audit plan.
5. Ensure there are no unjustified restrictions or limitations on the internal audit function.

Compliance

1. Ensure that appropriate code(s) of conduct/ethics are formalized in writing. Review management's monitoring of compliance therewith, including changes or waivers to the code(s).
2. Review legal and regulatory matters that may have a material impact on the financial statements and the related compliance policies and procedures.

Date Last Reviewed: tbd

Youngstown State University
Audit Subcommittee Charter

3. Ensure that procedures exist for the receipt, retention and treatment of complaints regarding accounting, internal controls or auditing matters, including procedures for the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters. Periodically review summary reports of such complaints.

Other

1. Review and assess, at least every three years, the Audit Subcommittee's charter, and submit changes to the charter for approval of the Board.
2. The Subcommittee shall review, discuss and assess its own performance as well as its role and responsibilities, seeking input from senior management, the full board and others. Changes in role and/or responsibilities, if any, shall be recommended to the full board for approval.
3. Recommend to the Board policies for hiring employees or former employees of the independent auditor.
4. Perform other oversight functions as requested by the Board of Trustees.
5. Maintain an effective, open avenue of communication among the independent auditors, internal auditors, senior management and the Board of Trustees.

Date Last Reviewed: tbd

tbd Audit Subcommittee Charter

YSU Capital Projects Summary:

Board Projects Update 7/29/2020

Projects in Progress:

Campus Roof Replacements

YSU 1920-04

\$700k (Capital Funds C34560) ES Architecture, Boak and Sons

This project will be the replacement of sections of the Ward Beecher roof and the complete replacement of the Fok Hall roof. This project was re-bid, awarded and is now underway. Fok Hall roof is almost complete with only a few items remaining.

Ward Beecher Science Hall Structural Repairs

YSU 1920-01

\$800k (Capital Funds C34557) Domokur Architects, Murphy Cont.

This project will include structural repairs within the lower level mechanical spaces in Ward Beecher. This project is nearly complete and will be finished by the start of fall classes.

Athletic Team and Locker Room Renovation

YSU 1920-27

\$400k (Local Funds) Osborn (OSports), United Contractors

This project will be the renovation of several areas within Stambaugh Stadium and Beeghly Center. This project is complete.

Beede Field Replacement

YSU 1920-26

\$650k (Local Funds) YSU Staff, AstroTurf

This project will be the replacement of the artificial surface on Beede Field. This project is complete.

Pedestrian Bridge Renovations

YSU 1920-17

\$1.3M (Capital Funds) Domokur Architects, Murphy Contracting

This project will be the renovation of both pedestrian bridges on campus. Minor structural issues will be addressed along with the roofing, glazing and interior finishes. This project is underway and will be complete for the start of Fall Semester.

ETC - Innovation and Commercialization Center

YSU 1718-14

\$11.5M (Capital Funds C34554, Grants) SSOE Group, Brock Builders

This project will be the purchase and renovation of property adjacent to YSU's campus on Commerce Street along with the construction of new high-bay and low-bay space to ultimately create an Innovation and Commercialization Center. This project is underway and proceeding very well.

Academic Area Renovations 2

YSU 1920-30

\$280k (Capital Funds) YSU Staff, Murphy Contracting

This project will be the follow up to the pool renovation of 2018 using the remaining capital funds to take care of outstanding issues. This project was slowed by a delayed controlling board release due to the pandemic but is moving along. This project will be complete by, or shortly after, the start of Fall Semester.

Restroom Renovations

YSU 1920-28

\$320k (Capital Funds) YSU Staff, B&B Contractors

This project will be the renovation of select restrooms on campus. Using remaining capital funds, the restrooms in Sweeney Hall and Cushwa Hall will be addressed. This project is underway but was slowed by a delayed controlling board release. It will be complete by September 7th.

Cushwa Physical Therapy Phase 2

YSU 1920-29

\$1M (Capital Funds) YSU Staff, B&B Contractors

This project will be the continuation of 2019's summer project to renovate Physical Therapy in the lower level of Cushwa. Renovation will consist of lab renovations, stairwell renovations and restroom upgrades. This project was also slowed by a delayed controlling board release and will be complete by early September.

Fedor Hall Renovations

YSU 1920-22

\$1M (Capital Funds) Olsavsky Jaminet, Murphy Contracting

This project will be the partial renovation of Fedor Hall. Sprinkler piping will be installed, new flooring will be installed and part of the roof will be replaced. Additionally, a grant received by the Rich Center will be used to upgrade and modernize the elevator. This project was delayed by a very late controlling board release and will start in mid-August.

Parking Deck Maintenance and Repairs 2020

YSU 1920-31

\$500k (Local Funds) Walker Parking Consultants

This project will be for the yearly maintenance of the parking decks. This project is underway and will be complete for the start of Fall Semester.

Parking Lot Resurfacing

YSU 1920-34

\$550k (Local Funds) GPD Group, RT Vernal Paving

This project will be for the removal and repaving of the M-70, F-1 and the R-4 parking lots. This project will be complete by the start of Fall Semester.

Projects Currently at Controlling Board:

- Property Acquisition – Parking lot along Wood Street.

Projects Currently Out for Bids:**Covelli Arched Entrance**YSU 1920-35 **Bids Open August 14th*****\$150k (Local Funds) Behnke Associates***

This project will be for the creation of an arched entryway into the Covelli Sports Complex on the West side of Fifth Avenue.



IUC-INSURANCE CONSORTIUM

Since 1994, most of the IUC Universities have purchased their group property and casualty insurance on a group basis. The IUC-Insurance Consortium formalized their pooling in 2006 and created the Board of Governors. The Board of Governors is comprised of representatives from each University and is the decision making body for insurance issues of the group programs. There are 3 committees that report to the Board of Governors: Underwriting, Loss Control and Audit. Underwriting and Loss Control have representation from each University. In 2009, a Director was hired to coordinate the activities of the IUC-IC and act as a facilitator to other IUC committees and university departments to address insurance and risk related issues.

Board of Governors

Each Member University acts through its respective representative on the Board of Governors. That representative is appointed and serves the Board as a Governor as provided in the Pooling Agreement and Article II of the By-Laws. The powers granted to the Organization by the Pooling Agreement or otherwise shall be vested in and exercised by the Governors. Each University has one vote on the Board of Governors.

Underwriting Committee

The Underwriting Committee will have the responsibility of reviewing and making recommendations as to the status of the Organization's insurance programs, structure, including the amount of deductibles, premium allocations, and selection of the Organization Broker(s). The Underwriting Committee members will serve as their Universities' Risk Management Person and will make decisions on Risk Management Programs benefiting the Organization in concert with the Loss Control Committee. The Underwriting Committee will be made up of at least one representative from each Member.

Loss Control Committee

The Loss Control Committee will have the responsibility for preparing loss control analysis and implementation programs, in cooperation with the Organization Broker(s) to assure effective total loss control programs at the Member institutions. The Loss Control Committee will be made up of at least one representative from each member.

Finance and Facilities Committee

Background Agenda



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE
Michael A. Peterson, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members**

**BACKGROUND MATERIALS
Wednesday, September 2, 2020**

- 1. Budget and Interfund Transfers for the Quarter Ending June 30, 2020,
Reportable under Policy Number 3356-3-11.1, Budget Transfers** **Tab 1**
- 2. Diversity and EDGE Spend Report** **Tab 2**
Fourth quarter Diversity Spend Report with detail.

The **Reportable Budget and Interfund Transfers Ending June 30, 2020**, will be forthcoming.

Youngstown State University
Fiscal Year 2020 Fourth Quarter Diversity Spend Report
April 1, 2020 through June 30, 2020

	FY2020				FY2019			
	4th QTR	Percent of Addressable	YTD	Percent of Addressable	4th QTR	Percent of Addressable	YTD	Percent of Addressable
Diversity Spend - Goods and Services (excludes EDGE and construction)								
MBE - Ohio Certified	\$ 107,521	3.97%	\$ 1,156,040	6.60%	\$ 344,710	6.87%	\$ 1,209,806	6.31%
MBE - Other Certified	377	0.01%	500	0.00%	6	0.00%	814	0.00%
Disability Challenged	59,861	2.21%	486,742	2.78%	121,257	2.42%	513,623	2.68%
Recycled Materials	6,427	0.24%	25,440	0.15%	2,868	0.06%	13,522	0.07%
Veteran Owned	0	0.00%	35,498	0.20%	8,984	0.18%	62,747	0.33%
Woman Owned	504	0.02%	26,530	0.15%	18,943	0.38%	86,260	0.45%
Total Diversity Spend	\$ 174,689	6.45%	\$ 1,730,749	9.89%	\$ 496,768	9.90%	\$ 1,886,772	9.83%
Total Addressable Spend - Goods and Services	\$ 2,710,006	100.00%	\$ 17,506,035	100.00%	\$ 5,016,141	100.00%	\$ 19,186,539	100.00%
EDGE Spend - Goods, Services, and Construction								
EDGE - Ohio Certified - Construction	\$ -	0.00%	\$ 360,147	1.18%	\$ 67,439	1.13%	\$ 535,904	1.87%
Total EDGE Spend	\$ -	0.00%	\$ 360,147	1.18%	\$ 67,439	1.13%	\$ 535,904	1.87%
Total Addressable Spend - Goods, Services, and Construction	\$ 3,973,353	100.00%	\$ 30,453,198	100.00%	\$ 5,985,692	100.00%	\$ 28,730,816	100.00%

Definitions:

MBE (Minority Business Enterprise): The MBE program is designed to assist minority businesses in obtaining state government contracts for goods and services. (Unlike the Encouraging Diversity, Growth and Equity program, the MBE program does not apply to construction contracts.) The State of Ohio developed the program because it recognized the need to encourage, nurture and support the growth of minority businesses to foster their development and increase the number of qualified competitors in the marketplace.

EDGE (Encouraging Diversity, Growth, and Equity Program): The EDGE program is designed to assist socially and economically disadvantaged businesses in obtaining state government contracts in the following areas: construction, architecture and engineering; professional services; goods and services; and information technology services. (In contrast to the Minority Business Enterprise program, the EDGE program does apply to construction contracts.) The State of Ohio developed the program because it recognizes the need to encourage, nurture, and support the growth of economically and socially disadvantaged businesses to foster their development and increase the number of qualified competitors in the marketplace.

Youngstown State University (YSU) does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit YSU's Commitment to Accessibility webpage for contact information for persons designated to handle questions about this policy.

Youngstown State University
Diversity Spend Detail Report - Goods and Services
(excludes EDGE and construction)
April 1, 2020 through June30, 2020

Minority Business Enterprise (MBE) - Ohio Certified

Name	Address	Type of Contract	Purchases
Brown Enterprise Solutions	5935 Wilcox Place, Suite E, Dublin, Ohio 43016	Computer Supplies	\$ 7,397
Newegg Inc.	18045 Rowland Street, City of Industry, California 91748	Computer Supplies	863
B R Johnson Cleaning Services	P.O. Box 282, Akron, Ohio 44309	Janitorial Services	100,124
Subtotal - MBE - Ohio Certified			\$ 107,521

Minority Business Enterprise (MBE) - Other Certified

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$ 377
Subtotal - MBE - Other Certified			\$ 377

Disability Challenged

Name	Address	Type of Contract	Purchases
Compass Family Services	535 Marmion Avenue, Youngstown, Ohio 44502	Janitorial Services	\$ 59,861
Subtotal - Disability Challenged			\$ 59,861

Recycled Materials

Name	Address	Type of Contract	Purchases
Staples - Tier 2	4170 Highlander Parkway, Richfield, Ohio 44286	Office Supplies	\$ 6,427
Subtotal - Recycled Materials			\$ 6,427

Veteran Owned

Name	Address	Type of Contract	Purchases
			\$ -
Subtotal - Veteran Owned			\$ -

Youngstown State University
Diversity Spend Detail Report - Goods and Services
(excludes EDGE and construction)
April 1, 2020 through June30, 2020

Woman Owned			
Name	Address	Type of Contract	Purchases
Protect-N-Shred	P.O. Box 85, Cortland, Ohio 44410	Document Shredding	\$ 54
Roar Postal Supplies & Solutions	10600 W. 108th Terrace, Overland Park, Kansas 66210	Postal Supplies	318
Union Eyes Optical Inc.	Suite B, 229 Churchill Hubbard Road, Youngstown, Ohio 44505	Public Safety Supplies	132
	Subtotal - Woman Owned		\$ 504
	Total Diversity Spend		\$ 174,689

Youngstown State University
EDGE Spend Detail Report
April 1, 2020 through June 30, 2020

Encouraging Diversity, Growth, and Equity (EDGE) - Ohio Certified			
Name	Address	Project	Purchases
			\$ -
	Total EDGE Spend		<u>\$ -</u>

University Affairs Committee

Main Agenda



**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

**Charles T. George, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members**

**Wednesday, September 2, 2020
3:30 p.m. or immediately following
previous meeting**

<https://ysu.edu/board-of-trustees>

AGENDA

A. Disposition of Minutes

B. Old Business

C. Committee Items

1. Intercollegiate Athletics Action Item

C.1.a. = Tab 1 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 intercollegiate athletics staff and coaching positions, for April 16, 2020, through July 15, 2020. Personnel actions for intercollegiate athletics staff and coaching are contingent upon approval of the Board of Trustees.

Ron Strollo, Executive Director of Athletics, will report.

2. Intercollegiate Athletics Discussion Item

C.2.a. = Tab 2 a. Fiscal Year 2018-19 Financial Analysis of Benchmark Institutions

Ron Strollo, Executive Director of Athletics, will report.

3. University Affairs Discussion Item

a. 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.

4. University Affairs Action Items

C.4.a. = Tab 3 a. Resolution to Modify Discrimination – Harassment Policy, 3356-2-03

Mark Weir, Director of EEO, Title IX and Policy Development, will report.

- C.4.b. = Tab 4 b. Resolution to Rescind Sexual Misconduct Policy, 3356-2-03.1**
Mark Weir, Director of EEO, Title IX and Policy Development, will report.
- C.4.c. = Tab 5 c. Resolution to Approve Title IX Sexual Harassment Policy, 3356-2-05**
Mark Weir, Director of EEO, Title IX and Policy Development, will report.
- C.4.d. = Tab 6 d. 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, for April 16, 2020, through July 15, 2020. 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.
- D. New Business**
- E. Adjournment**



**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 4, 2020, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2019-2020 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; and 3356-7-42, Selection of Professional/Administrative Staff;

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

SUMMARY OF PERSONNEL ACTIONS
Athletics Employees
4/16/20 through 7/15/20

Appointments – 0

Separations – 4

- Professional Administrative Excluded – 3
- Classified – 1

Layoffs – 9

Lack of Funds – 8

- Professional Administrative Excluded – 8

Lack of Work to Lack of Funds – 1

- Professional Administrative Staff – 1

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	TYPE OF SEPARATION
Arroyo, Mary	ACE	Account Clerk 2	Athletic Administration	6/12/2020	1.00	\$ 49,712.00	Retired
Jacobs, Elaine	Excluded	Associate Athletic Director	Athletic Administration	7/1/2020	1.00	\$ 76,752.00	Retired
Rademacher, Autumn	Excluded	Assistant Coach Women's Basketball	Basketball - Women's	4/24/2020	1.00	\$ 50,000.00	Resigned
Reeves, Amber	Excluded	Assistant Coach Women's Basketball Director of Operations	Basketball - Women's	5/18/2020	1.00	\$ 35,568.00	Non-Renewal

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
LAYOFFS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY
Lack of Funds Layoff						
Davis, Shane	Excluded	Assistant Coach, Baseball	Baseball	6/30/2020	1.00	\$24,133.20
Nuzum, Dominique	Excluded	Assistant Coach Softball	Softball	6/30/2020	1.00	\$30,000.00
Penniman, Richard	Excluded	Assistant Coach Track and Field PT	Track - Women's	6/30/2020	0.25	\$6,858.48
Reese, Daniel	Excluded	Assistant Coach Men's Basketball	Basketball - Men's	6/30/2020	1.00	\$51,510.00
Rupe, Eric	Excluded	Assistant Coach Track and Field PT	Track - Men's	6/30/2020	0.25	\$5,915.00
Smith, Rollen	Excluded	Assistant Football Coach - Director Operations	Football	6/30/2020	0.25	\$10,302.00
Townsend, David	Excluded	Assistant Coach Track and Field PT	Track - Women's	6/30/2020	0.50	\$15,393.84
Virtue, Taylor	Excluded	Assistant Coach Volleyball	Volleyball	6/30/2020	1.00	\$30,000.00
Lack of Work Layoff to Lack of Funds Layoff						
Morelli, Anthony	APAS	Asst to Hd Trainer Sports Info	Sports Information	6/1/2020	0.50	\$ 20,254.26

**YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
2018-19 FINANCIAL ANALYSIS
EXPENDITURES**

MISSOURI VALLEY CONFERENCE / MVFC

	# of Full-time Undergrads	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
Average	11,476	2,682,573	1,471,087	5,037,886	21,345,406
YSU	8,786	1,555,175	1,158,692	4,349,972	16,206,122
<i>Difference</i>	<i>(2,690)</i>	<i>(1,127,398)</i>	<i>(312,395)</i>	<i>(687,914)</i>	<i>(5,139,284)</i>

MID AMERICAN CONFERENCE

	# of Full-time Undergrads	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
Average	14,637	2,451,796	1,682,242	8,602,627	31,379,612
YSU	8,786	1,555,175	1,158,692	4,349,972	16,206,122
<i>Difference</i>	<i>(5,851)</i>	<i>(896,621)</i>	<i>(523,550)</i>	<i>(4,252,655)</i>	<i>(15,173,490)</i>

HORIZON LEAGUE

	# of Full-time Undergrads	Men's Basketball Expenses	Women's Basketball Expenses	Total Expenses	League Sponsored Sports
Average	11,143	2,421,997	1,401,894	14,592,131	9,026,250
YSU	8,786	1,555,175	1,158,692	16,206,122	7,376,735
<i>Difference</i>	<i>(2,357)</i>	<i>(866,822)</i>	<i>(243,202)</i>	<i>1,613,991</i>	<i>(1,649,515)</i>

**YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
2018-19 FINANCIAL ANALYSIS
REVENUES**

MISSOURI VALLEY CONFERENCE / MVFC

	# of Full-time Undergrads	Total Football Expenses	Total Earned Football Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
Average	11,476	5,037,886	1,371,758	27%	3,666,128
YSU	8,786	4,349,972	1,677,262	39%	2,672,710
<i>Difference</i>	(2,690)	(687,914)	305,504	11%	(993,418)

HORIZON LEAGUE – MEN’S BASKETBALL

	# of Full-time Undergrads	Total Men’s Basketball Expenses	Total Earned Men’s Basketball Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
Average	11,143	2,236,543	645,866	29%	1,590,677
YSU	8,786	1,555,175	578,046	37%	977,129
<i>Difference</i>	(2,357)	(681,368)	(67,820)	8%	(613,548)

HORIZON LEAGUE - TOTAL

	# of Full-time Undergrads	Total Athletically Generated Revenue	Total Expenses	% of Income vs. Total Expenses	Total Institutional Investment
Average	11,143	2,935,243	14,592,131	20%	11,656,888
YSU	8,786	4,610,729	16,206,124	28%	11,595,395
<i>Difference</i>	2,357	1,675,486	1,613,993	8%	(61,493)



**YOUNGSTOWN
STATE
UNIVERSITY**

Explanation of Modifications to *University Policy*:

3356-2-03 Discrimination/harassment Policy

This policy has been modified to expand the definition of sexual harassment and to coordinate with the definition of sexual harassment used in the Student Code of Conduct. Changes were also made to clarify that anyone claiming sexual harassment under Title IX should refer to the new policy 3356-2-05, which is specific to Title IX.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**



**YOUNGSTOWN
STATE
UNIVERSITY**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Discrimination – Harassment, policy number 3356-2-03, shown as Exhibit ___ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**

3356-2-03 Discrimination/harassment.

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX
Responsible Officer: Director for Equal Opportunity, Policy Development, and Title IX
Revision History: June 2009; June 2015; September 2016; September 2019; [September 2020](#)
Board Committee: University Affairs
Effective Date: **September 53, 201920**
Next Review: [20245](#)

(A) Policy statement. Youngstown state university (“university”) does not discriminate on the basis of race, color, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law in its programs or activities. The university is firmly committed to maintaining a working and learning environment free of discrimination and harassment of any employee, applicant for employment, student, or visitor. The university community seeks to eliminate discrimination and harassment through education and encourages staff, faculty, students, visitors, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop discrimination and harassment whenever it occurs.

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

(B) Purpose. The purpose of this policy is to establish expectations for institutional and individual conduct, aid the university community in recognizing and preventing discrimination and harassment, and provide effective reporting and response mechanisms. For purposes of this policy, the university community includes, but is not limited to, all university employees, students, and any other individual visiting or engaging in any university activity or program.

(C) Scope. This policy applies to students, faculty, employees (including student employees), third parties, campus visitors, or other individuals engaged in any university activity or program, regardless of sexual orientation or gender identity, and whether on or off campus. The prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal, or other laws prohibiting discrimination or harassment. A determination that this policy has been violated is not equivalent to a violation of law.

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

- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programing decisions affecting the individual.
 - (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating, hostile, or abusive.
 - (d) Sexual harassment can be directed at a member of the same or different sex or sexual orientation. Examples of inappropriate conduct which may constitute sexual harassment include but are not limited to:
 - (i) Sexual advances or propositions, either explicit or implied.
 - (ii) Sexually suggestive or sexually degrading innuendo, comments or gestures.
 - (iii) Remarks or inquiries about sexual activity, sexual orientation, or gender identity or expression.
 - (iv) The display or communication of sexually oriented material (including through e-mail or other electronic means).
 - (v) Unwanted touching, hugging, or contacting another's body.
 - (e) [Sexual harassment as defined in Title IX of the Education Amendments of 1972 is set forth in the university Title IX sexual harassment policy. \(See rule 3356-02-05 of the Administrative Code, university policy "Title IX sexual harassment policy." Students, faculty, employees, volunteers, third parties, campus visitors or other individuals should refer to the Title IX policy referred to above for processes and procedures under Title IX\).](#)
- (4) Intimidating, hostile, or abusive environment (collectively referred to as a hostile environment) is a specific form of discrimination and is often contextual and must be based on the circumstances. These circumstances include but are not limited to:
- (a) The frequency of the conduct.
 - (b) The nature and severity of the conduct.

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

- (c) Teaching assistants,
 - (d) Academic advisors,
 - (e) Coaches,
 - (f) Residence hall professional staff.
- (3) Intimate relationships with students. Because of the elevated risk and the potential exposure of the university and employees to liability for violation of laws against sexual harassment and discrimination and in order to maintain an environment as free as possible from conflicts of interest and favoritism, no employee/individual as defined in this rule shall enter into a relationship with a Youngstown state university student, including but not limited to undergraduate, graduate, part-time, or full-time, regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship predate either admission or employment with the university, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, rule 3356-7-01 of the Administrative Code regarding conflicts of interest should be consulted. (Corresponding university policy 3356-7-01 can be found on the “[University Policies](#)” webpage.)
- (G) Duty of managers and supervisors to act. Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring shall notify the office of equal opportunity and policy development (“EOPD”) and/or human resources promptly but no later than five working days after becoming aware of the information. The office of human resources shall promptly notify EOPD.
- (H) Complaint procedures.
- (1) The university encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint with EOPD. A complaint may be formal or informal. However, a complaint alleging a violation of this policy must be filed within three hundred days of the behavior or the last incident at issue. Delays in filing or reporting may make it more difficult for the university to conduct an investigation.
 - (2) An individual also has the right to file a complaint with external agencies, including, but not limited to, the Ohio civil rights commission, the equal

employment opportunity commission and/or the department of education. Utilizing the university's internal complaint procedure does not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.

- (3) The university may assume the role of a complainant and pursue a complaint either informally or formally when it obtains information that would lead a reasonable person to believe that this policy has been violated. In these instances, the university may take any action it deems appropriate, including informing the alleged perpetrator of the complaint and pursuing an investigation even in cases where an alleged victim of harassment or discrimination is reluctant to proceed. The alleged victim will be notified in advance when such action is necessary.
 - (4) Complaint investigations will follow the procedures set forth in the university's "Guidelines for Initiating and Investigating Complaints of Discrimination and Harassment." These guidelines may be obtained from EOPD.
 - (5) Information related to a report of discrimination and/or harassment will only be shared with those university employees who need to know in order to assist in the review, investigation, or resolution of a complaint. The university will make every reasonable effort to conduct all proceedings in a manner that will protect the privacy of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
- (I) Interim measures. During the course of an investigation, it may be necessary and advisable for the university to take appropriate interim measures that are reasonably available to alleviate the conduct which is the basis of a complaint. These interim measures may include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative academic, living or workplace arrangements. Failure to comply with the terms of interim measures is a violation of this policy and may result in corrective measures, even if the initial complaint is not proven.
 - (J) Non-retaliation. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment or for assisting or participating in an investigation. Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact EOPD. Any person found to have retaliated against another for

- reporting, participating, or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures and/ or sanctions independent of the merits of the original complaint.
- (K) Corrective measures.
- (1) When it has been determined that discrimination, harassment, or retaliation has occurred, steps will be taken to ensure that the prohibited behavior is stopped. Corrective measures and/or sanctions will be imposed consistent with the severity of the offense, applicable university procedures, and collective bargaining agreements. Corrective measures may include sanctions and/or discipline up to and including termination for employees and expulsion for students. In the event that a record of such sanctions will become a part of an employee's personnel records, prior notice will be given to the employee.
 - (2) Sanctions may also be imposed on any individual with a duty to act under this policy and associated procedures, who fails to respond in a manner consistent with this policy to a complaint or reasonable information of discrimination, harassment, or retaliation.
 - (3) To the extent possible under applicable law and policies, a complainant will be informed of the corrective measures taken.
- (L) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. Sanctions may be imposed on individuals who make false accusations of discrimination or harassment. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (M) Use of discrimination and harassment allegations in employment actions or academic status decisions. When making decisions affecting an individual's employment or academic status, allegations of discrimination and harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding such as a student conduct hearing for a student accused of a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.
- (N) Policy and procedure administration. The office of equal opportunity and policy compliance is responsible for the administration of this policy and the associated procedures. However, all university employees, staff, and students play a role in preventing and reporting discrimination and harassment.

(O) Educational goals and objectives.

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

(P) Information, assistance, and counseling.

- (1) Individuals may seek general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units. However, general inquiries with these offices/units will not be considered a report to the university and will not result in action under this policy.
 - (a) The equal opportunity, policy development, and Title IX office.
 - (b) The center for student progress/office of disability services.
 - (c) Housing and residence life.

- (d) Office of human resources.
 - (e) Intercollegiate athletics.
 - (f) Office of student affairs through the ombudsperson.
- (2) A student may seek counseling or support services on campus from the university student counseling services during regular business hours (330-941-3737). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of counseling services is considered confidential to the extent permitted by state and federal law.
- (3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.
- (4) For information on sexual misconduct including sexual assault, dating violence, domestic violence, stalking, or any other conduct of a sexual nature that is carried out without consent or through force, threat, intimidation or coercion, please see rule 3356-2-3.1 of the Administrative Code. (Corresponding university policy 3356-2-3.1 can be found on the “[University Policies](#)” webpage.)

3356-2-03 Discrimination/harassment.

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX
Responsible Officer: Director for Equal Opportunity, Policy Development, and Title IX
Revision History: June 2009; June 2015; September 2016; September 2019; September 2020
Board Committee: University Affairs
Effective Date: September 3, 2020
Next Review: 2025

(A) Policy statement. Youngstown state university (“university”) does not discriminate on the basis of race, color, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law in its programs or activities. The university is firmly committed to maintaining a working and learning environment free of discrimination and harassment of any employee, applicant for employment, student, or visitor. The university community seeks to eliminate discrimination and harassment through education and encourages staff, faculty, students, visitors, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop discrimination and harassment whenever it occurs.

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

(B) Purpose. The purpose of this policy is to establish expectations for institutional and individual conduct, aid the university community in recognizing and preventing discrimination and harassment, and provide effective reporting and response mechanisms. For purposes of this policy, the university community includes, but is not limited to, all university employees, students, and any other individual visiting or engaging in any university activity or program.

(C) Scope. This policy applies to students, faculty, employees (including student employees), third parties, campus visitors, or other individuals engaged in any university activity or program, regardless of sexual orientation or gender identity, and whether on or off campus. The prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal, or other laws prohibiting discrimination or harassment. A determination that this policy has been violated is not equivalent to a violation of law.

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

- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programing decisions affecting the individual.
 - (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating, hostile, or abusive.
 - (d) Sexual harassment can be directed at a member of the same or different sex or sexual orientation. Examples of inappropriate conduct which may constitute sexual harassment include but are not limited to:
 - (i) Sexual advances or propositions, either explicit or implied.
 - (ii) Sexually suggestive or sexually degrading innuendo, comments or gestures.
 - (iii) Remarks or inquiries about sexual activity, sexual orientation, or gender identity or expression.
 - (iv) The display or communication of sexually oriented material (including through e-mail or other electronic means).
 - (v) Unwanted touching, hugging, or contacting another's body.
 - (e) Sexual harassment as defined in Title IX of the Education Amendments of 1972 is set forth in the university Title IX sexual harassment policy. (See rule 3356-02-05 of the Administrative Code, university policy "Title IX sexual harassment policy." Students, faculty, employees, volunteers, third parties, campus visitors or other individuals should refer to the Title IX policy referred to above for processes and procedures under Title IX).
- (4) Intimidating, hostile, or abusive environment (collectively referred to as a hostile environment) is a specific form of discrimination and is often contextual and must be based on the circumstances. These circumstances include but are not limited to:
- (a) The frequency of the conduct.
 - (b) The nature and severity of the conduct.

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

- (c) Teaching assistants,
 - (d) Academic advisors,
 - (e) Coaches,
 - (f) Residence hall professional staff.
- (3) Intimate relationships with students. Because of the elevated risk and the potential exposure of the university and employees to liability for violation of laws against sexual harassment and discrimination and in order to maintain an environment as free as possible from conflicts of interest and favoritism, no employee/individual as defined in this rule shall enter into a relationship with a Youngstown state university student, including but not limited to undergraduate, graduate, part-time, or full-time, regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship predate either admission or employment with the university, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, rule 3356-7-01 of the Administrative Code regarding conflicts of interest should be consulted. (Corresponding university policy 3356-7-01 can be found on the [“University Policies”](#) webpage.)
- (G) Duty of managers and supervisors to act. Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring shall notify the office of equal opportunity and policy development (“EOPD”) and/or human resources promptly but no later than five working days after becoming aware of the information. The office of human resources shall promptly notify EOPD.
- (H) Complaint procedures.
- (1) The university encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint with EOPD. A complaint may be formal or informal. However, a complaint alleging a violation of this policy must be filed within three hundred days of the behavior or the last incident at issue. Delays in filing or reporting may make it more difficult for the university to conduct an investigation.
 - (2) An individual also has the right to file a complaint with external agencies, including, but not limited to, the Ohio civil rights commission, the equal

employment opportunity commission and/or the department of education. Utilizing the university's internal complaint procedure does not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.

- (3) The university may assume the role of a complainant and pursue a complaint either informally or formally when it obtains information that would lead a reasonable person to believe that this policy has been violated. In these instances, the university may take any action it deems appropriate, including informing the alleged perpetrator of the complaint and pursuing an investigation even in cases where an alleged victim of harassment or discrimination is reluctant to proceed. The alleged victim will be notified in advance when such action is necessary.
 - (4) Complaint investigations will follow the procedures set forth in the university's "Guidelines for Initiating and Investigating Complaints of Discrimination and Harassment." These guidelines may be obtained from EOPD.
 - (5) Information related to a report of discrimination and/or harassment will only be shared with those university employees who need to know in order to assist in the review, investigation, or resolution of a complaint. The university will make every reasonable effort to conduct all proceedings in a manner that will protect the privacy of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
- (I) Interim measures. During the course of an investigation, it may be necessary and advisable for the university to take appropriate interim measures that are reasonably available to alleviate the conduct which is the basis of a complaint. These interim measures may include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative academic, living or workplace arrangements. Failure to comply with the terms of interim measures is a violation of this policy and may result in corrective measures, even if the initial complaint is not proven.
 - (J) Non-retaliation. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment or for assisting or participating in an investigation. Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact EOPD. Any person found to have retaliated against another for

- reporting, participating, or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures and/ or sanctions independent of the merits of the original complaint.
- (K) Corrective measures.
- (1) When it has been determined that discrimination, harassment, or retaliation has occurred, steps will be taken to ensure that the prohibited behavior is stopped. Corrective measures and/or sanctions will be imposed consistent with the severity of the offense, applicable university procedures, and collective bargaining agreements. Corrective measures may include sanctions and/or discipline up to and including termination for employees and expulsion for students. In the event that a record of such sanctions will become a part of an employee's personnel records, prior notice will be given to the employee.
 - (2) Sanctions may also be imposed on any individual with a duty to act under this policy and associated procedures, who fails to respond in a manner consistent with this policy to a complaint or reasonable information of discrimination, harassment, or retaliation.
 - (3) To the extent possible under applicable law and policies, a complainant will be informed of the corrective measures taken.
- (L) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. Sanctions may be imposed on individuals who make false accusations of discrimination or harassment. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (M) Use of discrimination and harassment allegations in employment actions or academic status decisions. When making decisions affecting an individual's employment or academic status, allegations of discrimination and harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding such as a student conduct hearing for a student accused of a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.
- (N) Policy and procedure administration. The office of equal opportunity and policy compliance is responsible for the administration of this policy and the associated procedures. However, all university employees, staff, and students play a role in preventing and reporting discrimination and harassment.

(O) Educational goals and objectives.

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

(P) Information, assistance, and counseling.

- (1) Individuals may seek general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units. However, general inquiries with these offices/units will not be considered a report to the university and will not result in action under this policy.
 - (a) The equal opportunity, policy development, and Title IX office.
 - (b) The center for student progress/office of disability services.
 - (c) Housing and residence life.

- (d) Office of human resources.
 - (e) Intercollegiate athletics.
 - (f) Office of student affairs through the ombudsperson.
- (2) A student may seek counseling or support services on campus from the university student counseling services during regular business hours (330-941-3737). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of counseling services is considered confidential to the extent permitted by state and federal law.
- (3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.
- (4) For information on sexual misconduct including sexual assault, dating violence, domestic violence, stalking, or any other conduct of a sexual nature that is carried out without consent or through force, threat, intimidation or coercion, please see rule 3356-2-3.1 of the Administrative Code. (Corresponding university policy 3356-2-3.1 can be found on the “[University Policies](#)” webpage.)



YOUNGSTOWN
STATE
UNIVERSITY

Explanation to Rescind *University Policy*:

3356-2-03.1 Sexual Misconduct

This policy is being recommended for rescission and will be replaced with the new Title IX Sexual Harassment policy, 3356-2-05.

Board of Trustees Meeting
September 3, 2020
YR 2021-



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO RESCIND
SEXUAL MISCONDUCT POLICY, 3356-2-03.1**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the University Policy governing Sexual Misconduct, policy number 3356-2-03.1, shown as Exhibit __, attached hereto.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**

RESCINDED 3356-2-03.1 Sexual misconduct policy.

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX
Responsible Officer: Director of Equal Opportunity, Policy Development, and Title IX
Revision History: March 2015; September 2019
Board Committee: University Affairs
Effective Date: September 5, 2019
Minor Revision: February 26, 2020- added Paragraph (D)(3)(d)
Next Review: 2024

- (A) Policy statement. Youngstown state university ("YSU" or "university") is committed to fostering and maintaining an environment of tolerance, mutual respect, and concern for all members of the campus community. Consistent with these values and applicable law, including Title IX of the Education Amendments of 1972, the university prohibits and will not tolerate sexual misconduct in any university program or activity. The university will take appropriate steps to eliminate sexual assault and misconduct, prevent its recurrence, and address its effects.
- (B) Purpose. To provide university community with a clearly articulated set of behavioral standards, common understandings of definitions, descriptions of prohibited conduct, relevant information, and reporting options in order to foster a climate free from sexual misconduct.
- (C) Scope. This policy applies to all students, faculty, employees (including student employees), volunteers, and third parties, campus visitors, or other individuals engaged in any university activity or program, regardless of sexual orientation or gender identity, whether on or off campus, and including any location owned, leased, or rented by the university.

For purposes of this policy, an individual is a student when they are registered for courses, seminars, or workshops at the university, either full-time or part-time; pursuing graduate, undergraduate or continuing education courses; accepted for admission; or living in a resident hall, whether or not actually enrolled at the university.

For purposes of this policy, an individual is a faculty member when they are employed by the university to conduct classroom or teaching activities.

For purposes of this policy, an individual is an employee/student employee when they have been hired/employed by the university to perform certain work or services at a specified hourly wage or salary.

(D) Definitions (for purposes of this policy).

- (1) "Sexual misconduct." A broad range of behaviors including sexual assault, dating violence, domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual or is carried out through force, threat, intimidation or coercion.

For purposes of this policy, conduct prohibited under this policy shall generally be referred to as "sexual misconduct."

- (2) "Sexual assault." Any intentional, nonconsensual and/or coerced sexual contact. Physical resistance need not occur to meet the definition of sexual assault.
- (3) "Sexual harassment." Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person's) viewpoint when it meets any of the following:
- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or participation in a university program or activity.
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or programming decisions affecting the individual.
 - (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an employment, academic, or participation environment that is objectively intimidating, hostile, or abusive. (See rule 3356-2-03 of the Administrative Code, university policy "Discrimination/harassment.")

- (d) Sexual harassment can be directed at a member of the same or different sex or sexual orientation. Examples of inappropriate conduct which may constitute sexual harassment include but are not limited to:
 - (i) Sexual advances or propositions, either explicit or implied.
 - (ii) Sexually suggestive or sexually degrading innuendo, comment, or gestures.
 - (iii) Remarks or inquires about sexual activity, sexual orientation, or gender identity or expression.
 - (iv) The display or communication of sexually oriented material (including through email or other electronic means).
 - (v) Unwanted touching, hugging, or contacting another's body.
- (4) "Consent." Sexual activity requires consent, which is defined as positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent must be freely and affirmatively given. Consent cannot be obtained from someone through coercion or from someone who is unconscious, asleep, or whose judgment is impaired by the use of a drug or alcohol or diminished by an intellectual, mental, or physical condition or disability. Consent can be withdrawn at any time.
- (5) "Coercion." Intimidation, physical, or psychological threat, or pressure used to force another to engage in sexual acts.
- (6) "Stalking." Repeated behaviors or activities whether in person, online, or through any other means which threaten or endanger the safety, physical or mental health, life or property of another, or creates a reasonable fear of such threat or action.
- (7) "Dating violence." Violence or abusive behavior (sexual, physical, or threat of violence) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship.

- (8) "Domestic violence." Violence or abusive behavior (sexual, physical, or threat of violence) used to maintain control or power within a current or former relationship and which is committed by any of the following:
 - (a) A current or former spouse or intimate partner of the victim;
 - (b) A person with whom the victim shares a child in common;
 - (c) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - (d) By any other person against an adult or youth victim under the domestic or family violence laws of the state of Ohio (see section 2919.25 of the Revised Code).
 - (9) "Sexual exploitation." Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
 - (10) "Incapacitation." Inability to evaluate, understand, or control conduct because an individual is unconscious, asleep, intoxicated or under the influence of other drugs, or for any other reason, physically, mentally, or legally unable to communicate or grant consent. Incapacitation does not correlate to a specific blood alcohol content ("BAC") and could be the result of drug use.
 - (11) "Sex offenses." See Chapter 2907. of the Revised Code which defines "sex offenses" under Ohio law.
- (E) Coordination with discrimination/harassment policy. The university recognizes that in certain circumstances harassment/discrimination related to an individual's race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion, or veteran/ military status may occur in conjunction with sexual misconduct. Targeting individuals on the basis of these characteristics is a violation of university policy/rule 3356-2-03 of the

Administrative Code. In these circumstances, the university will coordinate its responses and efforts in order to address these issues.

- (F) Privacy versus confidentiality. Privacy and confidentiality have distinct meanings under this policy.
- (1) "Privacy." Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those university employees who need to know in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.
 - (2) "Confidentiality." Confidentiality means that information shared by an individual with a particular campus or community professional cannot be revealed to any other individual without the express permission of the individual. These professionals include medical and mental health providers, ordained clergy, and rape crisis counselors. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.
- (G) Reporting. The university encourages anyone who has experienced sexual misconduct to report the incident to the reporting source of their choice in order to obtain information and support and so the university can respond appropriately. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. Additionally, delayed reporting may affect the options available to the individual and the university.
- (I) "Confidential reporting." An individual who desires that the details of an incident be kept confidential may speak with professional licensed counselors who provide mental health counseling on campus. Pastoral or clergy and medical professionals also have legally protected roles involving confidentiality.

Confidential services are available on campus (see paragraph (M)(1) of this rule) at [student counseling services](#) in Kilcawley center, room 2082, phone number 330-941-3737; student health services at [Wick primary care at YSU](#), 330 Wick avenue, phone number 330-740-4660; and through the [employee assistance program](#), phone number 800-227-6007.

- (2) "Responsible employees and mandatory reporting." Under Title IX, the university is required to take immediate and corrective action if a responsible employee knew or in the exercise of reasonable care should have known about sexual misconduct or sex based discrimination or harassment that creates a hostile environment. A responsible employee is an employee who:
- (a) Has the authority to take action to redress the harassment;
 - (b) Has been given the duty to report to appropriate university officials any misconduct by students, employees or third parties; or
 - (c) An individual could reasonably believe has the authority or responsibility to take action.

Employees with supervisory and leadership responsibilities on campus are considered responsible employees and include, but are not limited to, managers, supervisors, directors, assistant/associate directors, faculty members with supervisory or advisory duties over students or employees (including student employees), resident assistants, program coordinators, coaches, deans and department chairs. A responsible employee is considered a mandatory reporter under this policy and when he or she becomes aware of sexual misconduct, must notify the Title IX coordinator promptly but no later than five working days of becoming aware of the information. When a responsible employee is contacted by a student regarding possible sexual misconduct, the responsible employee must inform the student of the responsible employee's reporting requirement.

For purposes of this policy, faculty members who solely provide classroom instruction with no student or employee supervisory or advisory duties are not considered responsible employees under this policy. However, they are strongly encouraged to report an alleged occurrence of sexual misconduct as well.

- (3) Filing a complaint with the university's Title IX coordinator.
- (a) Individuals who believe they have been subjected to, or who reasonably believe sexual misconduct has occurred, should contact the Title IX coordinator for information and/or to file a complaint. The Title IX coordinator, or his/her designee, will make an

assessment of any risk of harm to individuals or to the campus community and will take reasonable steps necessary, including interim protective measures and to provide for the safety of individuals involved and the campus community. Thereafter, the Title IX coordinator, or his/her designee, will conduct an investigation depending on a variety of factors, including but not limited to the reporting individual's wish to pursue an investigation, the risk posed to the individuals involved and the campus community by not proceeding, whether there have been other complaints of sexual misconduct involving the same alleged individual(s), and the nature of the allegation.

- (b) To promote timely and effective review and investigation, complaints of possible sexual misconduct should be made immediately or as soon as reasonably possible. The Title IX coordinator will review a complaint whenever it is made; however, a lapse of time may make it more difficult to gather relevant and reliable information and to address the behavior. Complaints involving potential Title IX violations will follow the Title IX grievance procedures which are available on the university's [Title IX website](#).
- (4) Student conduct process. If the alleged perpetrator of sexual misconduct is a student, an individual may seek resolution through the student conduct process. A report to student life/student conduct (phone number 330-941-4703) can be made regardless of whether or not a criminal complaint is pursued. For a more comprehensive review of the student code of conduct, including timeliness of reporting, please go to the [office of student conduct webpage](#).
- (5) Law enforcement.
 - (a) Individuals who are victims/survivors of sexual misconduct have the right to make a complaint with local law enforcement and are strongly encouraged to contact the Youngstown state university police department ("university police") in order to receive information and to pursue criminal charges. The university police can be contacted at 330-941-3527 (campus emergencies, dial 911). Reports can also be made to the city of Youngstown police department at 330-747-7911 or 911.

- (b) An individual who does not wish to pursue action within the criminal justice system should still consider making a report to the university police department. The university police can file a report on the details of an incident without revealing the identity of the victim. This allows the university to take steps pursuant to the Clery Act to keep reports.
 - (6) The university as reporting party. On some occasions, the university will assume the function of the reporting party. This approach may be taken when sufficient information is provided that allows the university to reach the threshold determination that an individual poses a substantial and likely threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal university functions.
 - (7) Anonymous reporting. Although the university encourages victims to talk to someone, the university provides online anonymous reporting options. Individuals may file an anonymous report with the university police at the [YSU police website](#), with the Title IX coordinator at the [Title IX website](#), or by contacting the [office of student conduct](#).
- (H) Interim measures. The Title IX coordinator (phone number 330-941-2216), office of student life (phone number 330-941-3533) and/or the office of human resources (330-941-1322) can assist an individual who has been subjected to sexual misconduct with appropriate interim measures that are reasonably available to alleviate the presence of a hostile environment. These measures can be taken regardless of whether an individual chooses to formally report an incident or crime and can include no-contact orders, changes in housing, work schedules, or assignments and interim suspensions or administrative leaves. Failure to comply with interim measures is a violation of this policy and may result in corrective measures even if the initial report of sexual misconduct is later not proven.
- (I) Non-retaliation. Retaliation against any individual in the university community, either for alleging sexual assault or misconduct or for cooperating in the review or investigation of a complaint, is strictly prohibited by university policy and state and federal law. Anyone who believes he/she has been the victim of retaliation should immediately contact the office of equal opportunity and policy compliance or the office of human resources. Any person found to have retaliated against another for reporting, participation, or cooperation in an investigation will be in violation of this policy and will be subject to corrective measures independent of the merits of the underlying allegation.

- (J) Prevention and education programs. The university shall provide programs and/or training (collectively referred to as "trainings") for employees and students designed to prevent and promote awareness of sexual misconduct. The trainings shall be consistent with applicable legal requirements and university policies. The office of human resources, with oversight from the Title IX coordinator, or his/her designee, shall provide training for employees; and the office of student affairs, with oversight from the Title IX coordinator, or his/her designee, shall provide training for students.
- (K) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. However, failure to prove an allegation is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (L) Consequences of violations of this policy. Any employee or student who violates this policy will be subject to corrective action consistent with university policies and applicable collective bargaining agreements and conduct codes. Corrective action can include termination for employees and expulsion for students. Third parties who violate this policy will be subject to appropriate university action, including but not limited to removal from university property and criminal prosecution.
- (M) Support and assistance.
- (1) On-campus contacts:
- (a) YSU [student counseling services](#), Kilcawley center, room 2082, contact 330-941-3737. [Employee assistance program \(EAP\)](#), contact 800-227-6007.
 - (b) Student health services, [Wick primary care at YSU](#), 330 Wick avenue, phone number 330-747-4660.
 - (c) [YSU police department](#), contact 330-941-3527 (24-hour line). Campus emergencies, dial 911.
 - (e) YSU director of equal opportunity, policy development, and Title IX, Mark Weir, Tod hall, room 301, Youngstown, Ohio 44555; contact 330-941-2216 or 330-941-2340; fax number is 330-941-2394; email address: mweir@ysu.edu.

- (e) To be escorted to/from vehicle or classes, contact YSU [student security services](#), sponsored by YSU police department, at 330-941-1515.
- (2) Off-campus contacts.
- (a) [Ohio hopes](#), rape crisis and counseling center of Mahoning county, contact 330-782-3936 (twenty-four-hour hotline).
 - (b) Rape, abuse, and incest national network, visit the [RAINN website](#).
 - (c) Mercy health - St. Elizabeth Youngstown hospital, contact 330-746-7211 (twenty-four hour medical services).
- (3) [Title IX website](#). For more information on Title IX and sexual misconduct, please see the university's Title IX website.



**YOUNGSTOWN
STATE
UNIVERSITY**

Explanation of New *University Policy*:

3356-2-05 Title IX Sexual Harassment

This new policy has been re-written from the rescinded Sexual Misconduct policy, 3356-2-03.1, in order to correspond to the new U.S. Department of Education Title IX regulations effective August 14, 2020. This policy was posted as an Interim Policy on the Title IX Webpage on August 13th. This policy clarifies the Title IX process and procedures and separates it from the Discrimination policy which will be focused on Title VII. Some changes to the Title IX policy are as follows: the standard for unwelcome conduct on the basis of sex is now in line with the U.S. Supreme Court precedent which is severe, pervasive and objectively offensive that it denies a person equal access to a school's programs or activities; requires actual knowledge of sexual harassment on the part of the university; and requires that the harassment occur in the United States. The university now is also required to provide an "advisor" to both the complainant and the accused who may conduct cross examination of witnesses. We will have a pool of trained advisors, title IX hearing officers and Title IX appellate officers. This policy also incorporates the Serious Misconduct rule.

**Board of Trustees Meeting
September 3, 2020
YR 2021-**



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
TITLE IX SEXUAL HARASSMENT POLICY, 3356-2-05**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of a University Policy governing Title IX Sexual Harassment, policy number 3356-2-05, shown as Exhibit __ attached hereto.

**Board of Trustees Meeting
September 3, 2020
YR2021-**

NEW 3356-2-05 Title IX sexual harassment policy.

Responsible Division/Office: Equal Opportunity, Policy Development, and Title IX
Responsible Officer: Director of Equal Opportunity, Policy Development, and Title IX
Revision History: September 2020
Board Committee: University Affairs
Effective Date: September 3, 2020

- (A) Policy statement. Youngstown state university (“YSU” or “university”) is committed to fostering and maintaining a fair and equal environment for its students and employees consistent with the requirements of Title IX of the Education Amendments of 1972 and title 34 part 106 of the code of federal regulations (“Title IX”). Sexual harassment, including sexual assault, dating violence, domestic violence and stalking is strictly prohibited by this policy. Retaliation against those who report sexual harassment or participate in the process outlined in this policy is prohibited.
- (B) Purpose. To provide the university community with a clearly articulated set of behavioral standards, common understandings of definitions, descriptions of prohibited conduct, relevant information, and reporting options consistent with the requirements of Title IX.
- (C) Scope. This policy applies to all students, faculty, employees (including student employees), volunteers, and third parties, campus visitors, or other individuals engaged in any university activity or program within the United States, regardless of sexual orientation or gender identity

For purposes of this policy a university activity or program is a location, event or circumstance over which the university exercises substantial control over both the respondent and the context in which the alleged sexual harassment occurred; whether on or off-campus.

- (D) Definitions (for purposes of this policy).
 - (1) Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following categories:

- (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo). An individual does not have to submit to the conduct in order for quid pro quo sexual harassment to occur.
- (b) Unwelcome conduct determined by the reasonable person standard, to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity (i.e. hostile environment).
- (c) Sexual assault as defined in the Clery Act (which includes rape, fondling, incest or statutory rape, as defined below).
 - (i) Rape (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - (ii) Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - (iii) Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - (iv) Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
- (d) Dating violence, domestic violence or stalking pursuant to the Violence Against Women Act (also defined below).
 - (i) Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- (ii) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - (iii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.
- (e) Sexual misconduct. Conduct of a sexual nature that is nonconsensual or is carried out through force, threat or coercion. Sexual misconduct includes but not limited to sexual exploitation and voyeurism.
 - (i) Sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
 - (ii) Voyeurism. Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.
- (2) Consent. An action which is which is defined as positive, unambiguous, voluntary and ongoing agreement to engage in a specific activity. Consent is the equal approval, given freely, willingly, and knowingly, of each

participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat or force, coercion, the influence of drugs or alcohol or age. Silence or lack of resistance cannot be the sole factor in determining one has received consent.

- (a) Coercion. Intimidation, physical, or psychological threat, or pressure used to force another to engage in sexual acts. Coercion is unreasonable pressure for sexual activity
 - (b) Force. The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
 - (c) Incapacitation. Inability to evaluate, understand, or control conduct because an individual is unconscious, asleep, intoxicated or under the influence of other drugs, or for any other reason, physically, mentally, or legally unable to communicate or grant consent. Incapacitation does not correlate to a specific blood alcohol content (“BAC”) and could be the result of drug use.
- (3) Complainant. An individual who is alleged to have experienced conduct that could violate this policy. Also referred to as a party for purposes of this policy.
 - (4) Respondent. An individual who has been reported to be the perpetrator of conduct that could violate this policy. A respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility has been made pursuant to the hearing protocol. Also referred to as a party for purposes of this policy.
 - (5) Student. An individual is a student when they are registered for courses, seminars, or workshops at the university, either full-time or part-time; pursuing graduate, undergraduate or continuing education courses; accepted for admission; or living in a resident hall, whether or not actually enrolled at the university.

- (6) Faculty member. An individual who employed by the university to conduct classroom, research, or teaching activities.
 - (7) Employee. An individual is an employee when they have been hired/employed by the university to perform certain work or services at a specified hourly wage or salary. Student employees are employees for purposes of this policy.
- (E) Grievance process.
- (1) Timeframe. The process outlined below is expected to occur within ninety (90) calendar days from the date a complaint is filed. The Title IX coordinator or designee may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes but is not limited to the absence of party, a party's advisor or a witness, or the accommodation for disabilities.
 - (2) Report. Information, however received, alleging sexual harassment as defined in this policy and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint depending on the alleged facts and circumstance.
 - (3) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted by mail, e-mail, in person, by telephone or electronically at [Title IX@ysu.edu](mailto:TitleIX@ysu.edu).
 - (4) Notice.
 - (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined above, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
 - (b) If, in the course of an investigation, the university decides to investigate allegations about the complainant or respondent that are

not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.

- (c) Notice to the university staff listed below, of sexual harassment or allegation of sexual harassment, constitutes actual notice to the university and triggers the university's obligation to respond.
 - (i) Title IX coordinator and deputy Title IX coordinators.
 - (ii) Director of equal opportunity and policy development.
 - (iii) Vice-presidents and associate vice-presidents.
 - (iv) Academic deans and chairpersons.
 - (v) Supervisors/managers.
 - (vi) Coaches and assistant coaches.
- (5) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- (6) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.
 - (a) Mandatory dismissal.
 - (i) Would not constitute sexual harassment as defined in this policy even if proved.
 - (ii) The alleged sexual harassment did not occur in the university's education program or activity.

- (iii) The alleged conduct did not occur in the United States.
 - (b) Discretionary dismissal.
 - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
 - (ii) The respondent is no longer enrolled or employed by the university.
 - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
 - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
 - (d) A dismissal of a formal complaint may be appealed pursuant to section (F) below.
 - (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, such as policy 3356-2-3 Discrimination/harassment or 3356-7-04 Workplace and off-campus violence, threats, and disruptive behavior, or under the student code of conduct.
- (7) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
 - (a) Both parties' voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
 - (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (8) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.

- (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
- (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- (c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section, or as permitted by law.
- (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
- (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.
- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
- (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

- (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 - (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten (10) calendar days prior to any hearing. Either party can submit a written response to the investigator during these ten (10) days.
- (9) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.
- (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
 - (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
 - (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
 - (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
 - (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 - (g) If a party does not have an advisor present at the live hearing, the university shall provide without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.
 - (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
 - (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
 - (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.
 - (k) The hearing convener shall create an audio recording for a live hearing and an audiovisual recording for a virtual live hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.
- (10) Findings.

- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
- (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- (c) The written determination shall include:
 - (i) Identification of the allegations potentially constituting sexual harassment;
 - (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination;
 - (iii) The finding of facts that support the determination;
 - (iv) A conclusion applying the appropriate definition of the university's policy to the facts;
 - (v) A rationale for the result of each allegation regarding the determination of responsibility;
 - (vi) For respondents who are students, the hearing decision-maker shall consult with the vice-president of student experience or their designee regarding sanctions. For respondents who are employees or faculty members the hearing decision maker shall consult with the chief human resources officer or their designee regarding discipline.
 - (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The

Title IX coordinator is responsible for effective implementation of any remedies.

- (viii) The procedures and bases for the complainant and respondent to appeal the determination.

(11) Sanctions/discipline.

(a) Students.

- (i) Possible sanctions for student respondents: warning, conduct probation with or without restrictions, restitution, educational sanctions, deferred suspension, residence hall suspension, university suspension, residence hall expulsion, university expulsion, revocation of admission and/or degree, withholding degree, fines.

- (ii) Students who have been found responsible for serious misconduct and are returning from a sanction of suspension, will be subject to additional parameters including conduct probation with loss of good standing for one calendar year preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon as defined in Ohio Revised Code 2923.11(A) or causes serious bodily injury.

- (b) Possible sanctions/discipline for employee or faculty respondents: employment probation, demotion or reassignment, suspension with or without pay for a specific period of time, termination of employment, ineligibility for rehire, and/or other sanctions or remedies as deemed appropriate under the circumstances.

(F) The appeal process.

(1) Filing an appeal.

- (a) Appeals are not a re-hearing of the allegation(s).

- (b) Only a complainant or respondent (referred to as party or parties) may request an appeal.
- (c) An appeal must be submitted in writing to the Title IX coordinator within five (5) working days from receipt of a decision using the *Title IX Appeal Request Form* and include all supporting material.
- (d) A party may appeal the determination regarding responsibility, sanctions/discipline and/or the university's dismissal of a formal complaint or any allegations therein.
- (e) There are four (4) grounds for appeal:
 - (i) Procedural irregularity that significantly impacted the outcome of the matter (for example material deviation from established procedures). The appeal request must cite specific procedures and how they were in error; and/or
 - (ii) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: failure to participate or provide information during an investigation or hearing, even based on concern over a pending criminal or civil proceeding, does not make information "unavailable during the original investigation or hearing); and/or
 - (iii) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. The appeal must cite specific examples of how the bias affected the outcome.
 - (iv) The discipline/sanction(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding party.

- (2) Title IX appellate review officer (hereinafter referred to as appellate review officer). Upon receipt of a request for appeal, the Title IX coordinator will designate a Title IX appellate review officer as follows:
 - (a) Appeals where the respondent is a student, the appellate officer will be either the vice-president for student affairs or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (b) Appeals where the respondent is a faculty member or employee, the appellate officer will be either the chief human resources officer or their designee or a deputy Title IX coordinator who did not participate in the investigation or hearing.
 - (c) The appellate officer cannot be the investigator, Title IX coordinator, or the person who acted as the decision-maker regarding the determination of responsibility/policy violation, or dismissal.
- (3) Appeal procedures:
 - (a) Generally, within five (5) business days after receipt of the request for appeal by the appellate review officer, the appellate review officer will conduct an initial review of the appeal request(s) to determine whether the appeal is timely and satisfies the grounds for appeal.
 - (b) If the appeal request is not timely or does not satisfy the grounds for appeal, the appeal request will be denied, the parties will be notified, and the finding and sanction or responsive action/remedies will stand. The decision not to accept an appeal request is final and is not subject to further appeal.
 - (c) If the appeal request is timely and meets the ground for appeal, the Title IX coordinator will notify the parties that the appeal has been accepted and will notify the non-appealing party that they may file a response within three (3) business days from notification.
 - (d) The appellate review officer will then review the issues presented in the appeal and any response(s).

- (e) The standard on appeal is whether there is relevant evidence/information such that a reasonable person would support the decision(s).
 - (f) The appellate review officer can take one of the following actions:
 - (1) Affirm the original findings;
 - (ii) Remand the case to the original investigators or hearing panel for consideration of new evidence or to remedy a procedural irregularity;
 - (iii) Remand the case to a new investigator in a case of bias. The appellate review officer, may order a new investigation with a new investigator or hearing panel; or
 - (iv) Administratively alter the finding if bias, procedural irregularity or new evidence, unknown or unavailable during the original investigation, substantially affected the original finding, and the associated sanctions or responsive action.
 - (g) Decisions rendered by the appellate review officer or actions taken following the decisions appellate review officer's decision are final and not subject to further appeal.
 - (h) Cases that are sent back to the investigator or hearing panel are not eligible for a second appeal.
- (G) When a minor is involved. When a report or formal complaint involves a student who has not yet reached the age of eighteen (18):
- (1) The Title IX coordinator will complete a safety assessment to provide an environment free of harm and to identify the student's legal guardian.
 - (2) The Title IX coordinator or deputy coordinator advises the minor student a of the responsibility of university staff to report child abuse as outlined in Ohio Revised Code section 2151.421.
 - (3) The Title IX coordinator or deputy Title IX coordinator works directly with the guardian in reviewing the university's sexual harassment policy and

protocols, on and off campus resources available to the student, and seeking permission to investigate the report or formal complaint.

- (4) The student and guardian are advised of the university's student records and privacy practices available at <https://ysu.edu/registrar/ferpa> and specifically that the student's records and ability to make decisions transition to the student when they turn eighteen (18).
 - (5) The student and guardian are advised that the Compass Family and Community Services Rape Crisis and Counseling Center of Mahoning County provides confidential and anonymous support for clients, including those who are not yet eighteen.
- (H) Retaliation prohibited. No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Complaints alleging retaliation may be filed according to the grievance procedures in this policy.
- (I) Emergency Actions. The university may remove a student respondent from an education program or activity on an emergency basis after an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The student respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. The university may place an employee respondent on administrative leave during the pendency of the grievance and appeal process.
- (J) Supportive measures. Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the university's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

- (K) Confidential resources. An individual who desires that the details of an incident be kept confidential may speak with professional licensed counselors who provide mental health counseling on campus. Pastoral or clergy and medical professionals also have legally protected roles involving confidentiality. A list of confidential resources is available at the university's [Title IX website](#).
- (L) Non-confidential reporting and recordkeeping.
- (1) Ohio law requires those not in a legally protected role with knowledge of a felony to report it to law enforcement. University personnel, including the Title IX Coordinator, deputy Title IX Coordinators, resident assistants and office of residence life and housing professional staff, are required to notify the university police department of any report of sexual harassment including interpersonal violence.
 - (2) Conduct reported to the university police that may be a Title IX violation will be reported to the Title IX coordinator. A report to the university police or other law enforcement agency does not require the pursuit of criminal charges. Neither the complainant nor the respondent is under any obligation to speak with the law enforcement authorities, even when the conduct is reported to them.
- (M) Conflict of interest. The Title IX coordinator, any investigator, decision-maker, or any person facilitating a process under this policy shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent specifically.
- (N) Miscellaneous
- (1) Training. Investigations and hearings are designed to provide a prompt, fair, and impartial resolution regarding an alleged violation of this policy disciplinary matter. All Title IX coordinators, investigators, decision-makers, advisors and appellate review officers, and any person who facilitates an informal resolution process are trained using appropriate materials that will not rely on sex stereotypes and will promote impartial, unbiased investigations and adjudications of complaints of Title IX sexual harassment.
 - (2) Prevention and education programs. The university shall provide programs and/or training (collectively referred to as "trainings") for employees and students designed to prevent and promote awareness of sexual harassment.

The trainings shall be consistent with applicable legal requirements and university policies. The office of human resources, with oversight from the Title IX coordinator, or his/her designee, shall provide training for employees; and the office of student affairs, with oversight from the Title IX coordinator, or his/her designee, shall provide training for students. [Title IX website](#). For more information on Title IX and sexual misconduct, please see the university's Title IX website.

- (3) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. However, failure to prove an allegation is not equivalent to a false allegation.



**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 4, 2020, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2019-2020 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; and 3356-7-43, Externally Funded Professional/Administrative Staff;

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

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative and Faculty Employees
4/16/20 through 7/15/20

Appointments – 1

Replacement Positions – 1

- Professional Administrative Excluded – 1

Separations – 24

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 2
- Faculty – 13

Reclassifications/Position Adjustments – 37

- Professional Administrative Excluded – 2
- Faculty – 35

Promotions – 3

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

Salary Adjustments – 1

- Professional Administrative Externally Funded – 1

Transfers – 2

- Professional Administrative Staff – 2

Layoffs – 25

Lack of Work Layoffs – 18

- Professional Administrative Staff – 17
- Professional Administrative Excluded – 1

Voluntary Reduction in Force – 3

- Professional Administrative Staff – 3

Lack of Work to Lack of Funds Layoff – 2

- Professional Administrative Staff – 2

Lack of Funds Layoff – 2

- Professional Administrative Staff – 2

Recalls – 4

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 1

**Summary of Salary Reductions
as of August 24, 2020 for Fiscal Year 2021**

Classified 10% Salary Reduction (26 Furlough Days)

Total Employees	213
Total Savings	\$977,728.73

APAS 10% Salary Reduction (26 Furlough Days)

Total Employees	155
Total Savings	\$772,014.88

P/A Excluded 2-15% Salary Reduction

Total Employees	113
Total Savings	\$577,816.03

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Allen, Jeffery	Excluded	Dean	Dean Bitonte College of Health & Human Services	7/15/2020	1.00	\$ 157,000.00
<i>*New Positions</i>						

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY	TYPE OF SEPARATION
Akpadock, Frank	APAS	Senior Research Associate	Ctr for Urban & Regional Studies	6/27/2020	1.00	\$ 78,607.50	Retired
Becker, Karen	APAS	Director First Year Experience	Student Success	6/30/2020	1.00	\$ 73,144.20	Retired
Glonek, Michael	APAS	Program Developer	Dean - STEM	6/28/2020	1.00	\$ 57,575.66	Retired
Mastran-Czopor, Monica	APAS	Assistant Director	Undergraduate Admissions	5/6/2020	1.00	\$ 45,612.25	Resigned
Nolasco, Francisco	APAS	Academic Advisor 1	Communication	6/30/2020	1.00	\$ 36,720.00	Resigned
Ortiz, Yaitza	APAS	Resolution Analyst	University Bursar	5/29/2020	1.00	\$ 43,268.40	Resigned
Hripko, Michael	Excluded	AVP Ext Rel Govt Aff Econ Dev	Ctr for Urban & Regional Studies	6/30/2020	1.00	\$ 155,040.00	Retired
Moats, Jennifer	Excluded	Manager Accts Pay Travel Services	Procurement Services	4/21/2020	1.00	\$ 58,206.30	Non-Renewal
Viglione, Susan	Excluded	Risk Management Officer	Envir Occupational Health & Safety	6/30/2020	1.00	\$ 75,804.18	Retired
O'Brien, Patrick	Externally Funded	Instruction Specialist 1	Rich Center for Autism	7/5/2020	1.00	\$ 24,293.34	Resigned
Zell, Elizabeth	Externally Funded	Senior Research Scientist Add Mfg	Mechanical & Manufacturing Engineering	5/3/2020	1.00	\$ 64,000.00	Funding Period Ended
Badawy, Rebecca	Faculty	Associate Professor	Management and Marketing	7/15/2020	1.00	\$ 126,662.00	Resigned
Benyo, Deborah	Faculty	Assistant Professor	Biology	5/10/2020	1.00	\$ 57,699.00	Resigned
Cala, Martin	Faculty	Professor	Mechanical Engineering	6/30/2020	1.00	\$ 120,050.38	Retired
Greene, Betty	Faculty	Senior Lecturer	Teacher Education	6/30/2020	1.00	\$ 53,878.10	Resigned
Kromholz, Joseph	Faculty	Lecturer	Dana School of Music	5/10/2020	1.00	\$ 43,589.00	Terminal Year
List, Megan	Faculty	Assistant Professor	Teacher Education	5/10/2020	1.00	\$ 56,774.00	Terminal Year
Mistovich, Joseph	Faculty	Professor and Chair	Health Professions	6/30/2020	1.00	\$ 112,180.16	Retired
Moy, Kin	Faculty	Professor	School of Technology	5/10/2020	1.00	\$ 83,452.10	Retired

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY	TYPE OF SEPARATION
Pollack, David	Faculty	Associate Professor	Mathematics and Statistics	6/30/2020	1.00	\$ 88,147.00	Retired
Rosler, Brenda	Faculty	Lecturer	Teacher Education	5/10/2020	1.00	\$ 41,489.00	Non-Renewal
Shields, Elvin	Faculty	Professor	Mechanical Engineering	6/1/2020	1.00	\$ 107,521.00	Retired
VanDyke, Michelle	Faculty	Lecturer	Kinesiology and Sport Science	6/26/2020	1.00	\$ 42,526.00	Resigned
Womble, Mark	Faculty	Professor	Biology	5/10/2020	1.00	\$ 85,890.17	Retired

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
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
Berlinski, Claudia	Excluded	Director/Assistant Professor	McDonough Museum/Art	7/1/2020	.50/ 1.00	\$ 35,029.50	\$ 58,979.53
King, Tammy	Excluded	Associate Dean BCHHS/Interim Dean	Dean Bitonte College of Health & Human Services	7/15/2020	1.00	\$ 99,383.24	\$ 114,680.00
Pallante, Martha	Faculty	Professor/Interim Dean	Humanities and Social Sciences/Dean - CLASS	6/29/2020	1.00	\$ 89,113.09	\$ 122,000.00
Department Chair Return to Faculty							
Arslanyilmaz, Abdurrahman	Faculty	Associate Professor/ Associate Professor & Chair	Computer Science, Information & Engineering Technology/ Engineering Technology	7/1/2020	1.00	\$ 85,428.71	\$ 103,111.00
Bonhomme, Brian	Faculty	Professor/ Professor and Chair	Humanities and Social Sciences	7/1/2020	1.00	\$ 83,543.79	\$ 101,225.79
Dick, Jeffrey	Faculty	Professor/ Professor and Chair	Physics, Astronomy, Geology & Env Sciences/ Physics & Astronomy	7/1/2020	1.00	\$ 89,547.10	\$ 107,229.10
Earnhardt, Adam	Faculty	Professor/ Professor and Chair	Communication	7/1/2020	1.00	\$ 82,446.75	\$ 100,128.75
Eunni, Rangamohan	Faculty	Professor/ Professor and Chair	Management and Marketing	7/1/2020	1.00	\$ 133,219.54	\$ 150,901.54
Hu, Ou	Faculty	Professor/ Professor and Chair	Lariccia School of Accounting & Finance	7/1/2020	1.00	\$ 88,481.08	\$ 106,163.08
Marie, Hazel	Faculty	Professor/ Professor and Chair	Rayen School of Engineering	7/1/2020	1.00	\$ 92,937.75	\$ 110,619.75
Mincher, Jeanine	Faculty	Professor/ Professor and Chair	Health Professions	7/1/2020	1.00	\$ 78,474.00	\$ 96,156.00

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
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
O'Mansky, Matt	Faculty	Associate Professor/ Associate Professor & Chair	Humanities and Social Sciences	7/1/2020	1.00	\$ 72,310.88	\$ 89,992.88
Price, Douglas	Faculty	Associate Professor/ Associate Professor & Chair	Rayen School of Engineering	7/1/2020	1.00	\$ 95,616.86	\$ 113,298.86
Protivnak, Jake	Faculty	Professor/ Professor and Chair	Psychological Sciences & Counseling	7/1/2020	1.00	\$ 83,446.75	\$ 101,128.75
Sarkissian, John	Faculty	Professor/ Professor and Chair	English and World Languages	7/1/2020	1.00	\$ 91,139.55	\$ 108,821.55
Shaklee, Ronald	Faculty	Professor/ Professor and Chair	Humanities and Social Sciences	7/1/2020	1.00	\$ 95,378.95	\$ 113,060.95
Sracic, Paul	Faculty	Professor/ Professor and Chair	Humanities and Social Sciences	7/1/2020	1.00	\$ 90,025.05	\$ 107,707.05
Walker, Gary	Faculty	Professor/ Professor and Chair	Chemical & Biological Sciences	7/1/2020	1.00	\$ 89,140.95	\$ 106,822.95
Woodlock, Peter	Faculty	Professor/ Professor and Chair	Lariccia School of Accounting & Finance	7/1/2020	1.00	\$ 133,045.94	\$ 150,727.94
Department Chair to Acting Department Chair							
Buchanan, Jeffrey	Faculty	Acting Professor & Chair/ Professor and Chair	English and World Languages	7/1/2020	1.00	\$ 103,726.20	\$ 105,226.20
Christiansen Erb, Joy	Faculty	Professor and Chair	Art	7/1/2020	1.00	\$ 96,465.52	\$ 96,465.52
Coldren, Jeffrey	Faculty	Acting Professor & Chair/ Professor and Chair	Psychological Sciences & Counseling/Psychology	7/1/2020	1.00	\$ 109,695.88	\$ 107,195.88
Davis, Dana	Faculty	Acting Associate Professor and Chair/Associate Professor and Chair	Department of Human Services/Social Work	7/1/2020	1.00	\$ 86,372.38	\$ 86,372.38

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
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
Goldberg, Randall	Faculty	Acting Assoc Professor and Co-Director/ Assoc Professor and Director	School of Performing Arts/Dana School of Music	7/1/2020	1.00	\$ 88,089.63	\$ 88,089.63
Hazy, John	Faculty	Acting Professor & Chair/ Professor and Chair	Department of Criminal Justice and Consumer Sciences/Criminal Justice	7/1/2020	1.00	\$ 103,726.18	\$ 101,226.18
Keillor, Bruce	Faculty	Acting Professor & Chair/ Professor and Chair	Department of Management and Marketing/Marketing	7/1/2020	1.00	\$ 142,934.86	\$ 140,434.86
Lamb, Carol	Faculty	Acting Professor & Director/ Professor and Director	School of Computer Science, Information and Engineering Technology/Engineering Technology	7/1/2020	1.00	\$ 102,628.75	\$ 100,128.75
Landgraff, Nancy	Faculty	Acting Professor & Chair/ Professor and Chair	Graduate Studies in Health Rehabilitation Services/Physical Therapy	7/1/2020	1.00	\$ 132,278.07	\$ 132,278.07
Li, Frank	Faculty	Acting Professor & Director/ Professor and Chair	Rayen School of Engineering	7/1/2020	1.00	\$ 112,689.28	\$ 112,689.28
Matanin, Marcia	Faculty	Professor and Chair	Teacher Education and Leadership Studies/ Teacher Education	7/1/2020	1.00	\$ 112,538.80	\$ 107,538.80
Michaliszyn, Sara	Faculty	Acting Associate Professor and Chair/ Associate Professor and Chair	Department of Health Professions/Kinesiology and Sport Science	7/1/2020	1.00	\$ 93,049.39	\$ 87,049.39

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
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
Smith, Stephanie	Faculty	Acting Professor & Co-Director/ Professor and Chair	School of Performing Arts/ Theatre and Dance	7/1/2020	1.00	\$ 102,897.06	\$ 102,897.06
Sturru, W. Greg	Faculty	Acting Professor & Chair/ Professor and Chair	Department of Physics, Astronomy, Geology and Env Sciences/Physics and Astronomy	7/1/2020	1.00	\$ 114,421.93	\$ 114,421.93
Tomhave, Alan	Faculty	Acting Associate Professor and Chair/Associate Professor and Chair	Humanities & Social Sciences/Philosophy and Religious Studies	7/1/2020	1.00	\$ 90,589.63	\$ 88,089.63
Wagner, Timothy	Faculty	Acting Professor & Chair/ Professor and Chair	Department of Chemical and Biological Sciences/Chemistry	7/1/2020	1.00	\$ 118,668.57	\$ 113,060.95
Faculty to Department Chair							
Crawford, Amy	Faculty	Professor and Chair/ Professor	Department of Communication	7/1/2020	1.00	\$ 100,617.85	\$ 80,435.85
Schwartz, Jeremy	Faculty	Associate Professor and Acting Director/ Associate Professor	Lariccia School of Accounting and Finance	7/1/2020	1.00	\$ 153,251.00	\$ 133,069.00

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Gaskell, Jessica	APAS	Assistant Director/ Senior Counselor Peng Svc Ctr	First Year Student Services/ Registration & Records	7/16/2020	1.00	\$ 40,500.00	\$ 34,264.00
Carlini, Jayne	Excluded	Executive Assistant to VP/ Administrative Assistant 1	Student Experience/Dean STEM	6/1/2020	0.80	\$ 33,600.00	\$ 31,616.00
Hungerman, Erin	Excluded	Director/Associate Director Student Conduct	Student Experience	7/1/2020	1.00	\$ 64,200.00	\$ 57,000.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Smith, Ashley	Externally Funded	School Nurse	Rich Center for Autism	5/1/2020	0.60	\$ 25,560.00	0.80	\$ 34,080.00

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
TRANSFERS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Blinn, Shanna	APAS	Academic Advisor 2	Dean Cliffe College of Creative Arts/Dean Education	7/16/2020	1.00	\$ 41,501.00	1.00	\$ 41,501.00
Hartup, Mollie	APAS	Coordinator	Honors College/ Marketing & Communications	4/16/2020	1.00	\$ 49,449.60	1.00	\$ 49,449.60

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
LAYOFFS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY
<u>Lack of Work Layoff</u>						
Adair, Danielle	APAS	Operations Manager	Kilcawley Center	6/1/2020 to 7/31/2020	1.00	\$ 38,854.00
Adams, Cameron	APAS	Asst Dir Ops Guest Svcs	Andrews Student Recr & Wellness Ctr	6/1/2020 to 6/28/2020	1.00	\$ 46,967.94
Akers, Wendy	APAS	Costume Shop Specialist	Theatre & Dance	6/1/2020 to 7/31/2020	1.00	\$ 39,147.60
Ault, Robert	APAS	Librarian Serials Microforms	Maag Library	6/1/2020 to 7/31/2020	1.00	\$ 62,030.43
Conroy, Joseph	APAS	Coord Facilities and Programs	Andrews Student Recr & Wellness Ctr	6/1/2020 to 7/31/2020	1.00	\$ 58,609.11
Defibaugh, Brittany	APAS	Coordinator Alumni Engagement	Alumni & Events Operations	6/1/2020 to 7/14/2020	1.00	\$ 39,420.61
DeLucia, Angela	APAS	Assistant to Director	McDonough Museum	6/1/2020 to 7/31/2020	1.00	\$ 39,082.56
Donchess, Ryan	APAS	Coord Media Engrn Tech	Communication	6/1/2020 to 7/31/2020	1.00	\$ 44,089.47
Fitzpatrick, Ryan	APAS	Coordinator Theater Production	Theatre & Dance	6/1/2020 to 7/31/2020	1.00	\$ 44,370.00
Jadun, Mohammad	APAS	EIT Cont Comp Training Specialist	IT Customer Services	6/1/2020 to 7/31/2020	1.00	\$ 47,839.40
Jones, Kelsey	APAS	Coordinator Intl Stud Serv	International Programs Office	6/1/2020 to 7/31/2020	1.00	\$ 40,600.00
Kirkpatrick, Jennifer	APAS	Studio Art Support Specialist	Art	6/1/2020 to 7/31/2020	1.00	\$ 47,441.75
Markowitz, Ronald	APAS	Coordinator Adv Rec	Andrews Student Recr & Wellness Ctr	6/1/2020 to 7/31/2020	1.00	\$ 41,318.24

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
LAYOFFS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY
Moore, Rebecca	APAS	Manager Information Literacy	Maag Library	6/1/2020 to 7/31/2020	1.00	\$ 54,580.87
Moorer, Susan	APAS	Development Officer	WYSU-FM	6/1/2020 to 7/31/2020	1.00	\$ 61,869.70
Reardon, Amanda	APAS	Coord. Membership & Marketing	Andrews Student Recr & Wellness Ctr	6/1/2020 to 7/31/2020	1.00	\$ 39,607.00
Sak, Domonique	APAS	Club Sports Camps Coordinator	Club Sports	6/1/2020 to 7/15/2020	1.00	\$ 40,909.14
O'Malley, Molly	Excluded	Associate Director, Equal Opportunity	Human Resources	6/5/2020 to 7/12/2020	1.00	\$ 55,000.00
<u>Voluntary Reduction in Force</u>						
Clark, Gary	APAS	Coordinator	Office of Research Services	6/1/2020 to 7/31/2020	1.00	\$ 37,087.20
Popadak, John	APAS	Acquisitions Librarian	Maag Library	6/1/2020 to 7/6/2020	1.00	\$ 51,270.19
Stone Wolbrecht, Tiffany	APAS	Planetarium Lecturer	Ward Beecher Planetarium	6/1/2020 to 7/31/2020	1.00	\$ 40,662.70
<u>Lack of Work Layoff to Lack of Funds Layoff</u>						
Maas, Robyn	APAS	Exhibit Design Production Mgr	McDonough Museum	6/1/2020 to 7/31/2020	1.00	\$ 37,364.49
Phillips, Desja	APAS	Academic Advisor 1	Dean Health & Human Services	6/1/2020 to 7/31/2020	0.50	\$ 16,169.00
<u>Lack of Funds Layoff</u>						
Goist, Lori	APAS	Coordinator	World Languages and Cultures	6/30/2020	0.50	\$ 23,307.89
Zellers, Chrystyna	APAS	Registered Dietitian	Andrews Student Recr & Wellness Ctr	6/30/2020	0.38	\$ 20,685.60

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
RECALLS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF RECALL	FTE	SALARY
Adams, Cameron	APAS	Asst Dir Ops Guest Svcs	Andrews Student Recr & Wellness Ctr	7/1/2020	1.00	\$ 43,116.57
Defibaugh, Brittany	APAS	Coordinator Alumni Engagement	Alumni & Events Operations	7/15/2020	1.00	\$ 36,188.12
Popadak, John	APAS	Acquisitions Librarian	Maag Library	7/7/2020	1.00	\$ 47,066.03
O'Malley, Molly	Excluded	Associate Director, Equal Opportunity	Human Resources	7/13/2020	1.00	\$ 55,000.00

University Affairs Committee

Background Agenda



**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE
Charles T. George, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members**

**BACKGROUND MATERIALS
Wednesday, September 2, 2020**

- 1. Human Resources Update** **Tab 1**
This report will provide an update on current accomplishments and priorities for moving forward with Human Resources Department operations; and provide the status of all Unfair Labor Practices, Grievances and Arbitrations.

- 2. Human Resources Update on Position Searches** **Tab 2**
This report will provide a list of all searches in progress.

- 3. Classified Civil Service Personnel Actions** **Tab 3**
This is a summary of all personnel actions approved by the Chief Human Resources Officer serving as the appointing authority for classified staff.

- 4. Report on Search Waivers** **Tab 4**

**Office of Human Resources Update
September 2020**

Benefits

The vendor consolidation for new 403b/457b and Alternative Retirement Plans has been completed. The vendors available to employees are AXA, AIG Retirement Service, TIAA/CREF and Fidelity.

Talent Acquisition, Processing & Employee Records/Human Resources Information System (HRIS).

Furlough Days for ACE and APAS bargaining unit members began on July 5 and 1, 2020 respectively and extend through fiscal year 2021. Twenty-six (26) unpaid furlough days will be implemented during fiscal year 2021 for ACE and APAS bargaining unit members.

Lack of Work Layoffs for the ACE and APAS bargaining unit members which ran from May 24 through August 1 and June 1 through July 31, 2020, respectively, have ended.

Tiered pay reductions for excluded staff have been implemented for fiscal year 2021. The percentage of pay reduction is based on pay ranges as follows:

Salary Range	% Reduction
\$65,000-\$99,999	2%
\$100,000-\$124,999	6%
\$125,000-\$174,999	8%
\$175,000-\$255,999	10%
\$255,999 +	15%

The software system for Faculty Load and Compensation for Overload Payments (FLAC) went live on May 15, 2020 for summer full-time and part-time faculty appointments.

The written promotional examination for Sergeant in the University's Police Department was completed and four (4) candidates will continue to the Assessment Examination.

Labor and Employee Relations/Unfair Labor Practices, Grievances and Arbitrations

Due to COVID-19 all pending arbitrations remain paused.

The State Personnel Board of Review is now scheduling remote hearings.

ACE

#763 Grievance challenging working out of class determination.

OEA Grievances

Grievance #375 Seeking to mandate a meeting between OEA and Administration to revise Alternative Dispute Memorandum and Negotiating Ground Rules-Withdrawn by OEA

Grievance #376 Alleging administration failed to produce documents requested for negotiations/fact-finding; pending.

APAS

No Activity.

Current Postings – 7/15/20

Faculty

Beeghly College of Liberal Arts, Social Sciences, and Education

- Part-time Instructor – Student Teaching Supervisor – Teacher Education
- Part-time Instructor – Student Teaching Supervisor – Counseling, School Psychology and Educational Leadership
- Part-time Faculty – Counseling, School Psychology and Educational Leadership
- Part-time Faculty – Reading & Study Skills
- Part-time Instructor – Approaches to Professional Assessment Praxis Core
- Part-time Instructor – Early Childhood Education/Early Childhood Intervention Specialist
- Part-time Instructor – Literacy Education Instructor
- Part-time Instructor – Middle Childhood Education
- Part-time Instructor – First Year Experience Education Course
- Part-time Instructor – Health & Physical Education Instructor
- Part-time Instructor – Health & Physical Education Methods Instructor
- Part-time Instructor – Adolescent/Young Adult Education
- Part-time Faculty – Special Education Instructor
- Part-time Faculty – Teacher Education
- Part-time Faculty – English
- Part-time Faculty – Sociology
- Part-time Faculty – Psychology
- Part-time Faculty – Honors
- Part-time Faculty – Introduction to Sociology
- Part-time Instructor – Gerontology
- Part-time Instructor – History
- Part-time Faculty – Geography
- Part-time Instructor – Women’s and Gender Studies
- Part-time Instructor – Spanish
- Part-time Instructor – Hebrew
- Part-time Instructor – Religious Studies
- Part-time Graduate Faculty, Social Gerontology
- Part-time Faculty – Politics and International Relations
- Part-time Faculty – Philosophy
- Part-time Faculty – Linguistics/TESOL
- Part-time Faculty – Sociology, Anthropology, Gerontology (On-line Graduate Course)
- Part-time Faculty – Sociology, Anthropology, Gerontology (Undergraduate Courses)
- Part-time Faculty – First Year Experience Course, College of Liberal Arts and Social Sciences
- Part-time Faculty – Italian
- Part-time Faculty – Africana Studies
- Part-time Faculty – American Studies
- Part-time Faculty – French
- Part-time Faculty – American Sign Language
- Part-time Faculty – Spanish Phonetics/Distance Learning

Bitonte College of Health and Human Services

- Part-time Instructor – Food & Nutrition Programs
- Part-time Faculty – Dental Hygiene
- Part-time Faculty – Medical Assisting Technology
- Part-time Faculty – Respiratory Care
- Part-time Faculty – Allied Health
- Part-time Faculty – Master of Health and Human Services
- Part-time Nursing – Clinical Faculty
- Part-time Faculty – Emergency Medical Services
- Part-time Faculty – Health Informatics
- Part-time Faculty – Public Health
- Part-time Faculty – Hospitality Management
- Part-time Faculty – Public Health – Environmental Health and Safety
- Part-time Instructor – First Year Experience Course in Health & Human Services
- Part-time Instructor – Pharmacology for Nurse Anesthetist Students
- Part-time Faculty – Medical Laboratory Programs
- Part-time Instructor – Social Work Lakeland and Lorain CC Campuses
- Part-time Instructor – Social Work
- Lecturer – Social Work (Term)
- Part-time Faculty – Criminal Justice and Forensic Sciences
- Part-time Undergraduate Faculty – Merchandising – Fashion & Interiors
- Part-time Undergraduate Faculty – Dietetics Programs
- Part-time Faculty – Health & Human Services 1510/1511 First Year Experience Course
- Part-time Instructor – Human Ecology, Early Childhood-PreK
- Assistant Professor, Athletic Training (Tenure Track)
- Lecturer, Kinesiology and Sport Science – Exercise Science (Term)
- Part-time Faculty – Kinesiology and Sport Science – Activity Courses
- Part-time Faculty – Kinesiology and Sport Science –Therapeutic Exercises
- Assistant/Associate Professor, Physical Therapy (Tenure Track)
- Part-time Faculty – Physical Therapy – Clinical Psychology

Cliffe College of Creative Arts & Communication

- Part-time Faculty – Photography
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism
- Part-time Faculty – Theater and Dance
- Part-time Instructor – Viola
- Part-time Faculty – Music Theory
- Part-time Instructor – Director of Dana Gospel Choir
- Part-time Faculty – Graphic Design
- Part-time Faculty – Art History
- Part-time Faculty – Visual Arts Foundations
- Part-time Vocal Instructor
- Part-time Vocal Instructor – Classical Voice
- Part-time Instructor – Jazz Studies

Cliffe College of Creative Arts & Communication Continued

- Part-time Instructor – Visual Arts
- Part-time Faculty – First Year Experience Course in College of Creative Arts & Communication
- Part-time Faculty – Dana School of Music
- Part-time Faculty Violin
- Lecturer – Dana School of Music – Violin (Term)

College of Science, Technology, Engineering and Mathematics

- Part-time Instructor – Mathematics
- Part-time Faculty – Physics
- Part-time Instructor – Mechanical Engineering Technology
- Part-time Instructor – Mechanical Engineering
- Part-time Faculty – Chemistry
- Part-time Instructor – Electrical and Computer Engineering
- Part-time Faculty – Computer Science and Information Systems
- Part-time Faculty – Civil/Environmental and Chemical Engineering
- Part-time Instructor – Engineering Technology
- Part-time Instructor – Biology in the Modern World Laboratory
- Part-time Instructor – Microbiology Laboratory
- Part-time Instructor – Civil and Construction Engineering Technology
- Part-time Instructor – Anatomy and Physiology 1 Lab
- Part-time Instructor – Human Physiology and Anatomy
- Part-time Instructor – Chemistry Lab Instructor
- Part-time Instructor – Draft and Design Technology
- Part-time Instructor – First Year Engineering Orientation
- Part-time Instructor – STEM Careers
- Part-time Instructor – Electrical Engineering Technology
- Part-time Instructor – Mathematics & Statistics
- Part-time Instructor – Microbiology for Health Care Professions Laboratory
- Part-time Instructor – Anatomy and Physiology 2
- Part-time Instructor – Anatomy and Physiology 2 Lab
- Part-time Instructor – Mammalogy
- Part-time Faculty – EUT Power Plant Technology Instructor
- Assistant Professor – Civil Engineering (Tenure Track)
- Assistant Professor – Mechanical Engineering – Dynamic Systems (Tenure Track)
- Part-time Faculty – Industrial Engineering
- Part-time Faculty – Mechanical Engineering – Solid Mechanics
- Part-time Faculty – Mechanical Engineering – Thermal Fluids
- Lecturer – Computer Science & Information Systems (Term)
- Part-time Faculty – Environmental Science
- Part-time Faculty – STEM First Year Orientation
- Assistant Professor – Electrical Engineering (Tenure Track)

Williamson College of Business Administration

- Part-time Instructor – Management
- Part-time Instructor – Marketing
- Part-time Instructor – Accounting/Finance
- Part-time Instructor – Management (Undergraduate Courses)
- Part-time Instructor – Legal Environment of Business
- Part-time Instructor – Master of Business Administration
- Part-time Instructor – Marketing/Center for Nonprofit Leadership
- Part-time Faculty – Economics
- Part-time Faculty – Communication Studies, Telecommunication Studies, and Journalism

Professional/Administrative

- Staff Architect
- Coordinator, Veterans Affairs
- School Nurse – Rich Center
- Network Engineer
- Coordinator, Undergraduate Admissions
- Coordinator, Center for Student Progress
- Systems Administrator 1
- Instruction Specialist – Rich Center
- Senior Research Scientist, Additive Manufacturing
- Program Director, Applied Research and Manufacturing/Workforce Development
- Counselor, Penguin Service Center
- Coordinator, Marketing & Advertising

SUMMARY OF PERSONNEL ACTIONS
Classified Employees
4/16/20 through 7/15/20

Appointments – 0

Separations – 17

- Classified Civil Service – 13
- Classified Non-Bargaining – 2
- FOP – 1
- FOP Excluded – 1

Reclassifications/Position Adjustments – 2

- Classified Civil Service – 2

Salary Adjustments – 8

- Classified Civil Service – 8

Promotions – 1

- FOP – 1

Layoffs – 63

Lack of Work Layoffs

- Classified Civil Service – 33

Voluntary Reduction in Force

- Classified Civil Service – 1

Lack of Work to Lack of Funds Layoff

- Classified Civil Service – 9

Lack of Funds Layoff

- Classified Civil Service – 20

Recalls – 12

- Classified Civil Service – 12

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY	TYPE OF SEPARATION
Balent, Pamela	ACE	Data Administration Specialist	Alumni & Events Operations	6/30/2020	1.00	\$ 78,353.60	Retired
Doak, David	ACE	Facilities Maintenance	Maintenance Repair Worker 2	6/20/2020	1.00	\$ 30,846.40	Terminated
Dodson, John	ACE	Laboratory Machinist 2	Dean - STEM	6/30/2020	1.00	\$ 69,513.60	Retired
Jones, Ruby	ACE	Data Systems Coordinator 1	Undergraduate Admissions	6/30/2020	1.00	\$ 54,683.20	Retired
Korchnak, Cynthia	ACE	Secretary	Dean - Education	6/30/2020	1.00	\$ 46,238.40	Retired
Pedaline, Gary	ACE	Delivery & Mail Clerk	Delivery Services	6/20/2020	1.00	\$ 22,193.60	Resigned
Puskar, Mary Lou	ACE	Administrative Assistant 1	Dean - STEM	6/30/2020	0.50	\$ 26,946.40	Retired
Stamford, Esther	ACE	Administrative Assistant 1	Controller's Office	6/30/2020	1.00	\$ 52,353.60	Retired
Traylor, Cheryl	ACE	Account Clerk 1	Payroll	6/30/2020	0.75	\$ 35,739.60	Retired
Vivacqua, Renee	ACE	Layout Design Artist	Marketing & Communications	6/30/2020	1.00	\$ 56,825.60	Retired
Widomski, Barbara	ACE	Administrative Assistant 1	Social Work	6/30/2020	1.00	\$ 52,353.60	Retired
Williams, Deborah	ACE	Administrative Assistant 1	Health Professions	7/13/2020	1.00	\$ 35,838.40	Retired
Yazvac, Noreen	ACE	Administrative Assistant 2	Ctr for Student Progress	6/30/2020	1.00	\$ 56,492.80	Retired
Perunko, Christine	ACE Excluded	Printing Supervisor	Printing Services	6/30/2020	1.00	\$ 61,838.40	Retired
Woods, Deborah	ACE Excluded	Intermittent Clerk 1	Undergraduate Admissions	6/15/2020	0.50	\$ 10,400.00	Resigned
Cranmer, Robert	FOP	Police Officer 2	YSU Police	5/23/2020	1.00	\$ 44,532.80	Resigned
Drayton, Wilbert	FOP Excluded	Intermittent Police Officer 1	YSU Police	6/21/2020	0.50	\$ 11,273.60	Resigned

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
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
Williams, Faun	ACE	Business Ops Specialist 2/ Administrative Assistant 1	Housing & Residence Life	3/1/2020	1.00	\$ 36,171.20	\$ 34,444.80
Chance, Robert	ACE	Air Quality Technician/ Boiler and Air Quality Tech	Facilities Maintenance/ Central Utility Plant & Distr	5/10/2020	1.00	\$ 41,641.60	\$ 44,012.80

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Cann, Mari Ann	ACE	Executive Secretary 1	Dean Cliffe College of Creative Arts	5/10/2020	1.00	\$ 51,750.40	1.00	\$ 56,908.80
Hudzik, Stefanie	ACE	Museum Specialist	Smith Museum Operation	6/21/2020	0.48	\$ 14,606.59	0.48	\$ 14,386.84
Brooks, Genine	ACE	Clerk 2	Parking Services	5/24/2020	1.00	\$ 25,896.00	1.00	\$ 25,521.60
Cerimele, Richard	ACE	Groundskeeper 2	Grounds	6/21/2020	1.00	\$ 28,433.60	1.00	\$ 28,017.60
Ferradino, Darla	ACE	Records Technician 1	Registration & Records	6/21/2020	1.00	\$ 31,304.00	1.00	\$ 30,846.40
Kolarik, Connie	ACE	Electrician 1	Facilities Maintenance	5/24/2020	1.00	\$ 44,512.00	1.00	\$ 43,867.20
Shaffer, Charles	ACE	Maintenance Repair Worker 2	Facilities Maintenance	5/24/2020	1.00	\$ 33,800.00	1.00	\$ 33,300.80
Maldonado, Sheila	ACE	Administrative Assistant 1	English	1/19/2020	1.00	\$ 55,140.80	1.00	\$ 50,128.00

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Satterthwaite, Travis	FOP	Police Officer 2/ Police Officer 1	YSU Police	5/24/2020	1.00	\$ 44,532.80	1.00	\$ 40,809.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
LAYOFFS

Lack of Work Layoff						
EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	LAYOFF DATES	FTE	SALARY AT TIME OF LAYOFF
Audia, Joseph	ACE	Tech Support Technician 1	IT Customer Services	5/24/2020 to 6/28/2020	1.00	\$ 43,929.60
Bodnark, Mary	ACE	Layout Design Artist	Marketing & Communications	5/24/2020 to 8/1/2020	0.75	\$ 43,882.80
Bowman, Michael	ACE	Administrative Assistant 2	Student Counseling Center	5/24/2020 to 8/1/2020	1.00	\$ 67,246.40
Brennan, Brian	ACE	Library Operations Supervisor	Maag Library	5/24/2020 to 8/1/2020	1.00	\$ 62,046.40
Buck, Tiffany	ACE	Administrative Assistant 2	Andrews Student Recreation & Wellness Center	5/24/2020 to 8/1/2020	1.00	\$ 36,464.00
Buser, Kathleen	ACE	Administrative Assistant 1	Dean - Business Administration	5/24/2020 to 8/1/2020	1.00	\$ 54,683.20
Cambouris, Jennifer	ACE	Administrative Assistant 1	Accounting & Finance	5/24/2020 to 7/6/2020	1.00	\$ 53,892.80
Clements, Daniel	ACE	Service Desk Technician	IT Customer Services	5/24/2020 to 6/28/2020	1.00	\$ 46,696.00
Cobbin, Derrick	ACE	Parking Facilities Supervisor	Parking Services	5/24/2020 to 8/1/2020	1.00	\$ 45,593.60
DeAngelo, Thomas	ACE	Parking Facilities Supervisor	Parking Services	5/24/2020 to 8/1/2020	0.50	\$ 15,912.00
DeLucia, Nicholas	ACE	Tech Support Technician 1	IT Customer Services	5/24/2020 to 6/28/2020	1.00	\$ 43,929.60
Duckworth, Christopher	ACE	Print Assistant	Printing Services	5/24/2020 to 8/1/2020	1.00	\$ 29,036.80

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
LAYOFFS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	LAYOFF DATES	FTE	SALARY
Frazzini, Martha	ACE	Clerk 2	Parking Services	5/24/2020 to 8/1/2020	0.75	\$ 30,061.20
Garofali, Lisa	ACE	Librarian 2 (non-degreed)	Maag Library	5/24/2020 to 8/1/2020	1.00	\$ 42,889.60
Gentry, Lonnie	ACE	Administrative Assistant 2	Kinesiology and Sport Science	5/24/2020 to 7/6/2020	1.00	\$ 64,334.40
Jenkins, Barry	ACE	Parking Facilities Attendant	Parking Services	5/24/2020 to 8/1/2020	1.00	\$ 40,206.40
Kennehan, Rita	ACE	Administrative Assistant 1	Alumni & Events Operations	5/24/2020 to 7/14/2020	1.00	\$ 47,819.20
Kostantas, Amalia	ACE	Residence Hall Monitor	Housing & Residence Life	5/24/2020 to 8/1/2020	1.00	\$ 31,699.20
Labusch, Joachim	ACE	Parking Facilities Attendant	Parking Services	5/24/2020 to 8/1/2020	0.50	\$ 20,103.20
Leko, Anna	ACE	Service Desk Technician	IT Customer Services	5/24/2020 to 6/28/2020	1.00	\$ 46,696.00
Liguori, Joseph	ACE	Tech Support Technician 1	IT Customer Services	5/24/2020 to 6/28/2020	1.00	\$ 49,025.60
Lloyd, James	ACE	Parking Facilities Attendant	Parking Services	5/24/2020 to 8/1/2020	0.50	\$ 10,649.60
Manning, Thomas	ACE	Parking Facilities Supervisor	Parking Services	5/24/2020 to 8/1/2020	1.00	\$ 43,659.20
Marinkovich, Marko	ACE	Recreation Facilities Mgr 1	Andrews Student Recreation & Wellness Center	5/24/2020 to 8/1/2020	0.50	\$ 22,183.20

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
LAYOFFS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	LAYOFF DATES	FTE	SALARY
Mehle, Vicki	ACE	Residence Hall Monitor	Housing & Residence Life	5/24/2020 to 8/1/2020	1.00	\$ 31,699.20
Polis, Troy	ACE	Parking Facilities Attendant	Parking Services	5/24/2020 to 8/1/2020	0.50	\$ 12,334.40
Reyes, Kenny	ACE	Library Assistant 2	Maag Library	5/24/2020 to 8/1/2020	1.00	\$ 46,924.80
Rossi, Todd	ACE	Residence Hall Monitor	Housing & Residence Life	5/24/2020 to 8/1/2020	1.00	\$ 31,699.20
Schneider, Jeremy	ACE	Tech Support Technician 1	IT Customer Services	5/24/2020 to 6/21/2020	1.00	\$ 51,168.00
Schoenfeld, Melissa	ACE	Print Assistant	Printing Services	5/24/2020 to 8/1/2020	1.00	\$ 30,472.00
Sewell, Elaine	ACE	Library Assistant 2	Maag Library	5/24/2020 to 8/1/2020	1.00	\$ 36,254.40
Texter, Christina	ACE	Administrative Assistant 1	Alumni & Events Operations	5/24/2020 to 8/1/2020	1.00	\$ 50,128.00
Woodford, Debra	ACE	Clerk 2	Parking Services	5/24/2020 to 8/1/2020	0.50	\$ 12,636.00
Voluntary Reduction in Force						
EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	LAYOFF DATES	FTE	SALARY
Wilson, Hasheen	ACE	Tech Support Technician 1	IT Customer Services	5/24/2020 to 7/6/2020	1.00	\$ 72,716.80

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
LAYOFFS

Lack of Work Layoff to Lack of Funds Layoff						
EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	LAYOFF DATES	FTE	SALARY
Adams, Edward	ACE	Residence Hall Monitor	Housing & Residence Life	5/24/2020	0.50	\$ 15,610.40
Brown, Karen	ACE	Custodial Worker PT	Housing & Residence Life	5/24/2020	0.75	\$ 29,437.20
Dota, Mary	ACE	Administrative Assistant 1	Jambar	5/24/2020	0.63	\$ 25,448.02
Graneto, Lora	ACE	Administrative Assistant 1	Student Activities	5/24/2020	1.00	\$ 36,025.60
Kimmel, Pamela	ACE	Administrative Assistant 1	Veterans Affairs	5/24/2020	0.75	\$ 26,067.60
Kovaleski, Timothy	ACE	Systems Analyst 1	Registration & Records	5/24/2020	1.00	\$ 61,110.40
Lawrence-Manley, Julie	ACE	Administrative Assistant 1	Printing Services	5/24/2020	1.00	\$ 27,768.00
Neal, Bonita	ACE	Residence Hall Monitor PT	Housing & Residence Life	5/24/2020	0.50	\$ 15,849.60
Peachock, Patrick	ACE	Residence Hall Monitor	Housing & Residence Life	5/24/2020	0.50	\$ 15,849.60
Lack of Funds Layoff						
EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	LAYOFF DATES	FTE	SALARY
Aliberti, Darlene	ACE	Administrative Assistant 1	Health Professions	6/30/2020	1.00	\$ 36,025.60
Campana, Candace	ACE	Administrative Assistant 1	School of Technology	6/30/2020	1.00	\$ 36,025.60
Fetty, Katie	ACE	Administrative Assistant 1	Biological Sciences	6/30/2020	1.00	\$ 31,616.00
Glover, Linda	ACE	Secretary	World Languages and Cultures/ Philosophy and Religious Studies	6/30/2020	1.00	\$ 24,856.00
Handel, Marilyn	ACE	Administrative Assistant 1	Geography & Urban & Regional Studies	6/30/2020	0.50	\$ 18,012.80
Kenny-Vadala, Denell	ACE	Secretary	Community Counseling Clinic	6/30/2020	0.50	\$ 17,118.40
Marsico, Kimberly	ACE	Administrative Assistant 1	Dean - College of Graduate Studies	6/30/2020	1.00	\$ 27,768.00
McKinney, Shari	ACE	Secretary	Geological & Environmental Sciences	6/30/2020	1.00	\$ 37,814.40
Miller, Jenifer	ACE	Secretary	Kinesiology & Sport Science	6/30/2020	1.00	\$ 34,715.20

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
LAYOFFS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	LAYOFF DATES	FTE	SALARY
Mogg, Jill	ACE	Administrative Assistant 1	Physics & Astronomy	6/30/2020	1.00	\$ 48,006.40
Pope, Shannon	ACE	Administrative Assistant 1	Communication	6/30/2020	1.00	\$ 36,025.60
Rossi, Sherri	ACE	Administrative Assistant 1	Counseling, School Psychology & Educational Leadership	6/30/2020	1.00	\$ 31,616.00
Sarich, Donna	ACE	Secretary	Sociology, Anthropology, & Gerontology	6/30/2020	1.00	\$ 45,593.60
Shargo, Megan	ACE	Administrative Assistant 1	Mathematics & Statistics	6/30/2020	1.00	\$ 36,025.60
Spano, Anthony	ACE	Purchasing Coordinator	Procurement	6/30/2020	1.00	\$ 41,995.20
Stanovcak, Patricia	ACE	Secretary	Criminal Justice & Forensic Sciences	6/30/2020	1.00	\$ 37,814.40
Vosch, April	ACE	Secretary	English	6/30/2020	0.63	\$ 23,993.32
Wirtz, Patricia	ACE	Secretary	Dean - STEM	6/30/2020	1.00	\$ 29,785.60
Wogan, Lisa	ACE	Secretary	Health Professions	6/30/2020	0.50	\$ 13,707.20
Young, Tami	ACE	Secretary	Military Science	6/30/2020	1.00	\$ 26,769.60

YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED EMPLOYEE
PERSONNEL ACTIONS 4/16/20 THROUGH 7/15/20
RECALLS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF RECALL	FTE	SALARY
Audia, Joseph	ACE	Technology Support Tech 1	IT Customer Services	6/29/2020	1.00	\$ 43,929.60
Cambouris, Jennifer	ACE	Academic Ops Specialist 1	Dean-College of Graduate Studies	7/7/2020	1.00	\$ 48,505.60
Clements, Daniel	ACE	Service Desk Technician	IT Customer Services	6/29/2020	1.00	\$ 46,696.00
DeLucia, Nicholas	ACE	Technology Support Tech 1	IT Customer Services	6/29/2020	1.00	\$ 43,929.60
Gentry, Lonnie	ACE	Administrative Assistant 2	Military Science	7/7/2020	1.00	\$ 57,907.20
Kennehan, Rita	ACE	Academic Ops Specialist 1	Dean Bitonte College of Health & Human Services/Health Professions	7/15/2020	1.00	\$ 43,035.20
Leko, Anna	ACE	Service Desk Technician	IT Customer Services	6/29/2020	1.00	\$ 46,696.00
Liguori, Joseph	ACE	Technology Support Tech 1	IT Customer Services	6/29/2020	1.00	\$ 49,025.60
Mogg, Jill	ACE	Academic Ops Specialist 1	Physics, Astronomy, Geology and Environmental Science	7/15/2020	1.00	\$ 43,201.60
Pope, Shannon	ACE	Academic Ops Specialist 1	Human Services/Criminal Justice and Consumer Sciences	7/15/2020	1.00	\$ 32,427.20
Schneider, Jeremy	ACE	Technology Support Tech 1	IT Customer Services	6/22/2020	1.00	\$ 51,168.00
Wilson, Hasheen	ACE	Tech Support Technician 1	IT Customer Services	7/7/2020	1.00	\$ 72,716.80

Office of Equal Opportunity, Policy Development & Title IX Report on Search Waivers

Requestor: Erin Driscoll, Executive Director of Student Activities

Department/Unit: Student Experience & Residence Life

Position: Director of Residence Life & University Conduct Officer

Candidate: Erin Hungerman

Rationale: Erin Hungerman has a unique skillset which enables her to support the strategic plan imperatives in the role of Director of Residence Life & University Conduct Officer. With over ten years of professional experience at four different higher education institutions, Erin has developed a deep working knowledge of the intricacies of both residence life and student conduct. Her strong residence life background has prepared her to lead the residence life student and professional staff in creating environments that are deliberately designed for student success. Her understanding of student behavior in turn lends support to the Student Conduct portion of this position. Erin has extensive experience drafting and enforcing campus policies. Erin effectively balances the consistent enforcement of policies across the student body with the individual support each student may need to navigate the process. Erin supports each student's learning in the conduct process, contributing to the intellectual and social capital noted in the strategic plan. In addition to a Master's Degree in Student Affairs, Erin also holds two graduate certificates: Higher Education Compliance and Campus Crisis Management. Erin's skill sets enable her to effectively function in both residence life and student conduct, providing effective leadership for two departments in a cost-effective manner.

Requestor: Katrena Davidson, Controller & David McCracken, Director of Procurement Services

Department/Unit: Procurement Services

Position: Manager Accounts Payable & Travel Services

Candidate: Barbara Greene

Rationale: Barb has over twenty-two years of professional experience in Higher Education, six years at a manager level and almost 3 years at an Associate Director level. She has had a progressive career at YSU in both the general accounting and financial aid offices. She has established relationships with finance offices and campus departments. Her experience includes managing, auditing, reconciling, compliance review, customer service and supervising union staff. She understands the interrelationships of various campus departments. She has a bachelor's degree Accounting and exceeds the supervisory minimum requirement of three years supervisory in a finance environment.

Although the position was posted and a search committee formed, through conversation with HR, it was discovered that Barb's resume, Katrena's past experience with her, and after

discussion with David, we have determined that she would more than likely rise to the top of the list for selection and would be a great addition to his team. You are aware of the challenges we have had in the area of Accounts Payable and Travel Services Area. At this time, we feel that a search waiver is more efficient than going through the standard search process because it saves time and money associated with it, and we know that she is an excellent employee with proven experience in similar positions with similar responsibilities.

Requestor: Greg Moring, Associate Dean and Professor, Acting Chair Art Department

Department/Unit: Cliffe College

Position: Director, McDonough Museum

Candidate: Claudia Berlinski

Rationale: Under Professor Berlinski's leadership, in addition to serving the programmatic priorities of the Department of Art, the Museum has dramatically increased programming to include more art exhibitions, a film screening series and the new MUSE musical performance and SCRIBE literature series, thereby clearly enhancing the University's mission to advancing the intellectual and cultural life of the city and region. This programmatic expansion is comparable to programming at major museums in the region. Claudia Berlinski's strong experience as both a long-time faculty member in the Department of Art and part-time coordinator of the McDonough gives Claudia the exceptional insights needed to develop the innovative educational and curatorial programming that will enable students to learn how to be creative individuals and put that knowledge into practice as professional artists. Claudia's innovative spirit is evident by her recent publication of the Museum's first virtual graduating seniors' BFA exhibition catalog and the launching of the popular Museum Challenge, which has drawn great community interest and participation.

Requestor: Betty Jo Licata, Dean of Williamson College Business Administration (WCBA)

Department/Unit: Intercollegiate Athletics

Position: WCBA, Ohio Small Business Development Center at YSU

Candidate: Mariah Carna

Rationale: The hiring of Mariah will contribute in numerous ways to the accomplishment of YSU's strategic priorities. She will assist with the academic success of the Ohio SBDC EAN Beeghly Fellow interns, Ohio Export Internship Program interns, and engage in WCBA client/class projects. She will support faculty with ongoing classroom projects and understanding international trade principles, and has an extreme desire to help mentor those that are interested in International Business as a major and career. Mariah can promote and add value to the programs, projects, and services of the Center, students and university to benefit the business community and enhance the economic growth of the region.

In international trade, it is very difficult to find individuals that have knowledge on U.S. rules, regulations, and policies. Mariah Carna has previous knowledge from the private and public sectors, as well as the CGBP Certificate that can provide great benefit to client companies. She has prior experience working at the Ohio SBDC Export Assistance Network and has a growing list of her own clients. This would be a smooth transition due to her education, experience, certifications and her ability to build good relationships with clients.

Requestor: Emily Wollet, Associate Director of Intercollegiate Athletics

Department/Unit: Intercollegiate Athletics

Position: Assistant Director, Sales and Athletic Development

Candidate: David Hinkle

Rationale: We have likely missed the “industry” window of posting this position and finding a quality candidate. Dave had worked previously for us for five years in a different - but similar - position as Athletic Business Manager. Dave brings a vast technology experience to assist with the ticketing system transition. Dave would be uniquely suited to oversee the loges and football travel invites/hospitality as he already has established relationships with our boosters and has worked or traveled to several football games. Dave has experience assisting with the three major Penguin Club events. Dave’s relationships in the community would allow him to get in front of people (and the right people) to sell Penguin Club memberships and tickets. Dave would be welcomed by the Penguin Club Board (which he is currently a member of), our athletic department staff, and campus. Dave will provide stability, support, and an eventual transition plan for Jim Morrison. Dave can start August 1st and hit the ground running. The position is externally funded by the Penguin Club and the position is exempt.

Requestor: Elaine Ruse, Executive Director, Student Enrollment Services

Department/Unit: Undergraduate Admissions

Position: Director of Undergraduate Admissions

Candidate: Christine Hubert

Rationale: Christine Hubert has been serving as the Interim Director for Undergraduate Admissions since March 1, 2020. Prior to assuming the interim director position, she served as the associate director of Admissions at YSU for the last seventeen years. She also worked as an associate director of admissions for nine additional years at Gannon. Therefore, she has twenty-six years of experience in total within the admissions profession. At our request, Christine assumed the Interim Director position when the previous director retired with a one week notice and has performed in an outstanding manner. She had one week with the prior director and two weeks later, COVID-19 hit and required all Admissions work to move to virtual platforms. Christine has come to work at YSU every day during COVID-19 (no at home work) because certain aspects of admissions processing could not all be done remotely. Including the director position vacancy, a total of five full time positions are currently vacant so the workload for Christine has been monumental but she has risen to the challenge and worked many extra hours to advance the office and keep up with their work. In addition to the virtual work shift, she implemented a test optional process to evaluate students that could not submit test scores,

and has worked on the core team to implement the new CRM Recruit system - a new system for processing admissions applications and prospect communications. Christine's performance as Interim Director has been outstanding and her experience allows her to shine in the director role.

Requestor: Elaine Ruse, Executive Director, Student Enrollment Services

Department/Unit: Undergraduate Admissions

Position: Associate Director of Undergraduate Admissions

Candidate: William D'Amico

Rationale: Bill D'Amico has been serving as the Interim Associate Director for Undergraduate Admissions since March 1, 2020. Prior to assuming the Interim Associate Director position, he served as the assistant director of Admissions at YSU for the last eight years. He also worked as a recruiter of admissions for two additional years at Colorado State. Therefore, he has ten years of experience in total within the admissions profession. At our request, Bill assumed the Interim Associate Director position vacated by Christine Hubert when the previous director retired with a one week notice and has performed in an outstanding manner. Bill and Christine Hubert had one week with the prior director and two weeks later, COVID-19 hit and required all Admissions work to move to virtual platforms. Bill, along with Christine, have both come to work at YSU every day during COVID-19 (no at home work) because certain aspects of admissions processing could not all be done remotely. A total of five full time positions are currently vacant so the workload for Bill has been massive but he has performed exceptionally with extra hours to keep up with all of the virtual changes and work shifts. In addition to the virtual work platform shifts, Bill implemented a virtual Penguin Preview day (a huge program), and has worked on the core team to implement the new CRM Recruit system - a new system for processing admissions applications and prospect communications. Because there is no technical/IT person employed in admissions at this time, Bill has had to serve as Interim Associate Director and take the lead with day to day IT functions - and with the new CRM Recruit system. His work has been terrific and his experience has been of great benefit.

Number of Postings (April 28, 2020 – July 23, 2020) *:

- **Faculty:**
 - Full-time - 1
 - Part-time -15

- **Professional/Administrative:**
 - Full-time - 8
 - Part-time - 0

Total Postings: 24

*Postings since last report.

Executive Committee



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE**

**Anita A. Hackstedde, Chair
John R. Jakubek, Vice Chair
James E. “Ted” Roberts
Molly S. Seals
Michael A. Peterson
Charles T. George**

**Wednesday, September 2, 2020
5:00 p.m. or immediately following
previous meeting**

<https://ysu.edu/board-of-trustees>

AGENDA

- A. Disposition of Minutes**
- B. Old Business**
- C. Committee Item**
 - 1. Executive Discussion Item**
 - a. Presidential Goals**
- D. New Business**
- E. Adjournment**