



Board of Trustees Meeting - Tuesday, June 24, 2025  
Minutes  
Youngstown State University  
6/24/2025 10:00 AMEDT

Board Meeting Room, Tod Hall

**Resolutions, Supporting Documents and Background Materials  
are located in the APPENDIX**

Attendance

Members Present:

Sergul Erzurum, Richard Fryda, Charles T. George, Anita A. Hackstedde, M.D., Bill Johnson, Joseph J. Kerola, Jocelyne Linsalata, Laura Lyden, Michael A. Peterson, Allen L. Ryan, Jr., J.D., Eric Spiegel, Sterling Williams

Member Absent:

Zane Perrico

Guests: Jennifer Pintar, Neal McNally, Timothy Harrington, Sarah Keeler, Holly Jacobs, Joy Polkabla-Byers, Mike Sherman

A. Roll Call

Chair George called the 400th meeting of the Board of Trustees of Youngstown State University to order. Trustees and attendees were asked to rise and join in the Pledge of Allegiance.

Chair George then requested Secretary Hackstedde to conduct the roll call.

Secretary Hackstedde called the roll, asking each trustee to indicate their attendance and, if attending virtually, to state their location:

- Trustee George – Present
- Trustee Erzurum – Present
- Trustee Kerola – Present
- Trustee Lyden – Present
- Trustee Peterson – Present
- Trustee Ryan – Present
- Trustee Williams – Present
- Trustee Fryda – Present
- Trustee Spiegel – Present
- Trustee Linsalata – Present

- Trustee Pericco – Absent
- Trustee Hackstedde – Present

A quorum was confirmed.

B. Proof of Notice of the Meeting

Chair George requested that the Secretary provide proof of notice for the day's meeting.

Secretary Hackstedde affirmed that, pursuant to Article II, Section 1 of the Board's Bylaws, written notice of the meeting was timely provided to each of the Trustees, Student Trustees, National/Global Trustees, and to the President. Additionally, public notice was posted on the Board of Trustees website and distributed to the media.

C. Disposition of the Minutes for the Previous Meeting

Chair George noted that draft copies of the minutes from the Board's regular, special, and/or emergency meetings had been provided in advance to the Trustees. All suggested corrections were incorporated. He then asked if there were any additional adjustments.

Hearing none, Chair George declared the minutes approved as presented.

D. Report of the President of the University

I am pleased to provide a brief report on what has been a very exciting year for Youngstown State University.

Our efforts to fill the gap left by the closure of Eastern Gateway have resulted in a wide range of new post-secondary credentialing opportunities, including badges, certificates, and the full spectrum of degrees—associate, bachelor's, master's, and doctoral. We are still awaiting final approval in the ongoing Steubenville court case to gain access to those facilities, and in the meantime, we have been meeting with Belmont College and Stark State College to explore collaboration. Some programs once offered at Eastern Gateway are not practical for YSU to provide at our main campus, but we are working to ensure students in the region have viable options.

Much of our focus this past year has been on operationalizing the strategic plan that was developed in the years leading up to my joining YSU in January 2024. Last year you endorsed an update to the Plan that integrated the State of the University with the State of Academic Affairs. We are working diligently to optimize the academic portfolio, and the Academic Master Plan has been presented to the

Academic Excellence and Student Success Committee. A final draft will be shared in September, with the completed version presented to the Board for approval in December. At the same time, we have implemented new technology platforms to improve degree mapping and program completion, while a full overhaul of academic advising is underway.

The Kilcawley Center renovation project, one of our most important student experience initiatives, is progressing very well, with strong positive feedback from across the University. This three-phase effort will reopen the facility as each stage is completed. Alongside this, we are restructuring the Student Affairs division to ensure the right people are in place to serve our students effectively.

Enrollment remains a national challenge, but YSU continues to stand out as a success story. We saw an increase of more than 11 percent last fall and more than 9 percent this spring, and orientation registrations for the upcoming year are already several hundred ahead of this point last year. We will also introduce a system that allows prospective transfer students to see in advance exactly how their credits will apply to their chosen degree programs, that we anticipate will contribute to a rise in transfer enrollment.

We are strengthening partnerships with businesses, industries, school districts, and service organizations to ensure alignment with regional workforce and innovation needs. The recently announced Innovation Hub, supported by a \$26 million state investment, is a prime example of this work, and we are collaborating closely with America Makes, the Mahoning Valley Innovation & Business Incubator, and other partners to maximize its impact.

At the same time, we continue to build a culture of care and empowerment for our faculty and staff. We have retooled our Human Resources division to focus on employment success, succession planning, and operational effectiveness, while also reviewing institutional policies to streamline operations.

Finally, we remain committed to sustaining a strong financial outlook. While many higher education institutions nationwide are facing severe financial strain, YSU is being recognized as a model of sound fiscal stewardship. FY25 was a strong year, and we have been careful stewards of the resources entrusted to us by both the state and our students and families. A prudent budget proposal has been presented for FY26, and I am very pleased with the state of the University.

I want to thank the Board for its continued support as we build on this progress and position Youngstown State for continued success.

#### E. Recommendations of the Committees of the Board

Chair George stated that the Board would now consider, by consent, all resolutions recommended for adoption by the respective committees of the Board, unless any Board member requested a separate vote on any resolution.

Chair George inquired whether all Trustees had reviewed the resolutions listed on the agenda as items A.1–2; B.1–4; C.1–3; D.1–18; E.1–2; and F.1 (as listed in OnBoard), which correspond to items E.1–6 in the printed agenda.

Hearing no requests for additional time to review the materials and no requests for separate votes on individual items, Chair George indicated that all items would be voted on by consent.

A motion was made by Trustee Sterling Williams and seconded by Trustee Michael A. Peterson to adopt the resolutions as presented as the Consent Agenda.

Secretary Hackstedde conducted a roll-call vote as follows:

- Trustee George – Yes
- Trustee Erzurum – Yes
- Trustee Kerola – Yes
- Trustee Lyden – Yes
- Trustee Ryan – Yes
- Trustee Williams – Yes
- Trustee Fryda – Yes
- Trustee Hackstedde – Yes

Motion passed unanimously.

The resolutions listed in the Consent Agenda were adopted as presented.

1. Academic Excellence and Student Success Committee
  - a. Resolution to Modify Export Control Policy, 3356-10-24
    - CLEAN 3356-10-24 Export Control Policy.docx
    - Resolution to Modify Export Control Policy, 3356-10-24.doc
  - b. Resolution to Modify Affiliated Scholars Policy, 3356-10-03
    - CLEAN 3356-10-03 Affiliated Scholars Policy.docx
    - Resolution to Modify Affiliated Scholars Policy, 3356-10-03.doc
2. Finance and Facilities Committee
  - a. Resolution to Modify Institutional Insurance Programs Policy, 3356-3-06
    - CLEAN 3356-3-06 Institutional insurance programs.pdf
    - Resolution to Modify - Institutional Insurance Programs policy.pdf

- b. Resolution to Approve Changes to Tuition and Fees for the 2025-26 Academic and Fiscal Year
    -  Resolution to Approve Changes to Tuition and Fees for the 2025-26 Academic and Fiscal Year.pdf
    -  Tuition\_FY26.pdf
  - c. Resolution to Approve the Annual Operating Budget for FY 2026
    -  Budget\_FY26.pdf
    -  Resolution to Approve Annual Operating Budget for FY26.pdf
  - d. Resolution to Approve the FY26 Annual Internal Audit Plan
    -  FY26 Internal Audit Plan.pdf
    -  Resolution to Approve Fiscal Year 2026 Internal Audit Plan.pdf
3. Intercollegiate Athletics Committee
- a. Resolution Recognizing the Department of Intercollegiate Athletics Women's Bowling National Championship 2025
    -  Press Release - Bowling 2025 National Championship Match.pdf
    -  Resolution Recognizing - Dept. of Intercollegiate Athletics Women's Bowling National Chamionship 2025.pdf
  - b. Resolution Recognizing the Department of Intercollegiate Athletics Receipt of the Horizon League McCafferty Trophy
    -  Resolution Recognizing - Dept. of Intercollegiate Athletics Receipt of the Horizon League McCafferty Trophy.pdf
    -  Article - Horizon League McCafferty Trophy.pdf
  - c. Resolution Recognizing the Department of Intercollegiate Athletics Achievement of Athletic Academic Excellence for the Spring 2025 Semester
    -  Resolution Recognizing - Dept. of Intercollegiate Athletics Achievement of Athletic Academic Excellence - Spring 2025.pdf
4. University Affairs Committee
- a. Resolution to Modify Retiree Privileges and Emeritus Status Policy, 3356-7-17
    -  Resolution to Modify - Retiree Privileges and Emeritus Status policy.pdf
    -  CLEAN 3356-7-17 Retiree privileges and emeritus status.pdf

- b. Resolution to Modify Employee Health Insurance Programs Policy, 3356-7-22
  - ▣ CLEAN 3356-7-22 Employee health insurance programs.pdf
  - ▣ Resolution to Modify - Employee Health Insurance Programs policy.pdf
- c. Resolution to Modify Resignation of Employment Policy, 3356-7-38
  - ▣ Resolution to Modify - Resignation of Employment policy.pdf
  - ▣ CLEAN 3356-7-38 Resignation of employment.pdf
- d. Resolution to Approve Family and Medical Leave Act (FMLA) and Extended Serious Health Condition Leave, Excluded Professional/Administrative Staff Policy, 3356-7-05
  - ▣ Resolution to Approve - Family & Medical Leave Act & Extended Serious Health Condition Leave, Excluded PA Staff policy.pdf
  - ▣ NEW 3356-7-05 Family and Medical Leave Act and extended serious health condition or disability leave, excluded PA employees.pdf
- e. Resolution to Rescind Family and Medical Leave Act (FMLA) Policy, 3356-7-05
  - ▣ RESCIND 3356-7-05 Family and Medical Leave Act (FMLA).pdf
  - ▣ Resolution to Rescind - Family and Medical Leave Act (FMLA) policy.pdf
- f. Resolution to Rescind Leave without Pay for Extended Serious Health Condition or Disability, Excluded Professional/Administrative Staff Policy, 3356-7-08
  - ▣ RESCIND 3356-7-08 Leave without pay for extended serious health condition or disability, excluded PA staff.pdf
  - ▣ Resolution to Rescind - Leave without Pay for Extended Serious Health Condition or Disability, Excluded PA Staff policy.pdf
- g. Resolution to Approve Maternity/Parental and Extended Childcare Leave, Excluded Professional/Administrative Staff Policy, 3356-7-14
  - ▣ NEW 3356-7-14 Maternity-parental leave and extended childcare leave, excluded PA employees.pdf
  - ▣ Resolution to Approve - Maternity-Parental and Extended Childcare Leave, Excluded PA Staff policy.pdf

- h. Resolution to Rescind Leave of Absence without Pay, Extended Childcare, Excluded Professional/ Administrative Staff Policy, 3356-7-06
  -  [RESCIND 3356-7-06 Leave of absence without pay, extended childcare, excluded PA staff.pdf](#)
  -  [Resolution to Rescind - Leave of Absence without Pay, Extended Childcare, Excluded Professional Administrative Staff policy.pdf](#)
- i. Resolution to Rescind Maternity/Parental Leave, Excluded Professional/Administrative Employees Policy, 3356-7-14
  -  [Resolution to Rescind - Maternity Parental Leave, Excluded Professional Administrative Employees policy.pdf](#)
  -  [RESCIND 3356-7-14 Maternity-parental leave, excluded professional administrative employees.pdf](#)
- j. Resolution to Approve Leaves with Pay for Bereavement, Civic and Military (Uniformed Services) Policy, 3356-7-11
  -  [NEW 3356-7-11 Leaves with pay - bereavement, civic, and military \(uniformed services\) leave, excluded PA staff.pdf](#)
  -  [Resolution to Approve - Leaves with Pay for Bereavement, Civic and Military \(Uniformed Services\) policy.pdf](#)
- k. Resolution to Rescind Civic Leave with Pay, Excluded Professional/Administrative and Excluded Classified Staff Policy, 3356-7-11
  -  [RESCIND 3356-7-11 Civic leave with pay, excluded PA and excluded classified staff.pdf](#)
  -  [Resolution to Rescind - Civic Leave with Pay, Excluded PA and Excluded Classified Staff policy.pdf](#)
- l. Resolution to Rescind Military (Uniformed Service) Leave Policy, 3356-7-12
  -  [RESCIND 3356-7-12 Military \(uniformed service\) leave.pdf](#)
  -  [Resolution to Rescind - Military \(Uniformed Service\) Leave policy.pdf](#)
- m. Resolution to Rescind Bereavement Leave, Excluded Professional Administrative Employees Policy, 3356-7-15

- ❑ Resolution to Rescind - Bereavement Leave, Excluded PA Employees policy.pdf
  - ❑ RESCIND 3356-7-15 Bereavement leave, excluded PA staff.pdf
  - n. Resolution to Approve Awards Policy, 3356-7-27
    - ❑ NEW 3356-7-27 Awards.pdf
    - ❑ Resolution to Approve - Awards policy.pdf
  - o. Resolution to Rescind Distinguished Service Awards, Full-Time Excluded Professional/ Administrative Employees and Full-Time Excluded Classified Employees Policy, 3356-7-27
    - ❑ Resolution to Rescind - Distinguished Service Awards, Full-time Excluded PA & Classified Employees policy.pdf
    - ❑ RESCIND 3356-7-27 Distinguished service awards, FT excluded PA employees & FT excluded classified employees.pdf
  - p. Resolution to Rescind President's Leadership Merit Awards Policy, 3356-7-28
    - ❑ Resolution to Rescind - President's Leadership Merit Awards policy.pdf
    - ❑ RESCIND 3356-7-28 President's leadership merit awards.pdf
  - q. Resolution to Rescind Part-Time Faculty Teaching Excellence Award Policy, 3356-7-52
    - ❑ Resolution to Rescind - Part-time Faculty Teaching Excellence Award policy.pdf
    - ❑ RESCIND 3356-7-52 Part-time Faculty Teaching Excellence Award.pdf
  - r. Resolution to Rescind Excellence Awards for Department Chairpersons Policy, 3356-7-53
    - ❑ Resolution to Rescind - Excellence Awards for Department Chairpersons policy.pdf
    - ❑ RESCIND 3356-7-53 Excellence Awards for Department Chairpersons.pdf
  - s. Resolution to Approve Fringe Benefits and Fee Remission, Excluded Professional/Administrative Employees Policy, 3356-7-30
    - ❑ NEW 3356-7-30 Fringe benefits and fee remission excluded PA employees.pdf



- z. Resolution to Modify Public Records Policy, 3356-9-07
    - Resolution to Modify - Public Records policy.pdf
    - CLEAN 3356-9-07 Public records.pdf
  - aa. Resolution to Approve the Interim Appointment of the Vice President for Student Affairs
    - Resolution to Approve - the Interim Vice President for Student Affairs - J. Polkabla Byers.pdf
    - Job Description - Interim Vice President for Student Affairs and DOS.pdf
    - Resume - J. Polkabla Byers.pdf
  - bb. Resolution to Approve the Appointment of the Vice President for Intercollegiate Athletics/Athletic Director
    - Resolution to Approve - the Vice President for Intercollegiate Athletics-Athletic Director - R. Strollo.pdf
    - Job Description - Vice President for Intercollegiate Athletics-Athletic Director.pdf
    - Resume - R. Strollo.pdf
  - cc. Resolution to Approve the Appointment of Associate Provost, Academic Administration in the Office Academic Affairs with Faculty Rank and Tenure
    - Resolution to Approve - the Associate Provost, Academic Administration - K. Still.pdf
    - Job Description - Associate Provost for Academic Administration.pdf
    - Curriculum Vitae - K. Still.pdf
    - Offer Letter - K. Still.pdf
  - dd. Resolution to Authorize Conferral of Emeritus Status for Faculty and Administrators
    - Resolution to Authorize - Emeritus Status for Faculty & Administrators.pdf
    - Emeritus report - Faculty and Administrators 2025.pdf

ee. Resolution to Ratify Personnel Actions

- ❑ Resolution to Ratify - Personnel Actions - Faculty & PA Staff including Athletics.pdf
- ❑ Board Summary - Faculty 4-15-2025.pdf
- ❑ Board Summary - Professional Administrative 4-15-2025.pdf
- ❑ Board Report - Professional Administrative 4-15-2025.pdf
- ❑ Board Summary - Athletics 4-15-2025.pdf
- ❑ Board Report - Athletics 4-15-2025.pdf
- ❑ Board Summary - Supplemental and Secondary Pay Assignments 4-15-2025.pdf
- ❑ Board Report -Supplemental and Secondary Pay Assignments 4-15-2025.pdf

5. Institutional Engagement

- a. Resolution to Modify University Police Policy, 3356-4-08
  - ❑ Resolution to Modify - University Police Policy.pdf
  - ❑ CLEAN 3356-4-08 University Police.pdf
- b. Resolution to Modify Display of the Flag of the United States of America Policy, 3356-5-01
  - ❑ CLEAN 3356-5-01 Display of the Flag of the United States of America.pdf
  - ❑ Resolution to Modify - Display of the Flag of the United States of America.pdf

6. Governance Committee

- a. Resolution to Approve - the Advance Ohio Higher Education Act Statement of Commitment
  - ❑ Resolution - Advance Ohio Higher Education Act Statement of Commitment FINAL.pdf

F. Communications, Memorials, and News Updates

Chair George called upon President Johnson to present any communications or memorials to come before the Board.

President Johnson shared that the University mourns the passing of several members of the Youngstown State University community:

- Dr. Peter Renee, Associate Professor of Management and Marketing in the Williamson College of Business Administration, passed away on April 22, 2025.
- Larry DeJane, former member of the YSU Board of Trustees and former Mayor of the City of Salem, passed away on April 24, 2025.
- Martin Burger, Professor Emeritus in the Department of History and long-time host of the WYSU weekend jazz program *Now's the Time*, passed away on April 23, 2025.
- Dorothy Kirsey, a retired YSU employee who served the University for 25 years in Shipping and Delivery Services, passed away on May 9, 2025.

The Board paused to recognize and honor their contributions and legacy to the University and community.

**G. Unfinished Business**

Chair George inquired whether there was any unfinished business to come before the Board.

There was no unfinished business brought forward.

**H. New Business**

Chair George asked whether there was any new business to come before the Board.

There was no new business brought forward.

**I. Chairperson's Remarks**

Chair George noted the Board's recent productive committee meetings and emphasized that while much progress was made, one key uncertainty remains — the state operating budget, particularly as it pertains to tuition adjustments. He explained that the final decision regarding the increase in State Share of Instruction (SSI) funding is still pending, as the Ohio House and Senate remain in joint conference. Once finalized and signed by the Governor, the outcome may necessitate amendments to the University's budget approved the previous day.

Chair George concluded his remarks by expressing gratitude to the students for choosing to study at Youngstown State University, to the faculty and staff for their continued dedication, and to President Johnson for his leadership and that of his team in guiding the institution.

**J. Resolution to Authorize Conferral of Honorary Degree - Michael A. Peterson**

Chair George invited Trustee Michael Peterson to the front of the room and reminded attendees that, at the March meeting of the Board of Trustees, a resolution was unanimously approved recognizing Trustee Peterson with an honorary degree for his distinguished service to the Board, the University, and the broader campus community.

Chair George noted several of Trustee Peterson's accomplishments during his term, including two years of service as Chair of the Board, significant involvement in the analysis and consultation leading to the renovation of the Kilcawley Center student union, and leadership during the Board's search and hiring of Youngstown State University's 10th president, Bill Johnson.

Chair George and President Johnson presented Trustee Peterson with a framed honorary degree certificate and offered congratulations.

Chair George then invited Trustee Peterson to share remarks.

Trustee Peterson shared remarks stating, "Anyone who knows me already knows the answer to that question would be 'yes.' You've got the timer, so I'll just say this: it has truly been an honor to serve on this Board, and to serve as its Chair. It has been a particularly meaningful time, especially in helping to bring President Johnson to Youngstown State and then seeing what he, the administration, and the faculty have accomplished together. I am deeply grateful to have had the opportunity to be part of that.

I often think about my parents and the role education played in their lives. My father always emphasized its importance, and my mother was deeply committed to it as well. They worked so hard to ensure I could attend this university. I remember my dad telling me, when I played football, 'They're going to use you for football—so you make sure you use them for the education.' What I didn't realize at the time was just how big of an impact Youngstown State would have on my life. If I could leave you with one thought, it would be this: I don't love Youngstown State just because it's the school I happened to attend. I love it because of what it is—the faculty, the professors, and the way they shaped me. I am incredibly grateful, not only for myself, but also that my children have been able to share in the blessing of YSU.

And finally, to the people up here, the members of the board, you may never fully understand how much I admire you and what I truly think of you. You're remarkable people. And while you all look sharp and polished sitting here, the truth is you're not show horses, you are workhorses. You do whatever it takes to move this university forward. It's been such an honor to be part of this group.

With that, I'll turn it back over to our chairman—who is staring at me, so I'd better wrap up. Thank you all very much. Let's keep it going. Let's go YSU!"

Resolution for Conferral of Honorary Degree - Michael A. Peterson.docx

K. Heritage Award Ceremony

Chair George began by stating, "The Heritage Award is the highest honor presented to an individual or individuals for contributions to the success of Youngstown State University. Chair George requested for President Johnson to present the Heritage Award."

President Johnson made the following comments, "It is my distinct honor to present the 2025 Heritage Award to two exceptional individuals whose decades of dedication have left a lasting impact on both the Youngstown State University family and the greater Youngstown community.

Established in 1981, the Heritage Award is the most prestigious honor bestowed by Youngstown State University. It was created to recognize former faculty and professional/administrative staff who have made significant and lasting contributions to the University throughout their years of service.

Nominations are reviewed by a 16-member Heritage Award Committee, which includes representatives from each college, the administration, alumni, and the YSU Retirees Association.

This year, we are proud to recognize two outstanding individuals."

President Johnson introduced the first Heritage Award recipient stating, "The first Heritage Award recipient is Dr. Charles R. Singler who served YSU from 1969 to 2011 in numerous key leadership roles, including Assistant to the Dean and Associate Dean of the College of Arts and Sciences, Chair of the Department of Geology, and Interim Associate Provost/Associate Vice President for Academic Affairs.

His vision and dedication were instrumental in building a strong foundation for what became the Department of Geological and Environmental Sciences. Additionally, his research into Ohio's radioactive radon gas earned him a grant from the Ohio Department of Health and brought vital public awareness to this health hazard through lectures and outreach to students and the broader community.

I would now like to call forward Dr. Ikram Khawaja, retired YSU Provost, to offer remarks about his colleague and friend, Dr. Singler."

Dr. Ikram Khawaja made the following observations regarding Dr. Singler, “Joining the University in 1969 and serving for over four decades, Charles made significant contributions at every level—within his department, his college, and the institution as a whole. He served as a department chair early in his career, and it was his dedication, his hard work, and his remarkable attention to detail that allowed the department to accomplish what often takes a longer period of time.

For example, under his leadership, the department developed its governance document years before the University mandated such a structure. He also co-founded a service within the Department of Geology, not because of outside pressure, but in direct response to the needs of local health agencies and schools. This service provided free consulting from Liverpool to Beaver, working with the Department of Health and surrounding partners, while also offering valuable research opportunities for our students. It was a unique combination of public service and academic scholarship, and Charles not only initiated and co-directed it, but saw it through to great success.

When asked to serve as Associate Dean in the College of Arts and Sciences, he transitioned from the department level to the college level and quickly became known as a thoughtful problem solver. Those who worked with him can attest that Charles approached every challenge with fairness, integrity, and without politics—something rare in any era.

Years earlier, when the University was preparing for a major upgrade to its general education program, Charles was a leader in shaping and implementing the science component of that initiative, helping to broaden the educational experience for our students.

Even after retirement, when most would step back, Charles answered the call to return, volunteering to serve as Associate Provost. In that role, he tackled some of the most difficult responsibilities of the office, particularly those involving personnel issues with students, departments, and faculty. He managed those duties in a way that made life much easier for colleagues, myself included, always guided by his hallmark qualities: fairness, integrity, and a commitment to the greater good.

In conclusion, I would say that during my years of service at YSU, there have been only a handful of individuals who consistently set aside personal agendas and worked solely in the best interest of the University. Charles was truly one of those rare individuals. Many of us feel deeply grateful and fortunate to have had the opportunity to work alongside him and to call him a colleague.

Charles, I want to thank you for your friendship. I hold the deepest respect for all you have contributed to this University, and it has been a great honor of mine to work with you through these many years.”

President Johnson thanked Dr. Khawaja for his comments and congratulated Dr. Singler on receiving the Heritage Award and asked Dr. Singler for comments.

Dr. Singler remarked that, “One of the most important and heartfelt parts of my life is my family, and I’d like to touch on that for just a few moments. Please bear with me.

I’d like to introduce my wife, Baldra. I first met her when she was just 13, at a formal dance hosted by the Walworth Fire Department in upstate New York. I knew right away she was remarkable. Though she lived nearly a hundred miles away, I continued to pursue her whenever I could. That pursuit turned into a lifelong partnership, and this year we celebrate 58 years together.

We have three children. Our oldest, our daughter Terry, is a proud YSU graduate with both a bachelor’s and a master’s degree in mathematics. My second child, my son, was a member of the marching band in the 1990s. He earned his degree in music and later completed his master’s. Right now, he’s on his way home from France, where he just finished a concert tour with a small orchestra, playing six performances over the past weekend. Unfortunately, he couldn’t be with us today because of his travel schedule. And of course, our youngest has also brought us much joy. Altogether, we have been blessed with nine grandchildren, and just ten days ago, we received the wonderful news that our family will be growing again.

I am deeply honored to be chosen as a recipient of the YSU Heritage Award this year. Having served as Chair of the Heritage Committee for five years before my retirement, I know firsthand how seriously the committee reviews each nomination. I am grateful to them for their hard work and humbled to be among those selected.

I owe much of who I am to my parents, Charles and Frances, who instilled in me the importance of education—not only for career preparation, but for developing the whole person: faith, character, honesty, and hard work.

There are far too many colleagues, administrators, and staff members to name individually, though I wish I could. Please forgive me for not mentioning everyone but know that I carry deep gratitude for the support, encouragement, and guidance I received throughout my 45 years at YSU.

When I first arrived in 1969, the campus looked very different. Phelps Street ran through campus, and many of the buildings we now take for granted—the library, the science building—did not yet exist. My wife often reminds me how remarkable the University's growth has been, and how beautiful the campus has become. That progress is thanks not only to strong leadership, but also to the countless individuals who worked tirelessly to make it possible.

My career began when Dr. Charles Harris offered me a faculty position that spring. From the start, I understood that my greatest responsibility lay in the classroom, and that is where I directed most of my efforts. The true rewards came not from grades or exams, but from witnessing the accomplishments of my students.

I recall one student, Dan, in my upper-division structural geology class. He struggled with visualizing three-dimensional geological structures, a difficult skill to master. Each week, he came to my office, and together we worked through example after example. After seven weeks, he walked in one day beaming and said, 'Doc, I see it. I see it!' The joy in his voice was unforgettable.

Another example is Tom Serento, one of the finest students to come through YSU. He went on to study at the Colorado School of Mines and at Oxford University and later served as State Geologist of Ohio from 2012 to 2018. Supporting his journey was one of the privileges of my career.

These stories remind me of the profound impact education can have, and I am grateful for the many students who allowed me to share in their journeys.

I also want to acknowledge the administrators who entrusted me with opportunities beyond the classroom, from serving on committees to working as Assistant to the Dean, and later as Associate Provost. These roles allowed me to contribute to curriculum development, accreditation processes, and broad institutional planning. They were demanding but deeply fulfilling experiences.

Finally, I must thank my wife once again—for her unwavering support and patience, without which I could not have dedicated myself so fully to this profession. She has been my anchor and my partner, raising our family while standing beside me through every chapter of this journey.

It is with deep gratitude that I thank all of you, and I thank Youngstown State University for this great honor.

President Johnson thanked Dr. Singler for his comments and presented Dr Singler the award.

President Johnson preceded to announce the second recipient of the Heritage Award by stating that, “Our second 2025 Heritage Award recipient is Dr. Barbara C. Orton. Dr. Orton served YSU from 1984 to 2003 as the Director of the Office of Equal Opportunity and Diversity. In this role, she played a critical part in strengthening the connection between the University and the community.

Among her many achievements was her collaboration with the Western Reserve Transit Authority (WRTA) to establish what we now know as the *Penguin Shuttle*—a service that continues to ensure safe and equitable transportation for all members of the university community.

Dr. Orton also played a key role in expanding the YSU Disability Services Program from a part-time initiative to a comprehensive, full-time service by providing a wide range of accommodations for students.

Although Dr. Orton is unable to be with us today as she resides out of state, we honor her with our deepest appreciation for her remarkable contributions.”

President Johnson concluded with the following, “Please join me in congratulating the recipients of the 2025 Youngstown State University Heritage Award: Dr. Charles R. Singler and Dr. Barbara C. Orton.”

Chair George concluded the ceremony stating that, “The Board is pleased that this meeting is used to recognize those individuals who have served this great university at such a high level. Please join us once again in congratulating these outstanding individuals.”

#### L. Dates and Times of Upcoming Regular Meetings of the Board

Chair George requested a motion to establish the dates and times for the next regular meetings of the Youngstown State University Board of Trustees as being:

- Wednesday, September 17, 2025, at 10:00 a.m.
- Thursday, December 11, 2025, at 10:00 a.m.

A motion to endorse the proposed meeting dates was moved by Trustee Sterling Williams and seconded by Trustee Michael A. Peterson.

The motion passed unanimously.

**M. ADJOURNMENT**

Chair George, noting that there was no further business to come before the Board of Trustees declared the meeting adjourned.



# APPENDIX

*YSU Board of Trustees*

*Board Meeting*

*June 24, 2025*

*Resolutions, Supporting  
Documents and Background  
Materials*

## **3356-10-24 Export control policy.**

Responsible Division/Office: Office of Research Services  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: June 2020; June 2025  
Board Committee: Academic Excellence and Student Success  
**Effective Date:** **June 24, 2025**  
Next Review: 2030

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- (A) Policy statement. It is the policy of the university that all students, employees, and all other people retained or working at or for the university comply with all U.S. export laws and regulations while performing work on behalf of the university. Although the university strives to create an environment where teaching, learning, and research are conducted openly and without restrictions, certain federal regulations may require the university to obtain permission or a license from the government before allowing foreign persons to participate in or have access to research involving specific export-controlled goods, technologies, software, blueprints, or data. Export control regulations have the potential to:
  - (1) Limit research opportunities of university faculty, staff, and students;
  - (2) Affect publication rights; and/or
  - (3) Prevent collaboration
- (B) Purpose. To establish university compliance with U.S. export control laws and regulations while balancing the university's commitment to openness in research and education.
- (C) Scope. This policy applies to all members of the campus community, comprising all units and university personnel including faculty, staff, visiting scholars, research associates and fellows, student employees, students, visitors, volunteers, and all others retained by or working at the university when conducting any research, teaching, service or business activity at the university or on behalf of the university at a domestic location or in a foreign country.

## (D) Definitions.

- (1) "Controlled export." Specific types of exports regulated by the federal government (e.g., goods, commodity, biologics, equipment, software, encryption, technology or technical information) sent from the U.S. to a foreign person or destination or delivered to a foreign person inside the U.S. under the definition "deemed export."
- (2) "Deemed export." The release or transmission of controlled exports, technology, technical data, or software source code to a foreign person in the U.S. This can be through the physical release of information or technology or through communications, such as discussions, with a foreign person including students, visitors, and foreign researchers. Such a release of information is considered to be an export to the foreign national's home country or country of current citizenship.
- (3) "Defense article."
  - (a) Any item or technical data designated in the U.S. Munitions List, 22 C.F.R. 121.1. Defense articles include technical data recorded or stored in any physical form, models, mockups, or other items that reveal technical data relating to the item.
  - (b) Forgings, castings, and other unfinished products, such as extrusions and machined bodies, that have reached a stage in manufacturing where they are clearly identifiable by mechanical properties, material composition, geometry, or function as defense articles.

It does not include basic marketing information or general system descriptions (22 C.F.R.120.31).
- (4) "Dual use." Items, information, and software that have civil applications as well as terrorism and military or weapons of mass destruction (WMD) related applications (15 C.F.R. 730.3).
- (5) "EAR." Export administration regulations (EAR), administered by the department of commerce through the bureau of industry and security (BIS) (15 C.F.R. 730-774), regulates commercial and dual

use items, technology, and software identified in the commerce control list (CCL) (15 C.F.R. 774).

- (6) “Educational information.” Information that is commonly taught in catalog courses and associated teaching laboratories of academic institutions. It is not subject to export control regulations.
- (7) “Export.” Any item (goods, commodity, software, technology, equipment, software, or information) sent from the U.S. to a foreign destination is considered an export. Examples of exports include the actual shipment of goods as well as the transfer of written documents or information via email, phone, fax, internet postings, verbal/personal conversations and meetings outside and inside the U.S.
- (8) “Export license.” A written authorization provided by the appropriate governing regulatory authority detailing specific terms and conditions allowing the export or re-export of a controlled item(s).
- (9) “Foreign person or entity.” Anyone who is not a U.S. person. This includes individuals as well as any foreign corporation, business association, partnership, trust, society, or any other foreign entity or group, including international organizations and foreign governments, not incorporated or organized to do business in the U.S.
- (10) “Fundamental research.” Any “basic and applied research in science and engineering, the results of which are ordinarily published and shared broadly within the scientific community...” Information that results from fundamental research is not subject to export control regulations under the fundamental research exclusion (FRE). See [national security decision directive 189](#) (NSDD) for more information.
- (11) “ITAR.” International traffic in arms regulations, administered by the state department through the directorate of defense trade controls (DDTC) (22 C.F.R. 120-130), regulates the export of articles and services that are inherently military in nature.

- (12) “Re-export.” An actual shipment or transmission of a controlled export, software, or information subject to the EAR or ITAR from one foreign country to another foreign country, including the sending or taking of a defense article to or from such countries in any manner.
  - (13) “Technology control plan (TCP).” An internal university compliance document that is prepared by the office of research services (ORS), subject to review by the office of the general counsel. The plan outlines the security measures to be taken by the principal investigator (PI) to ensure that access to the export-controlled information is controlled and managed. The TCP is signed by the PI and all who are working on the project. Once in place, it is the responsibility of the PI to ensure that all of the security measures listed to safeguard the controlled information or technology are enforced.
  - (14) “U.S. person or entity.” Any U.S. citizen, a lawful, permanent resident of the U.S., green card holder, refugee, or asylum seeker, wherever that person is located. U.S. incorporated or
  - (15) “U.S. Munitions List (USML).” A list of articles, services, and related technical data designated as defense and space related by the United States federal government and are subject to export control laws and regulations. The USML is subject to export control regulations under ITAR. The list can be found at [code of federal regulations](#).
- (E) Federal administration. There are three primary departments that oversee and enforce export control regulations: the department of commerce, the state department, and the treasury department.
- (1) The department of commerce.
    - (a) Administers the export administration (EAR) regulations through the bureau of industry and security.
    - (b) EAR is codified in 15 C.F.R. 730-774.
    - (c) Controls the export of dual use items.
  - (2) The state department.

- (a) Administers the international traffic in arms regulations (ITAR) through the directorate of defense trade controls.
  - (b) ITAR is codified in 22 C.F.R. 120-130.
  - (c) Controls the export of military and space related items.
- (3) The treasury department.
- (a) Manages and enforces export control through the [office of foreign assets control](#) (OFAC).
  - (b) Enforces and oversees regulations related to embargoed and/or sanctioned countries and people and entities from those countries.
- (F) Compliance roles and responsibilities.
- (1) All personnel within the scope of this policy are responsible for ensuring that their educational, research, service and other business activities are conducted properly and in compliance with export control regulations, all requirements of this policy, related procedures, and any TCP on which they are included.
  - (2) The provost or their designee shall serve as the empowered official (EO) (22 C.F.R. Part 120.67) of the university in all matters related to export control. The EO has the responsibility, power, and authority to:
- (a) Serve as the university's point of contact for export control related matters.
  - (b) Represent the university before export control regulators.
  - (c) Sign paperwork binding the university in any proceedings before the DDTC, BIS, OFAC, or any government agency with export control responsibilities.
  - (d) Sign export license applications or other export control related requests.
  - (e) Coordinate with the office of the general counsel regarding the legality of any proposed export control activity or

transaction.

- (3) The director of the office of research services shall serve as the export control officer (ECO) for the university. The ECO has the responsibility, power, and authority to:
    - (a) Implement procedures to ensure compliance with export control regulations and this policy.
    - (b) Develop, conduct, and oversee university trainings related to export control.
    - (c) Work in conjunction with sponsored program officers, university department administrators, units, human resource staff, and the office of the general counsel to facilitate compliance.
  - (4) Failure to comply with the export control policy or regulations may result in substantial civil and criminal penalties to the university and specific individual(s) involved, as well as administrative sanctions resulting in potential loss of federal funding and export privileges.
- (G) Procedures. Procedures and other information concerning export control laws and regulations, including regulations in fundamental research and educational information, are available in the office of research services and “PI Handbook,” found at [office of research services](#).



**RESOLUTION TO MODIFY  
EXPORT CONTROL POLICY, 3356-10-24**

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

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

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

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

**Board of Trustees Meeting  
June 23, 2025  
YR 2025-93**

### **3356-10-03 Affiliated scholars.**

Responsible Division/Office: Office of Academic Affairs  
Responsible Officer: Provost and VP for Academic Affairs  
Revision History: March 1998; March 2007; March 2011;  
December 2016; September 2021; June 2025  
Board Committee: Academic Excellence and Student Success  
**Effective Date:** **June 24, 2025**  
Next Review: 2030

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- (A) Policy statement. The university encourages the affiliation of non-university individuals engaged in appropriate scholarly activity. Such appointments are either externally funded or non-remunerative.
- (B) Definition. “Affiliated scholars” are individuals with a record of ongoing scholarship or research who are independent scholars, visitors, adjunct faculty or retired full-time faculty members. Affiliated scholars are expected to hold the appropriate terminal degree and to be engaged in ongoing scholarly activity or outreach efforts of the university that support the university’s mission.
- (C) Parameters.
  - (1) An affiliated scholar’s appointment is temporary and does not carry university duties.
  - (2) An affiliated scholar may have access to university facilities and services, including university email, as defined by the appropriate department chair and dean who will act as their sponsor.
  - (3) Usual and customary charges for the use of university facilities and services are the responsibility of the affiliated scholar.
  - (4) Affiliated scholars will credit the university in publications stemming from scholarly activity conducted while affiliated with the university. Copies of publications will be provided to the director of research services.

- (5) Affiliated scholars may serve as principal investigator, responsible for preparing applications for externally funded grants, sponsored agreements and contracts, when such approval is included in the letter of appointment. The affiliated scholars will follow university procedures and assign to the university indirect cost reimbursement awarded by the sponsor or sponsoring agency.
- (6) The university administers any grant monies awarded to the affiliated scholar whose grant application names the university as the institutional affiliation.
- (7) The eligibility for email retention for retired faculty members acting as affiliated scholars will be re-evaluated on a regular basis by their sponsor. If they continue to meet the necessary engagement criteria, their email account will be renewed. Failure to review will result in email access being disabled immediately.

(D) Procedures.

- (1) An affiliated scholar request and/or endorsement letter from a faculty member, who takes responsibility for the affiliated scholar, shall be submitted to the department chair.
- (2) The department chair, in cooperation with the dean of the college and the director of research services are responsible for the review and the nomination of the affiliated scholar to the provost and vice president of academic affairs.
- (3) Offers of appointment as affiliated scholars are the responsibility of the provost and vice president for academic affairs.



**RESOLUTION TO MODIFY  
AFFILIATED SCHOLARS POLICY, 3356-10-03**

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

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

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

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

**Board of Trustees Meeting  
June 23, 2025  
YR 2025-94**

### **3356-3-06      Institutional insurance programs.**

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 1998; October 2010; June 2015;  
June 2020; June 2025  
Board Committee: Finance and Facilities  
**Effective Date:** **June 26, 2025**  
Next Review: 2026

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- (A) Policy statement. As a best practice, the university maintains property and casualty insurance to manage risk associated with property losses and/or legal liability that may result from damage to property or injury to others. To provide optimal coverage and pricing, the university may participate in consortial insurance programs. All existing programs will be reviewed annually.
- (B) Parameters.
  - (1) Youngstown state university is a member of the inter-university council risk management and insurance consortium (“IUC-RMIC”), a collaboration of fourteen public universities. The IUC-RMIC collectively pools a core group of casualty and property risks, retains a portion of the risk in a formalized self-insurance program, and then purchases insurance to cover large incidents.
  - (2) Competitive bidding shall be conducted in accordance with the policies and procedures governing the IUC-RMIC.
- (C) Procedures.
  - (1) The vice president for finance and business operations will appoint a designee to represent the university on the IUC-RMIC. The IUC-RMIC determines and implements programs regarding insurance and risk management.
  - (2) The IUC-RMIC risk management committee recommendations are submitted to the IUC-RMIC board of governors. The board of governors is the decision-making body of the insurance

consortium. The vice president for finance and business operations and the IUC-RMIC risk management committee representative serve on the board of governors.



**RESOLUTION TO MODIFY  
INSTITUTIONAL INSURANCE PROGRAMS POLICY, 3356-3-06**

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

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

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

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

**Board of Trustees Meeting**

**June 24, 2025**

**YR 2025-58**



**RESOLUTION TO APPROVE  
CHANGES TO TUITION AND FEES FOR THE 2025-26  
ACADEMIC AND FISCAL YEAR**

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

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

**WHEREAS**, Ohio law provides that the University shall separately identify the Instructional Fee, the General Fee, the Tuition Charge, and the Tuition Surcharge; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that unless otherwise noted herein, this Resolution shall replace all previously adopted Resolutions pertaining to tuition, fees and/or other charges; and

**BE IT ALSO RESOLVED**, that the Board of Trustees of Youngstown State University does hereby declare the “tuition charge” shall be the sum of the Instructional Fee, General Fee and, where applicable, the Information Services Fee, and does hereby establish the tuition charge and other fees as included in the attached Exhibit, to become effective for the 2025-26 academic year and shall not exceed what is permitted by the final enacted version of the state of Ohio budget bill for the FY 2025 - FY 2026 biennium, and to remain in effect until changed by the Board of Trustees, except as may be specifically noted otherwise; and

**BE IT FURTHER RESOLVED**, that the President of Youngstown State University or his designee shall have the authority to approve:

1. Fees for continuing education and noncredit courses, institutes, and workshops offered or coordinated through the Colleges and Office of College Access and Transition;

2. Ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions; and

In all cases, the revenue generated by such fees and charges shall be expended in conformity with appropriately approved budgets. It shall be understood that: (a) charges for unreturned or damaged equipment checked out to a student shall be established by the cognizant University staff person and the charge shall be sufficient to recover replacement costs and with a charge to cover processing costs; (b) for such charges as noted in (a) above, the approval of neither the President nor the Board of Trustees shall be required; and (c) the President or his designees shall have the authority to designate parking facilities by location or by time which may be utilized either without charge or for a reduced charge.

Fines which are authorized in this resolution may be assessed against nonstudents who are authorized to use University services as well as against students; and the rates detailed in this resolution shall replace the rates in any other resolution in conflict, and it shall continue to be the policy of this Board to review and adopt all fees, service charges, and fines annually in order that students and others are informed as to rates for the coming year and budgets may be finalized. It is understood that charges, fines, penalties, and assessments to students and non-students will not be waived except as specifically authorized by proper authority. Fee waivers authorized by the Chancellor, in accordance with section 381.170 of Am. Sub. H.B. 166 of the 133rd General Assembly, are identified in the attached Exhibit and made part herein.

If a student is permitted to withdraw from the University or if a student reduces his or her academic load, a refund of the tuition charge and the nonresident tuition surcharge, where applicable, shall be made in conformity with the following schedule. If the withdrawal is after the prescribed time limits, all tuition and other applicable fees and charges are forfeited. All applicable fees, fines, and penalties due must be paid before the refund is paid. Refund policies for University Housing and Courtyard Apartments shall be set by Student Affairs in accordance with best business practices.

## Refund Schedule

<u>Length of Course</u>	<u>100% refund</u>	<u>No refund</u>
More than 7 weeks:	through 14th day of term.	15th day of term and later.
7 weeks or less:	through 7 <sup>th</sup> day of term.	8 <sup>th</sup> day of term and later.

**YOUNGSTOWN STATE UNIVERSITY**  
**Summary of Full-Time Bulk-Rate Tuition<sup>1</sup>**

	<b>FY 2025</b> <b>Rates</b>	<b>FY 2026</b> <b>Proposed</b>	<b>Change from Prior Cohort</b>	
			<b>%</b>	<b>\$</b>
<b>UNDERGRADUATE</b>				
<b>PENGUIN TUITION PROMISE:</b>				
<b>Bachelor Degree Programs, per semester</b>				
Resident	\$5,522.28			<i>To be determined*</i>
Non-resident	\$5,702.28			<i>To be determined*</i>
<b>Associate Degree Programs, per semester</b>				
Resident	\$3,180.00			<i>To be determined*</i>
Non-resident	\$3,360.00			<i>To be determined*</i>
<b>GRADUATE<sup>2</sup></b>	<b>FY 2025</b> <b>Rates</b>	<b>FY 2026</b>		
		<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Masters-Level, per semester</b>				
Resident	\$6,779.88	\$6,983.28	\$203.40	3.00%
Non-resident	\$6,959.88	\$7,163.28	\$203.40	2.92%
<b>Doctoral-Level, per semester</b>				
Resident	\$7,164.84	\$7,379.76	\$214.92	3.00%
Non-resident	\$7,344.84	\$7,559.76	\$214.92	2.93%

\*The Penguin Promise rates for FY 2026 are subject to the final passage of H.B. 96, the state of Ohio's operating budget bill.

1. Rates for specialized programs are excluded from this summary presentation.

2. Although the graduate bulk-rate band is from 12-18 hours, graduate students are considered full-time for academic purposes at 3 credit hours and above.

## YOUNGSTOWN STATE UNIVERSITY

## Penguin Promise Tuition Guarantee\* - Bachelor Degree Tuition &amp; Fees

<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>	<b>Cohort 8</b>	<b>Change from Prior Cohort</b>	
	<b>FY 2026</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per semester, 12-18 credit hours)	TBD		
General Fee (per semester, 12-18 credit hours)	TBD		<i>To be determined</i>
<b>Full-time Penguin Promise tuition</b>	<b>TBD</b>		

**TUITION & MANDATORY FEES (outside bulk-rate)**

Instructional Fee (per credit hour)	TBD		
General Fee (per credit hour)	TBD		<i>To be determined</i>
Penguin Promise tuition per credit hour	TBD		

<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>	<b>Cohort 7</b>	<b>Change from Prior Cohort</b>	
	<b>FY 2025</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per semester, 12-18 credit hours)	\$4,262.40	3.00%	\$124.20
General Fee (per semester, 12-18 credit hours)	\$1,259.88	3.00%	\$36.72
<b>Full-time Penguin Promise tuition</b>	<b>\$5,522.28</b>	3.00%	\$160.92

**TUITION & MANDATORY FEES (outside bulk-rate)**

Instructional Fee (per credit hour)	\$355.20	3.00%	\$10.35
General Fee (per credit hour)	\$104.99	3.00%	\$3.06
Penguin Promise tuition per credit hour	\$460.19	3.00%	\$13.41

<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>	<b>Cohort 6</b>	<b>Change from Prior Cohort</b>	
	<b>FY 2024</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per semester, 12-18 credit hours)	\$4,138.20	3.00%	\$120.48
General Fee	\$1,223.16	3.00%	\$35.64
<b>Full-time Penguin Promise tuition</b>	<b>\$5,361.36</b>	3.00%	\$156.12

**TUITION & MANDATORY FEES (outside bulk-rate)**

Instructional Fee (per credit hour)	\$344.85	3.00%	\$10.04
General Fee (per credit hour)	\$101.93	3.00%	\$2.97
Penguin Promise tuition per credit hour	\$446.78	3.00%	\$13.01

<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>	<b>Cohort 5</b>	<b>Change from Prior Cohort</b>	
	<b>FY 2023</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per semester, 12-18 credit hours)	\$4,017.72	4.60%	\$176.64
General Fee	\$1,187.52	4.60%	\$52.20
<b>Full-time Penguin Promise tuition</b>	<b>\$5,205.24</b>	4.60%	\$228.84

**TUITION & MANDATORY FEES (outside bulk-rate)**

Instructional Fee (per credit hour)	\$334.81	4.60%	\$14.72
General Fee (per credit hour)	\$98.96	4.60%	\$4.35
Penguin Promise tuition per credit hour	\$433.77	4.60%	\$19.07

\* Guarantee cohort rates set pursuant to Ohio Revised Code §3345.48 and state budget (temporary law) language.

**YOUNGSTOWN STATE UNIVERSITY**  
**Penguin Promise Tuition Guarantee\* - Associate Degree Tuition & Fees**

<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>	<b>FY 2026</b>	<b>Change from Prior Cohort</b>	
	<b>Cohort 2</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per semester, 12-18 credit hours)	TBD		<i>To be determined</i>
General Fee (per semester, 12-18 credit hours)	TBD		
<b>Full-time Penguin Promise tuition</b>	<b>TBD</b>		

<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>	<b>FY 2026</b>	<b>Change from Prior Cohort</b>	
	<b>Cohort 2</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per credit hour)	TBD		<i>To be determined</i>
General Fee (per credit hour)	TBD		
Penguin Promise tuition per credit hour	TBD		

<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>	<b>FY 2025</b>	<b>Change from Prior Cohort</b>	
	<b>Cohort 1</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per semester, 12-18 credit hours)	\$2,421.60	-41.48%	(\$1,716.60)
General Fee (per semester, 12-18 credit hours)	\$758.40	-38.00%	(\$464.76)
<b>Full-time Penguin Promise tuition</b>	<b>\$3,180.00</b>	<b>-40.69%</b>	<b>(\$2,181.36)</b>

<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>	<b>FY 2025</b>	<b>Change from Prior Cohort</b>	
	<b>Cohort 1</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per credit hour)	\$201.80	-41.48%	(\$143.05)
General Fee (per credit hour)	\$63.20	-38.00%	(\$38.73)
Penguin Promise tuition per credit hour	\$265.00	-40.69%	(\$181.78)

\* Guarantee cohort rates set pursuant to Ohio Revised Code §3345.48 and state budget (temporary law) language. Rates also applicable to non-credit certificate coursework.

**YOUNGSTOWN STATE UNIVERSITY - Main Campus**  
**Undergraduate College Fees**

<b>Fee Description</b>	<b>FY 2025 Actual</b>	<b>FY 2026</b>			
		<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	
<b>COLLEGE FEES</b>					
<b>Beeghly College of Liberal Arts, Social Sciences &amp; Education</b>					
Undergraduates (per credit hour)	\$12.50	\$12.50	\$0.00	0.00%	
Undergraduates, (bulk rate, 12-18 hours)	\$150.00	\$150.00	\$0.00	0.00%	
<b>Bitonte College of Health &amp; Human Services</b>					
Undergrad with Junior Standing and Above (per credit hour)	\$20.50	\$20.50	\$0.00	0.00%	
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$246.00	\$246.00	\$0.00	0.00%	
<b>College of Science, Technology, Engineering &amp; Mathematics</b>					
Undergrad with Junior Standing and Above (per credit hour)	\$25.00	\$25.00	\$0.00	0.00%	
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$300.00	\$300.00	\$0.00	0.00%	
<b>Cliffe College of Creative Arts &amp; Communications</b>					
Undergraduates (per credit hour)	\$9.00	\$20.00	\$11.00	122.22%	
Undergraduates, (bulk rate, 12-18 hours)	\$108.00	\$240.00	\$132.00	122.22%	
<b>Williamson College of Business Administration</b>					
Undergraduates (per credit hour)	\$20.00	\$20.00	\$0.00	0.00%	
Undergraduates, (bulk rate, 12-18 hours)	\$240.00	\$240.00	\$0.00	0.00%	

**YOUNGSTOWN STATE UNIVERSITY**  
**Masters-Level Graduate Tuition & Fees**

<b>Fee Description</b>	<b>FY 2025</b>		<b>FY 2026</b>		
	<b>Actual</b>		<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>					
Instructional Fee (per semester, 12-18 credit hours)	\$5,520.00		\$5,685.60	\$165.60	3.00%
General Fee (per semester, 12-18 credit hours)	\$1,259.88		\$1,297.68	\$37.80	3.00%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$6,779.88</b>		<b>\$6,983.28</b>	<b>\$203.40</b>	<b>3.00%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>					
Instructional Fee (per credit hour)	\$460.00		\$473.80	\$13.80	3.00%
General Fee (per credit hour)	\$104.99		\$108.14	\$3.15	3.00%
<b>ADDITIONAL GRADUATE TUITION</b>					
Master of Public Health*	\$698.00		\$715.00	\$17.00	2.44%

\* MPH fee set by the *Consortium of Eastern Ohio Master of Public Health* of which YSU is a member. The MPH rate also applies to related certificate programs.

**YOUNGSTOWN STATE UNIVERSITY**  
**Doctoral-Level Graduate Tuition & Fees**

<b>Fee Description</b>	<b>FY 2025</b> Actual	<b>FY 2026</b>		
		<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$5,904.96	\$6,082.08	\$177.12	3.00%
General Fee (per semester, 12-18 credit hours)	\$1,259.88	\$1,297.68	\$37.80	3.00%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$7,164.84</b>	<b>\$7,379.76</b>	<b>\$214.92</b>	<b>3.00%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour)	\$492.08	\$506.84	\$14.76	3.00%
General Fee (per credit hour)	\$104.99	\$108.14	\$3.15	3.00%
<b>ADDITIONAL DOCTORAL TUITION</b>				
<b>Nurse Anesthetists Program surcharge* (per semester)</b>				
Continuing cohorts (that started prior to fall 2024)	\$2,000.00	\$2,000.00	\$0.00	0.00%
Fall 2024 - present cohort	\$4,000.00	\$4,000.00	\$0.00	0.00%

\*Nurse Anesthetist fee is set by the St. Elizabeth Health Center School for Nurse Anesthetists.

**YOUNGSTOWN STATE UNIVERSITY**  
**Program Fees**

<b>Fee Description</b>	<b>FY 2025 Actual</b>	<b>FY 2026</b>		
		<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
Associates Degree - Nursing (per semester)	N/A	\$450.00	New	New
Associates Degree - Radiologic Technology (per semester)	N/A	\$150.00	New	New
Bachelors of Arts - Telecommunications Studies (per course)	\$35.00	\$35.00	\$0.00	0.0%
Bachelors of Fine Arts - Studio Art Program (per course)	\$29.00	\$29.00	\$0.00	0.0%
Bachelors of Science - Engineering (per semester)	\$50.00	\$50.00	\$0.00	0.0%
Bachelors of Science Degree - Nursing (per semester)	N/A	\$800.00	New	New
Performance Music (per credit hour)	\$75.00	\$75.00	\$0.00	0.0%
Master of Business Administration (per credit, 1-11 credits)	\$50.00	\$50.00	\$0.00	0.0%
Bulk-rate 12-18 credits	\$600.00	\$600.00	\$0.00	0.0%
Credits in excess of bulk-rate	\$50.00	\$50.00	\$0.00	0.0%
Master of Counseling (per credit, 1-11 credits)	\$10.00	\$10.00	\$0.00	0.0%
Bulk-rate 12-18 credits	\$120.00	\$120.00	\$0.00	0.0%
Credits in excess of bulk-rate	\$10.00	\$10.00	\$0.00	0.0%
Master of School Psychology (per credit, 1-11 credits)	\$10.00	\$10.00	\$0.00	0.0%
Bulk-rate 12-18 credits	\$120.00	\$120.00	\$0.00	0.0%
Credits in excess of bulk-rate	\$10.00	\$10.00	\$0.00	0.0%
Master of Athletic Training				
One-time fee assessed first semester of program	\$300.00	\$300.00	\$0.00	0.0%

**YOUNGSTOWN STATE UNIVERSITY**  
**Online degree programs\***

**Schedule 4**

<b>Fee Description</b>	<b>AY 2025</b> Actual	<b>AY 2026</b>		
		<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Master of Business Administration</b>				
In-state (per credit)	\$450.00	\$473.00	\$23.00	5.1%
Non-resident (per credit)	\$455.00	\$478.00	\$23.00	5.1%
<b>Master of Science in Education</b>				
In-state (per credit)	\$415.00	\$436.00	\$21.00	5.1%
Non-resident (per credit)	\$420.00	\$441.00	\$21.00	5.0%
<b>Master of Science in Education, Educational Administration with Principal Licensure</b>				
In-state (per credit)	\$415.00	\$436.00	\$21.00	5.1%
Non-resident (per credit)	\$420.00	\$441.00	\$21.00	5.0%
<b>Doctor of Education, Education Leadership</b>				
In-state (per credit)	\$415.00	\$428.00	\$13.00	3.1%
Non-resident (per credit)	\$420.00	\$433.00	\$13.00	3.1%
<b>Registered Nurse to Bachelor of Science in Nursing<sup>2</sup></b>				
In-state (per credit)	\$275.00	\$275.00	\$0.00	0.0%
Non-resident (per credit)	\$280.00	\$280.00	\$0.00	0.0%
<b>Master of Family Nurse Practitioner</b>				
In-state (per credit)	\$527.00	\$543.00	\$16.00	3.0%
Non-resident (per credit)	\$532.00	\$548.00	\$16.00	3.0%
<b>Master of Science in Nursing (Nursing Education)</b>				
In-state (per credit)	\$415.00	\$428.00	\$13.00	3.1%
Non-resident (per credit)	\$420.00	\$433.00	\$13.00	3.1%
<b>Master of Adult Gerontology Acute Care</b>				
In-state (per credit)	\$527.00	\$543.00	\$16.00	3.0%
Non-resident (per credit)	\$532.00	\$548.00	\$16.00	3.0%
<b>Adult Gerontology Acute Care Post Masters Certificate</b>				
In-state (per credit)	\$527.00	\$543.00	\$16.00	3.0%
Non-resident (per credit)	\$532.00	\$548.00	\$16.00	3.0%
<b>Family Nurse Practitioner Post Masters Certificate</b>				
In-state (per credit)	\$527.00	\$543.00	\$16.00	3.0%
Non-resident (per credit)	\$532.00	\$548.00	\$16.00	3.0%
<b>Advanced placement FNP Certificate</b>				
In-state (per credit)	\$527.00	\$543.00	\$16.00	3.0%
Non-resident (per credit)	\$532.00	\$548.00	\$16.00	3.0%
<b>Advanced placement AGAC Certificate</b>				
In-state (per credit)	\$527.00	\$543.00	\$16.00	3.0%
Non-resident (per credit)	\$532.00	\$548.00	\$16.00	3.0%
<b>Educational Leadership Certificate</b>				
In-state (per credit)	\$415.00	\$428.00	\$13.00	3.1%
Non-resident (per credit)	\$420.00	\$433.00	\$13.00	3.1%
<b>Undergrad bachelor degree programs</b>				
In-state (per credit)	\$460.00	\$460.00	\$0.00	0.0%
Non-resident (per credit)	\$465.00	\$465.00	\$0.00	0.0%

\*Online Programs offered through YSU's agreement with Risepoint (formerly known as Academic Partnerships). Rates are based on academic year, which begins summer or fall semester, depending on program curriculum. The number of required credit hours varies by program. First Day Ready materials, preceptor and graduation application fees may apply.

2. Up to 19 additional general education credits may be required at \$275 per credit hour.

**YOUNGSTOWN STATE UNIVERSITY**  
**Non-Resident Tuition Surcharges**  
 (Additional surcharge applies to international students, see schedule 7)

	<b>FY 2025</b> Actual	<b>FY 2026</b>			
		<b>Proposed</b>	<b>\$ Change</b>	<b>%Change</b>	
<b>UNDERGRADUATE</b>					
<b>Affordable Tuition Advantage</b>					
Part-time (per credit, 1-11 credits)	\$15.00	\$15.00	\$0.00	0.00%	
Full-time (per semester, within bulk)	\$180.00	\$180.00	\$0.00	0.00%	
Credits in excess of bulk (per credit)	\$15.00	\$15.00	\$0.00	0.00%	
<b>GRADUATE</b>					
<b>Affordable Tuition Advantage</b>					
Below bulk-rate (per credit, 1-11 credits)	\$15.00	\$15.00	\$0.00	0.00%	
Within bulk-rate (per semester)	\$180.00	\$180.00	\$0.00	0.00%	
Credits in excess of bulk (per credit)	\$15.00	\$15.00	\$0.00	0.00%	
<b>OTHER NON-RESIDENT SURCHARGES</b>					
<b>International Student Surcharge</b> (effective with fall 2025 cohort)					
Below bulk-rate (per credit, 1-11 credits)	N/A	\$10.00		New	
Within bulk-rate (per semester)	N/A	\$120.00		New	
Credits in excess of bulk (per credit)	N/A	\$10.00		New	
<b>If undergraduate degree conferred by an Ohio institution*</b>					
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%	
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%	
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%	
<b>Master of Public Health*</b>					
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%	
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%	
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%	
<b>Accelerated Online Programs*</b>					
<b>Undergraduate and Graduate</b>					
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%	
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%	
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%	

\* Denotes surcharges that are in lieu of the Affordable Tuition Advantage surcharge, not in addition to.

**YOUNGSTOWN STATE UNIVERSITY**  
**Distance Education Program Fees**

<b>Fee Description</b>	<b>FY 2025</b> Actual	<b>FY 2026</b>			
		<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	
<b>UNDERGRADUATE, continuing students, non-Penguin Promise</b>					
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>					
Instructional Fee (per semester, 12-18 credit hours)	\$3,507.12	\$3,507.12	\$0.00	0.00%	
Information Services Fee (per semester, 12-18 credit hours)	\$129.84	\$129.84	\$0.00	0.00%	
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$3,636.96</b>	<b>\$3,636.96</b>	<b>\$0.00</b>	<b>0.00%</b>	
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>					
Instructional Fee (per credit hour, 1-11 hours)	\$292.26	\$292.26	\$0.00	0.00%	
Information Services Fee (per credit hour)	\$10.82	\$10.82	\$0.00	0.00%	
<b>GRADUATE</b>					
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>					
Instructional Fee (per semester, 12-18 credit hours)	\$5,520.00	\$5,685.60	\$165.60	3.00%	
Information Services Fee (per semester, 12-18 credit hours)	\$129.84	\$133.68	\$3.84	2.96%	
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$5,649.84</b>	<b>\$5,819.28</b>	<b>\$169.44</b>	<b>3.00%</b>	
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>					
Instructional Fee (per credit hour, 1-11 hours)	\$460.00	\$473.80	\$13.80	3.00%	
Information Services Fee (per credit hour)	\$10.82	\$11.14	\$0.32	2.96%	
<b>WEB-BASED PROGRAM</b>					
Per Web-Based Course	\$100.00	\$100.00	\$0.00	0.00%	

**YOUNGSTOWN STATE UNIVERSITY**  
**Other Fees, Charges and Fines**

**Schedule 7**

<b>Fee Description</b>	<b>FY 2025 Actual</b>	<b>FY 2026 Proposed</b>	<b>Adjustment to fee</b>
ACT Test Fee	\$65.00	\$65.00	\$0.00
Aviation Course Fees			
Advanced Flight Time Builder	N/A	\$2,690.00	New
Flight Time Builder	N/A	\$2,490.00	New
Instrument Flight Training 1	N/A	\$6,890.00	New
Instrument Flight Training 2	N/A	\$5,490.00	New
Instrument Ground Kit (non-refundable)	N/A	\$800.00	New
Private Pilot Flight Training 1	N/A	\$9,990.00	New
Private Pilot Flight Training 2	N/A	\$7,990.00	New
Private Pilot Ground Kit (non-refundable)	N/A	\$800.00	New
Career Services Fee, for continuing non-Penguin Promise Students			
Level 1 - Mandatory, Freshman and Sophomores (per credit hour)	\$1.75	\$1.75	\$0.00
Level 2 - Mandatory, Junior and Senior (per credit hour)	\$2.75	\$2.75	\$0.00
Check Replacement Fee	\$25.00	\$25.00	\$0.00
Child Preschool Lab Fee (per semester)	\$150.00	\$150.00	\$0.00
College Level Examination Program Test Fee (CLEP)	\$25.00	\$25.00	\$0.00
College Credit Plus per credit ( <i>rates set by State of Ohio and subject to change</i> ):			
In high school instruction by high school teacher	\$41.64	\$41.64	\$0.00
In high school instruction by YSU faculty	\$65.50	\$65.50	\$0.00
Online instruction by YSU faculty	\$131.00	\$131.00	\$0.00
College Over Sixty Registration Fee	\$5.00	\$5.00	\$0.00
Computer-based Placement Re-Test Fee (per test)	\$20.00	\$20.00	\$0.00
Course Book, e-Book, and instructional materials	Variable	Variable	
Course Fees (per course) (name change in FY20, formerly Lab & Materials fees)			
Course Fee Level 1	\$35.00	\$35.00	\$0.00
Course Fee Level 2	\$50.00	\$50.00	\$0.00
Course Fee Level 3	\$65.00	\$65.00	\$0.00
Course Fee Level 4 (gross anatomy)	\$300.00	\$300.00	\$0.00
Course Fee Level 7	\$20.00	\$20.00	\$0.00
Course Fee Level 8	\$85.00	\$85.00	\$0.00
Course Fee Level 9	\$25.00	\$25.00	\$0.00
Course Fee Level 10 (nursing clinical)	\$200.00	\$200.00	\$0.00
Course Fee Level 11 (Co-Op)	\$350.00	\$350.00	\$0.00
Course Fee Level 12	\$300.00	\$300.00	\$0.00
Course Fee Level 13	\$100.00	\$100.00	\$0.00
Student Success (name change in FY 2021, formerly First Year Experience)	\$35.00	\$35.00	\$0.00
CPCE Test Fee	\$10.00	\$10.00	\$0.00
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00
Credit Card Convenience Fee (student accounts only)	2.95%	2.95%	\$0.00
Deferred Payment Fee (for employers)	\$50.00	\$50.00	\$0.00
Duplicate Diploma Fee	\$40.00	\$40.00	\$0.00
Equipment, Materials & Damage Replacement Fee			
Federal Background Check	\$28.00	\$28.00	\$0.00
Fingerprinting Web Check Fee (per occurrence)	\$37.00	\$37.00	\$0.00
Graduate Accelerated Program Fee (per course)	\$50.00	\$50.00	\$0.00
Graduate Student Application Fee (domestic applicants)	\$45.00	\$45.00	\$0.00
Graduation Fee	\$65.00	\$65.00	\$0.00
Health Center fee (pass-through to Mercy Health), mandatory flat fee	\$34.00	\$34.00	\$0.00
Honors College Fee (per semester)	\$25.00	\$25.00	\$0.00
Installment Plan Fee (maximum)	\$50.00	\$50.00	\$0.00

**YOUNGSTOWN STATE UNIVERSITY**  
**Other Fees, Charges and Fines**

**Schedule 7**

<b>Fee Description</b>	<b>FY 2025 Actual</b>	<b>FY 2026 Proposed</b>	<b>Adjustment to fee</b>
<b>International Fees:</b>			
International Application Fee	\$75.00	\$75.00	\$0.00
International Student Commitment Fee	N/A	\$75.00	New
International Student Program Fee (per semester, non-AP, non-online)	\$75.00	\$150.00	\$75.00
International Student Credential Evaluation Fee-Graduate	\$45.00	\$45.00	\$0.00
International Student Health Insurance (pass-through, set by insurance carrier)	Variable	Variable	\$0.00
International Student Transportation Fee (for airport shuttle services, etc.)	\$40.00	\$40.00	\$0.00
International Student Surcharge (per credit, charged to students enrolled after summer 2025)	N/A	\$10.00	New
International Student Storage Fee	\$5.00	\$5.00	\$0.00
International Student Activities Fee	Variable	Variable	N/A
Placement & Supervision for Overseas Student Teaching	Variable	Variable	N/A
Internal Revenue Service / 1098T Fee (IRS penalty for incorrect name/SSN match)	\$100.00	\$100.00	\$0.00
<b>Intramural Sports:</b>			
Single sport registration	\$5.00	\$7.00	\$2.00
Single sport late registration	\$0.00	\$10.00	New
Multi-sport registration bulk rate	\$12.00	\$20.00	\$8.00
Forfeit Fee - singles and doubles sports	\$0.00	\$10.00	New
Forfeit Fee - team sports	\$0.00	\$25.00	New
Late Graduation Application Fee (after 3rd week)	\$38.50	\$38.50	\$0.00
Late Payment Fee	\$50.00	\$50.00	\$0.00
<b>Library Fines:</b>			
Replacement Processing Fee	\$10.00	\$10.00	\$0.00
Overdue InterLibrary Loan Material (per day)	\$0.05	\$0.05	\$0.00
Overdue Maag/Depository Material (per day)	\$0.10	\$0.10	\$0.00
Overdue OhioLINK Material (per day)	\$0.50	\$0.50	\$0.00
Overdue Closed Reserve Material Daily Rental (per day)	\$0.55	\$0.55	\$0.00
Overdue Closed Reserve Material Hourly Rental (per hour)	\$0.55	\$0.55	\$0.00
Library Material Replacement Fee			
Library Study Carrel Rental	\$25.00	\$25.00	\$0.00
OhioLINK Material Replacement Fee	\$110.00	\$110.00	\$0.00
SearchOhio (OhioLINK partner) Overdue fine (per day)	\$0.50	\$0.50	\$0.00
SearchOhio (OhioLINK partner) Material Replacement Fee	\$25.00	\$25.00	\$0.00
MAT Test Fee	\$90.00	\$90.00	\$0.00
NCAA Permissible Expenses	Variable	Variable	N/A
Ohio Attorney General Payment / Collections Fee	Variable	Variable	N/A
<b>Parking &amp; Transportation Fees</b>			
Transportation Fees, Non-Penguin Promise Undergrad. Students, per semester:			
Fall & Spring terms, mandatory for students enrolled in 6 or more credits	\$115.00	\$115.00	\$0.00
Fall & Spring terms, optional permit for students enrolled in less than 6 credits	\$115.00	\$115.00	\$0.00
Summer term, mandatory for students enrolled in 6 or more credits	\$58.00	\$58.00	\$0.00
Summer term, optional permit for students enrolled in less than 6 credits	\$58.00	\$58.00	\$0.00
Parking Permit Fees, Penguin Promise/Graduate/Doctoral/Accelerated Online Students:			
Optional commuter permit, per semester	\$45.00	\$45.00	\$0.00
Optional overnight permit, per semester	\$90.00	\$90.00	\$0.00
Parking Permit Fees, Other Miscellaneous:			
Employees, per semester	\$160.00	\$160.00	\$0.00
Retirees with Emeritus status	\$160.00	\$160.00	\$0.00
Contract employees, per semester, Fall & Spring	\$160.00	\$160.00	\$0.00
Contract employees, Summer term	\$103.00	\$103.00	\$0.00
Control Card Replacement	\$5.00	\$5.00	\$0.00

**YOUNGSTOWN STATE UNIVERSITY**  
**Other Fees, Charges and Fines**

**Schedule 7**

<b>Fee Description</b>	<b>FY 2025 Actual</b>	<b>FY 2026 Proposed</b>	<b>Adjustment to fee</b>
Visitors, Daily/Special Event (per day)	\$5.00	\$5.00	\$0.00
Visitors, Weekly/Special Event (per week)	\$18.00	\$18.00	\$0.00
Parking Violations:			
Class I (minor violation, 1st offense)	\$25.00	\$25.00	\$0.00
Class I (minor violation, 2nd offense)	\$30.00	\$30.00	\$0.00
Class I (minor violation, 3rd offense)	\$35.00	\$35.00	\$0.00
Class II (major violations)	\$100.00	\$100.00	\$0.00
Class III (legal violations)	\$250.00	\$250.00	\$0.00
PC Data Recovery Service Fee	\$100.00	\$100.00	\$0.00
PC Remediation Service Fee	\$75.00	\$75.00	\$0.00
Peace Officers Training Academy	\$300.00	\$300.00	\$0.00
Photo I.D. Replacement Charge	\$25.00	\$25.00	\$0.00
Physical Therapy Doctoral Acceptance Deposit	\$500.00	\$500.00	\$0.00
Preceptor Technology/Software Fee, per credit hour	\$4.00	\$4.00	\$0.00
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00
Reading Tutoring Fee	\$38.00	\$38.00	\$0.00
Residence Hall - Room Lockout Fee (first 4 lockout calls are free; fee not charged until 5th)	N/A	\$25.00	New
Returned Check or Credit Card Fee	\$30.00	\$30.00	\$0.00
Rich Autism Center Pre-School Program (per week)	\$125.00	\$125.00	\$0.00
Student Conduct - Other Violations	up to \$750.00	up to \$750.00	\$0.00
Student Locker Rental (per year)	\$25.00	\$25.00	\$0.00
Study Abroad Fees:			
Individual Study Abroad	\$75.00	\$75.00	\$0.00
Faculty-led Study Abroad (various, based on actual travel costs)	Variable	Variable	N/A
Technology Equipment Loaner Fee	\$50.00	\$50.00	\$0.00
Thesis Binding Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	\$6.00	\$6.00	\$0.00
Transcript Rush Fee (same-day processing)	\$12.00	\$12.00	\$0.00
Transcript Rush Fee (overnight express)	\$35.00	\$35.00	\$0.00
Undergraduate Application Fee (first time domestic applicant)	\$45.00	\$45.00	\$0.00
Web-based course fee (for students not in a web-based program)	\$100.00	\$100.00	\$0.00
Workshops - Resident	\$176.65	\$181.95	\$5.30
Workshops - Non-Resident	\$188.39	\$194.04	\$5.65
Youngstown Early College (YEC) per credit hour	\$130.54	\$135.76	\$5.22

**YOUNGSTOWN STATE UNIVERSITY**  
**Fee Waivers**

<b>Waiver</b>	<b>Fee Waived</b>	<b>Amount Waived per credit hour</b>	<b>Adjusted Rate with Waiver</b>
Reduced Non-Resident Surcharge for graduate students who earned an undergrad degree at an Ohio university.	Non-Resident Surcharge	\$10.00	\$5.00
College Credit Plus (self-pay students)			
In high school instruction by high school teacher	General fee and a portion of the instructional fee	\$418.55	\$41.64
In high school instruction by YSU faculty	General fee and a portion of the instructional fee	\$394.69	\$65.50
Online or campus instruction by YSU faculty	A portion of the instructional fee	\$329.19	\$131.00
Distance Education	General Fee	\$61.67	\$0.00
Distance Education	General Fee - Penguin Promise	TBD	\$0.00
Youngstown Early College	A portion of the instructional fee	\$324.43	\$135.76
Reduced Non-Resident Surcharge for specialized programs: *Masters of Public Health *Accelerated Online Programs	Non-resident Surcharge	\$10.00	\$5.00



# **FY 2026 Operating Budget**

**Presented to the Finance & Facilities Committee  
of the YSU Board of Trustees**

**June 23, 2025**

# FY 2026 Budget

## Introduction



1. This budget represents Youngstown State University's financial operating plan for the fiscal year commencing July 1, 2025, and ending June 30, 2026, and is presented to the Board of Trustees for approval pursuant to Ohio Administrative Code 3356-3-11.
2. This budget plan supports the University's *[Plan for Strategic Actions to Take Charge of Our Future](#)* and was developed through a collaborative process that solicited broader campus participation and input.
3. This budget reflects a reasonable estimate of revenues and expenses, based on known factors, and assumptions based historical trends in enrollment, income and spending levels.
4. The University's budget is presented in a format consistent with standardized definitions and classifications used by the U.S. Department of Education and the federal Integrated Post-Secondary Data System.
5. The unrestricted nature of all revenues used to support the University's general fund and auxiliary budgets allows broad discretion for the strategic allocation and use of resources in accordance with University policies and governmental accounting standards.

# FY 2026 Budget Proposal - Executive Summary

	FY 2025 Adjusted* Budget	FY 2026 Proposed Budget	1-Year Flux	
			%	\$
<b>General Fund</b>				
Revenue:				
Tuition & fees	\$110,445,830	\$114,750,600	3.9%	\$4,304,770
State appropriations	51,014,617	52,287,890	2.5%	1,273,273
Other sources	6,448,001	6,811,510	5.6%	363,509
	<u>\$167,908,448</u>	<u>\$173,850,000</u>	3.5%	<u>\$5,941,552</u>
Expenses:				
Personnel	\$99,851,756	\$102,736,464	2.9%	\$2,884,708
Operations	68,056,692	71,113,536	4.5%	3,056,844
	<u>\$167,908,448</u>	<u>\$173,850,000</u>	3.5%	<u>\$5,941,552</u>
<b>Auxiliary Funds</b>				
Net of general fund support	\$20,522,926	\$20,297,360	-1.1%	(\$225,566)
<b>Total Operating Budget</b>	<b><u>\$188,431,374</u></b>	<b><u>\$194,147,360</u></b>	<b>3.0%</b>	<b><u>\$5,715,986</u></b>

\*FY 2025 is adjusted based on actual financial performance through the 3rd quarter (3/31/25).

# FY 2026 Budget Proposal

## Main Revenue Assumptions



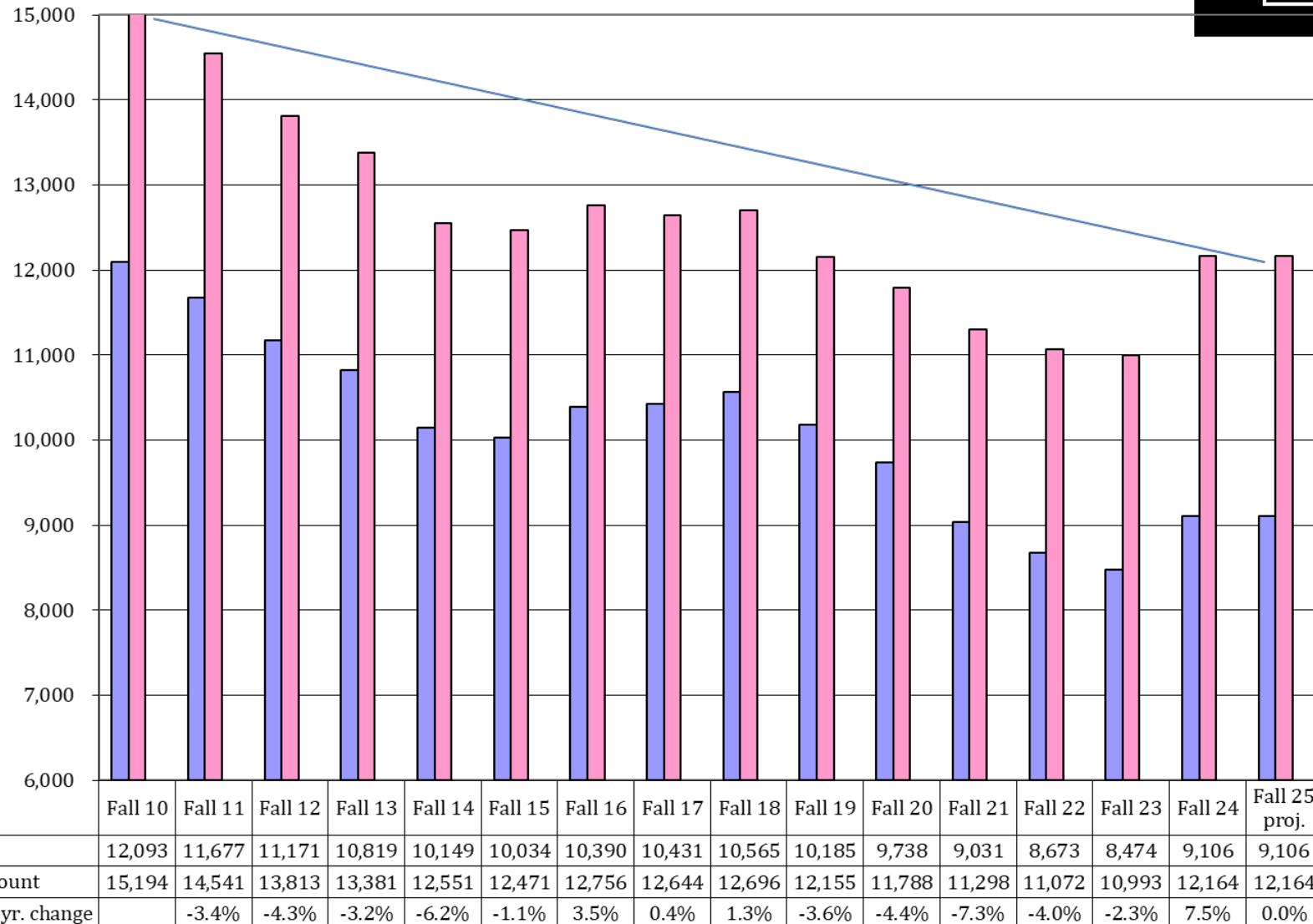
1. A \$3.9 million increase in tuition revenue resulting from a combination of the following factors:
  - An estimate of fall 2025 full-time equivalent (FTE) student enrollments ranging from 9,106 (actual fall 2024) to 8,833 (a 3% decrease relative to fall 2024).
  - A 3.0% adjustment to tuition for graduate programs.
  - No change in undergraduate tuition rates for continuing students in Penguin Promise cohorts.
  - A \$2 million increase in revenue from online programs resulting from increases in online graduate tuition ranging from 3% to 5%, combined with the introduction of new undergraduate online programs.
  - New fees for specialized programs, i.e., Aviation, CDL, Radiologic Tech and Nursing; and increases in the Cliffe College fee and international student fees and surcharge.
2. A 2.5% or \$1.3 million increase in State Share of Instruction funding, based on projections provided by the Ohio Department of Higher Education. (More recent ODHE estimates from 6/18/25 indicate an even greater gain of 3.5% for YSU.)
3. A 5.6% increase in other revenue sources, mainly due to the expectation that investment income will continue to meet or outperform benchmarks.

# General Fund Revenue – FY 2026 Budget

Source	FY 2025 Adjusted*	FY 2026 Proposed Budget	1-Year Flux	
	Budget	Budget	%	\$
<i>Tuition, Fees &amp; Other Student Charges</i>				
Instructional & Mandatory Fees	\$98,385,808	\$102,497,700	4.2%	\$4,111,892
Other Tuition, Fees & Charges	12,060,022	12,252,900	1.6%	192,878
Total Tuition & Fees	<u>\$110,445,830</u>	<u>\$114,750,600</u>	<u>3.9%</u>	<u>\$4,304,770</u>
<i>State Share of Instruction</i>				
Total State Funding	51,014,617	52,287,890	2.5%	1,273,273
<i>Other Sources</i>				
	6,448,001	6,811,510	5.6%	363,509
Total General Fund Revenue	<u>\$167,908,448</u>	<u>\$173,850,000</u>	<u>3.5%</u>	<u>\$5,941,552</u>

\*FY 2025 is adjusted based on actual financial performance through the 3rd quarter (3/31/25).

# Student Enrollment: The most important planning variable



# State Share of Instruction funding

## Ohio Dept. of Higher Ed. projections



DRAFT - 6/18/25	FY 2025 Final SSI	FY 2026 Projected SSI	One-year Flux	
AKRON	\$77,560,698	\$75,786,565	(\$1,774,133)	-2.3%
BOWLING GREEN	\$93,161,074	\$94,708,204	\$1,547,130	1.7%
CINCINNATI	\$256,355,350	\$265,241,249	\$8,885,899	3.5%
CLEVELAND STATE	\$81,426,397	\$80,753,642	(\$672,754)	-0.8%
CENTRAL STATE	\$4,425,532	\$4,287,211	(\$138,321)	-3.1%
KENT STATE	\$156,493,697	\$156,609,601	\$115,904	0.1%
MIAMI	\$88,287,210	\$90,229,814	\$1,942,604	2.2%
NEOMED	\$21,455,537	\$22,374,910	\$919,373	4.3%
OHIO STATE	\$437,766,552	\$447,126,503	\$9,359,951	2.1%
OHIO UNIV	\$169,171,882	\$169,212,481	\$40,598	0.0%
SHAWNEE ST.	\$13,235,852	\$13,047,036	(\$188,816)	-1.4%
TOLEDO	\$106,938,985	\$100,852,555	(\$6,086,430)	-5.7%
WRIGHT ST.	\$70,379,365	\$69,441,012	(\$938,353)	-1.3%
<b>YOUNGSTOWN ST.*</b>	<b>\$51,014,618</b>	<b>\$52,799,470</b>	<b>\$1,784,852</b>	<b>3.5%</b>
Total SSI	\$1,627,672,748	\$1,642,470,252	\$14,797,504	0.9%

\*YSU's FY 2026 budget proposal is based on an earlier ODHE estimate, indicating a more conservative SSI increase of 2.5%.

# State Share of Instruction (SSI) funding



- The SSI remains the state's largest operating appropriation for higher education.
- SSI formula allocations continue to be driven by student success measures, i.e., degrees awarded and successful course completions.
- Legislative changes to the SSI formula in House Bill 96 are expected to increase the FY 2026 statewide appropriation by 1%, and earmark 5% or \$84 million for post graduate employment outcomes and tech-aligned associate degrees awarded.
- Based on the Ohio Dept. of Higher Education's 6/18/2025 estimates, YSU is projected to gain 3.5% or \$1.8 million in SSI funding in FY 2026, as summarized in the table below:

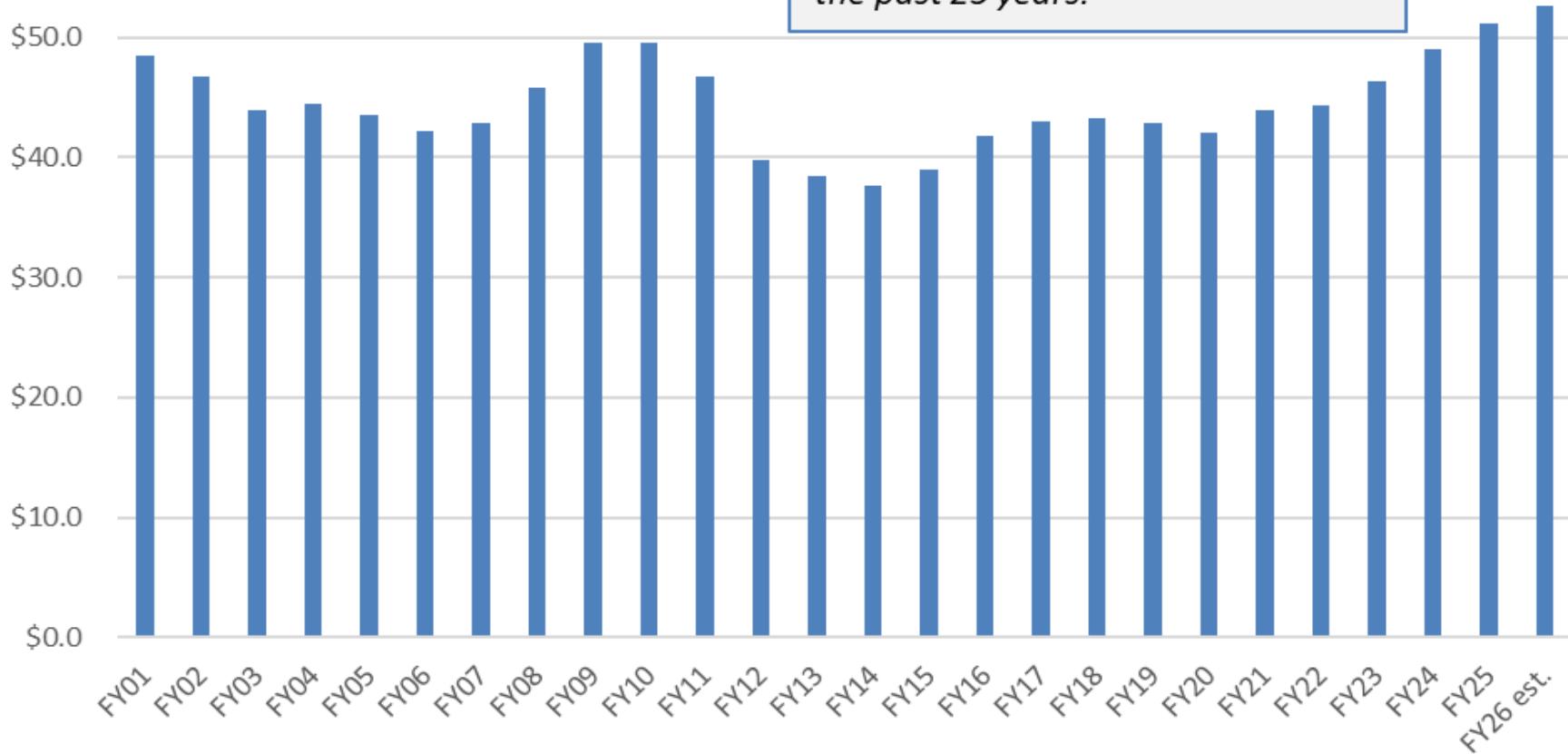
YSU's State Share of Instruction	Existing SSI Formula			New Formula Components		Total SSI
	Course Completions	Degree Attainment Earnings	Doctoral Set-aside	Post-grad employment outcomes	Tech-aligned associate degrees	
FY 2025 actual	\$17,545,961	\$31,558,806	\$1,909,850	N/A	N/A	<b>\$51,014,617</b>
FY 2026 projection	\$16,790,231	\$30,898,561	\$1,909,850	\$2,952,008	\$248,820	<b>\$52,799,470</b>

# State Share of Instruction funding YSU's historical allocations – FY 2001 to today



\$ in millions

*SSI funding is on the upswing but  
hasn't kept pace with inflation for  
the past 25 years.*



# FY 2026 Budget Proposal

## Main Expense Assumptions



1. A net increase in personnel costs attributable to the following factors:
  - A 2.5% base wage increase for full-time faculty per to the collective bargaining agreement (CBA) with the OEA Faculty union.
  - A 2% salary increase plus a \$500 lump-sum payment to each member of the Association of Classified Employees union per to the CBA with ACE.
  - Wage increases of 2%-5% for YSU police officers, per the CBA with the Fraternal Order of Police union.
  - A 1% salary increase plus a \$550 base increase and a lump-sum payment of \$500 for each member of the Association of Professional & Administrative Staff union, per the CBA with APAS.
  - A 2% salary increase for professional and administrative staff who are excluded from bargaining.
2. A 17.5% or \$1.5 million increase in funds budgeted for facility repairs and maintenance.
3. \$500,000 in *Strategic Initiative* funding to support institutional priorities and emerging needs.
4. A \$9.2 million gap between budgeted expenses and revenues, which will be managed through spending controls, strategic reductions to operating budgets and savings from position vacancies, as well as revenue enhancements, i.e., if actual revenues exceed budgeted targets.

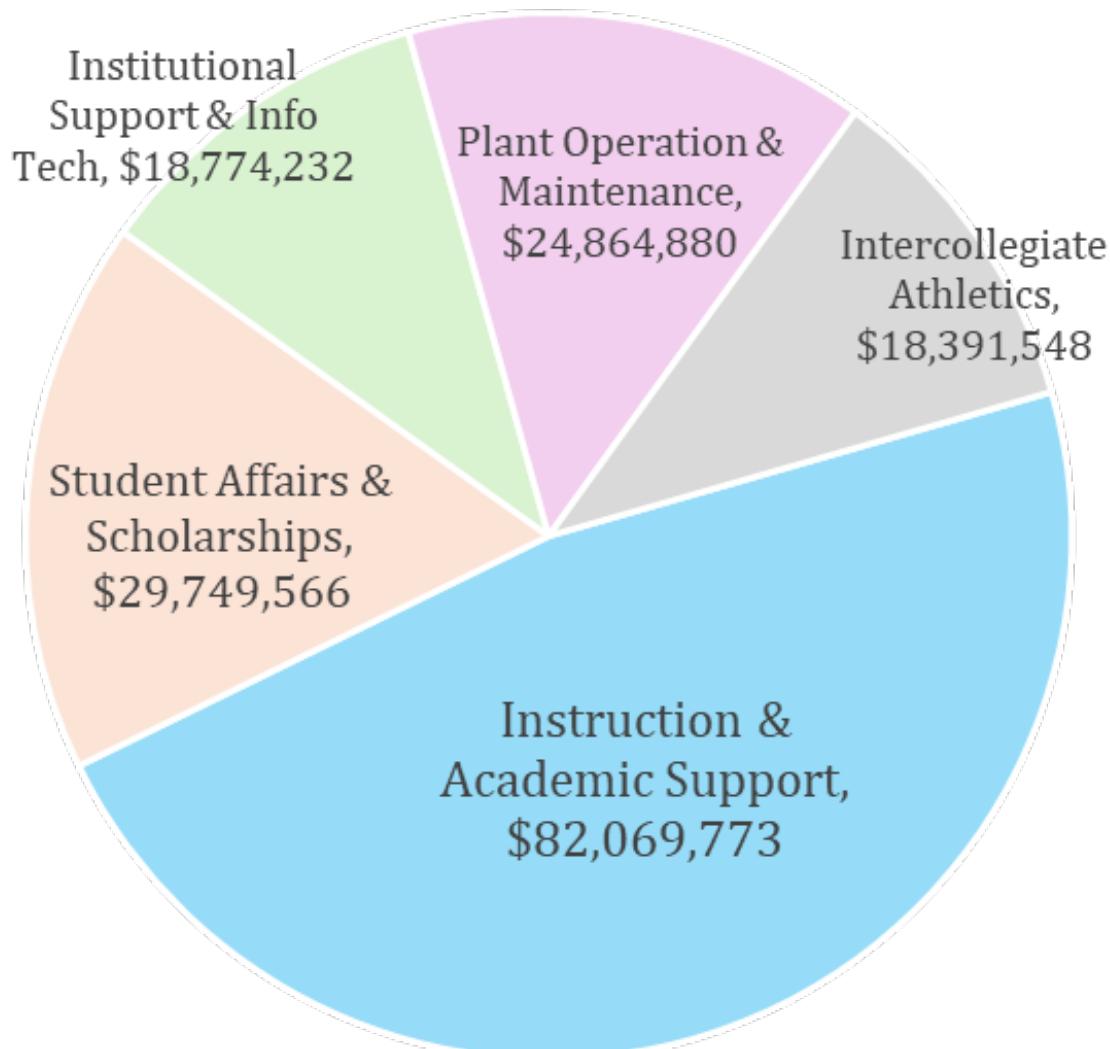
# FY 2026 Proposed Budget



General Fund Expenses	FY 2025 Adjusted Budget	FY2026 Budget Proposal	One-year flux	
<b>Personnel</b>				
Faculty	\$33,107,768	\$33,487,882	1.1%	\$380,114
Staff	\$35,131,346	\$36,966,608	5.2%	\$1,835,262
Student Wages & Grad Assistants	\$4,063,928	\$4,074,624	0.3%	\$10,696
Fringe Benefits	\$27,548,714	\$28,207,350	2.4%	\$658,636
	<b>\$99,851,756</b>	<b>\$102,736,464</b>	<b>2.9%</b>	<b>\$2,884,708</b>
<b>Operating Expenses</b>				
Supplies	\$1,521,081	\$1,391,014	-8.6%	(\$130,067)
Travel & Business-Replated Expenses	\$2,335,215	\$2,543,337	8.9%	\$208,122
Public Relations, Advertising, Memberships	\$2,591,130	\$2,468,207	-4.7%	(\$122,923)
Maintenance, Repairs & Utilities	\$8,984,655	\$10,554,817	17.5%	\$1,570,162
Library Acquisitions	\$1,092,445	\$1,100,000	0.7%	\$7,555
Equipment	\$423,228	\$459,513	8.6%	\$36,285
Contractual Fees and Services	\$4,853,154	\$4,586,795	-5.5%	(\$266,359)
General Insurance	\$1,573,998	\$1,573,998	0.0%	\$0
Software Licenses and Fees	\$3,074,202	\$3,468,941	12.8%	\$394,739
Bad Debt & Misc. Expenses	\$885,644	\$884,463	-0.1%	(\$1,181)
Revenue Sharing Expense	\$987,247	\$1,107,247	12.2%	\$120,000
Scholarships & Awards	\$10,231,982	\$10,231,982	0.0%	\$0
Strategic Initiatives & Reserves	\$2,127,699	\$2,327,699	9.4%	\$200,000
Transfers for Debt Service & Auxiliary support	\$35,968,206	\$37,613,478	4.6%	\$1,645,273
Vacancy savings & managed spending	(\$8,593,194)	(\$9,197,956)	7.0%	(\$604,762)
	<b>\$68,056,692</b>	<b>\$71,113,536</b>	<b>4.5%</b>	<b>\$3,056,844</b>
<b>Total General Fund Budget</b>	<b>\$167,908,448</b>	<b>\$173,850,000</b>	<b>3.5%</b>	<b>\$5,941,552</b>

# FY 2026 Budget

## General fund expenses by function



# Auxiliary budgets – FY 2026

<b>Auxiliary Services:</b>	<b>FY 2025 Estimate</b>	<b>FY 2026 Budget</b>	<b>1-Year Flux</b>	
			<b>%</b>	<b>\$</b>
Intercollegiate Athletics	\$22,034,661	23,031,521	4.5%	\$996,860
Housing Services	11,650,340	11,898,850	2.1%	248,510
Parking Services	4,149,650	4,149,650	0.0%	0
Kilcawley Center	1,814,713	1,712,447	-5.6%	(102,266)
Andrews Recreation & Wellness Center	<u>1,307,477</u>	<u>1,313,177</u>	<u>0.4%</u>	<u>5,700</u>
<b>Total Auxiliary Budgets</b>	<b>\$40,956,841</b>	<b>\$42,105,645</b>	<b>2.8%</b>	<b>\$1,148,804</b>
Less General Fund Support*	<u>(8,412,020)</u>	<u>(8,412,020)</u>	<u>0.0%</u>	<u>0</u>
<b>Total Earned Income</b>	<b><u>\$32,544,821</u></b>	<b><u>\$33,693,624</u></b>	<b><u>3.5%</u></b>	<b><u>\$1,148,804</u></b>

\*General fund support for Athletics has been adjusted for the estimated impact of tuition and state funding revenue attributable to YSU student athletes. FY 2026 general fund support for Athletics is \$18,391,548.

# Rich Center for Autism – FY 2026 Budget



Established in 1995, the Rich Center is an externally-funded unit of YSU. Pursuant to its agreement with YSU, the Rich Center's budget is included here for approval by the YSU Board of Trustees.

<b>Revenues</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>1-Year Flux</b>	
Noncredit Tuition	\$2,132,188	\$2,067,298	-3.0%	(\$64,890)
Cash Gifts	160,000	180,000	12.5%	20,000
Misc. Income	140,114	170,716		30,602
<b>Total Revenues</b>	<b>\$2,432,302</b>	<b>\$2,418,014</b>	<b>-0.6%</b>	<b>(\$14,288)</b>
<b>Expenses - Personnel</b>				
Full- and Part-time Staff	\$1,370,272	\$1,358,225	-0.9%	(\$12,047)
Temporary Staff	75,000	78,750	5.0%	3,750
Fringe Benefits	596,430	595,523	-0.2%	(907)
<b>Total Personnel</b>	<b>\$2,041,702</b>	<b>\$2,032,498</b>	<b>-0.5%</b>	<b>(\$9,204)</b>
<b>Expenses - Operations</b>				
Supplies	\$42,300	\$42,300	0.0%	\$0
Travel and Related Expenses	25,250	25,250	0.0%	0
Information & Communication	54,000	54,000	0.0%	0
Fees & Services	240,550	235,466	-2.1%	(5,084)
Other Miscellaneous	28,500	28,500	0.0%	0
<b>Total Operating Expenses</b>	<b>\$390,600</b>	<b>\$385,516</b>	<b>-1.3%</b>	<b>(\$5,084)</b>
<b>Total Rich Center Expenses</b>	<b>\$2,432,302</b>	<b>\$2,418,014</b>	<b>-0.6%</b>	<b>(\$14,288)</b>

# FY 2026 Budget Outlook



1. Variables that could affect YSU's FY 2026 budget plan include:
  - Final SSI funding levels in the final version of House Bill 96 (that is still under deliberation in the Ohio statehouse).
  - Undergraduate tuition adjustments permitted in the final version of H.B. 96.
  - Final 14<sup>th</sup> day FTE enrollment for both fall 2025 and spring 2026 semesters.
2. Management will assess revenues after the 14<sup>th</sup> day of fall semester to determine whether the FY 2026 budget is sufficient as presented here, or if an amended budget should be presented to the Board of Trustees in September or December 2025.



**RESOLUTION TO APPROVE  
THE ANNUAL OPERATING BUDGET FOR FY 2026**

**WHEREAS**, the Board of Trustees has approved various resolutions over time to guide the University toward a vibrant future state; and

**WHEREAS**, the proposed Fiscal Year 2026 Operating Budget has been reviewed by the Finance and Facilities Committee of the Board of Trustees.

**NOW, THEREFORE, BE IT RESOLVED**, that the Annual Operating Budget for Youngstown State University's general and auxiliary funds for Fiscal Year 2026, attached hereto, and as presented to the Finance and Facilities Committee of the Board of Trustees, is hereby approved, in accordance with University policy 3356-3-11.

**BE IT FURTHER RESOLVED**, that the Board resolutions referenced in the FY 2026 Budget Plan shall continue to guide the University's overarching planning and sustainability strategies.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-60**

Youngstown State University  
 Proposed Internal Audit Plan  
 Fiscal Year 2026

Page 1 of 2

Projects					
Current Year Audits:					
Project Area	Scope	Objectives	Risk & Risk Category	Audit Risk Rating	Total Budget Hours
Conflict of Interest	Procedures and controls related to conflict of interest policy and annual disclosure statements; review standard and documented vendor selection and hiring processes	Provide assurance that framework exists to support effective management of conflict of interest and controls are applied to ensure compliance with conflict of interest in hiring vendor relationships	Instances of corruption, loss of instructional resources, improper vendor selection, inappropriate purchases and hiring decisions, and reputational risk  Operational & Compliance	High	300
Faculty Workload	Procedures and controls related to faculty workload, overload, underload, and reassign time	Provide assurance that proper procedures and controls are present and operating effectively	Inadequate documentation of approval process, inefficient use of resources, and noncompliance with workload policy  Operational & Compliance	High	75
KSU- Division of Institutional Engagement and Student Affairs IT General Controls Audits (applications identified per FY25 IT application risk assessment)	IT General Controls audits of applications identified during FY25 IT application risk assessment	Identify and assess the effectiveness and efficiency of automated and manual IT controls	Internal controls not in place or not operating in IT application  IT & Compliance	High	15
					<b>Total Current Year Audit</b> 390
Continued from Prior Year:					
Project Area	Scope	Objectives	Risk & Risk Category	Audit Risk Rating	Total Budget Hours
Auxiliary-Athletics Ticket Office	Procedure and controls related to Athletics Ticket Office operations, including ticket sales, cash management, security, & complimentary tickets procedures	Provide assurance that proper procedures and controls are present and operating effectively in the athletic ticket office	Ineffective cash management, inaccurate reporting of accounts receivable, inadequate security, noncompliance with complimentary ticket procedures  Financial, Operational & Compliance	High	400
					<b>Total Continued Prior Year</b> 400
Consulting & Advisory:					
Project Area	Scope	Objectives	Risk & Risk Category	Audit Risk Rating	Total Budget Hours
Consulting & Advisory	Assistance in project areas requested, such as ERM, and serving on the Data Governance & Integrity Advisory Committee	Assist on projects to enhance controls, compliance, and risk assessment as requested by management.	Internal controls not properly designed, developed, or implemented, and internal control gaps not identified  Various	Medium	50
					<b>Total Consulting &amp; Advisory</b> 50

Youngstown State University  
 Proposed Internal Audit Plan  
 Fiscal Year 2026

Page 2 of 2

Projects Continued									
Continuous Auditing and Follow-up on Open Audit Recommendations:									
Project Area	Scope	Objectives	Risk & Risk Category	Audit Risk Rating	Total Budget Hours				
Continuous Auditing - Analytics - Payroll	Quarterly continuous auditing	Analysis of quarterly payroll data to ensure operating effectiveness of internal controls	Fraud and errors related to payroll  Financial	High	150				
Continuous Auditing - Analytics- A/P	Quarterly continuous auditing	Analysis of quarterly payables data to ensure operating effectiveness of internal controls	Fraud and errors related to payables  Financial	High	150				
Hotline Monitoring	Ongoing monitoring of hotline reports	Assess risk level and quality of hotline reports; ensure timely follow-up of reports as deemed necessary	Fraud/unethical conduct  Various	TBD	100				
Follow-up on Open Audit Recommendations	Follow-up on management's corrective actions plans to address audit recommendations from previously issued audit reports	Validate corrective actions implemented to ensure audit findings are adequately and timely addressed	Corrective action plans not implemented to address risks from control gaps identified in previous audits  Various - Financial, Operational, Compliance	Various	100				
Total Continuous Auditing & Follow-up on Open Audit Recommendations					500				
Total Project					1340				
Non-Project Hours									
Category					Total Budget Hours				
Professional Development	Webinars, seminars, workshops, etc. to develop knowledge and skills in relevant to audit, higher education and related risk topics; also fulfill university training requirements for employees				40				
Administrative	Planning, audit risk assessment, Audit & Compliance Committee prep, meetings and other time (vacation, sick, holiday)				700				
Total Non-Project					740				
Total Hours					2080				



**RESOLUTION TO APPROVE  
FISCAL YEAR 2026 INTERNAL AUDIT PLAN**

**WHEREAS**, the approved Audit Subcommittee Charter includes responsibilities of the Audit Subcommittee to review the plans of Internal Audit; and

**WHEREAS**, the professional standards of the Institute of Internal Auditors require the Internal Audit Plan be approved by the Board; and

**WHEREAS**, the fiscal year 2026 Internal Audit Plan has been reviewed by the Audit Subcommittee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University hereby approves the recommended revised fiscal year 2026 Internal Audit Plan, attached hereto.

# NATIONAL CHAMPIONS!!! YSU Bowling Completes Dream Season with NCAA Title

**Las Vegas** — Youngstown State's bowling team is a National Champion! The Penguins captured the university's first-ever national title by a women's program by winning the 2025 National Collegiate Bowling Championship on Saturday!

YSU beat Jacksonville State 4-3 in a best-of-seven Baker match at the Suncoast Bowling Center to finish at the top of the college bowling world. Behind head coach Doug Kuberski, assistant coach Mackenzie Olesky, and an incredible base of fans, Youngstown State's nine bowlers completed a dream season.

The program has been led by its six seniors, including fifth-year Penguins Madyson Marx and Kirsten Moore, who made it to the NCAA Tournament every year of their careers. They got to hoist the national championship trophy on their third trip to the Final Four. Marx finished her storied career as a Penguin being named to the All-Tournament Team.

Jade Cote, one of the four fourth-year seniors, anchored the Penguins all weekend and was named the tournament's Most Valuable Player. She locked up YSU's first national title since 1997 in any sport by striking on all three shots in the 10th frame of game seven as Youngstown State won 228-203.

Fellow senior Madison Doseck led off and gave the Penguins momentum throughout the weekend, and freshman Kara Beissel stepped into a big role in the second slot in the lineup. With Moore and Marx occupying the third and fourth spots ahead of Cote, and the group of Ellie Drescher, Lyndsay Ennis, Amanda Granata and Hannah Miller cheering them on, the Penguins took a 3-1 lead in the match against the defending national champions.

Youngstown State won the first two games 204-199 and 248-210, and it won a high-scoring game four 244-226 to take a 3-1 lead in the match. Jacksonville State won the next two games 223-200 and 232-214 to force the decisive game seven, and, having lane choice for the tiebreaker as the higher seed, the Gamecocks elected to stay on the right lane.

Doseck struck to lead off the game, and Beissel followed with a spare. Marx then struck in the third frame while Jax State opened, and the Penguins were ahead the rest of the night. Moore kept the momentum going with another strike, and Cote and Doseck followed with spares to keep the Penguins clean through six frames. Beissel then struck, Marx spared, and Moore set up Cote with a strike in the ninth to give Youngstown State a 13-pin lead.

The senior from Farnham, Quebec, struck on her first attempt to push the Penguins to the brink, and she locked up the title with another strike on her second attempt. She added the third for good measure and finished her final event as a Penguin with 16 strikes in 25 attempts.

Earlier on Saturday, Youngstown State beat Nebraska 2-0 in an elimination mega match to clinch its spot in the national title round. The Penguins won the traditional point 1,073-969 and the Baker point 1,125-1,006. Marx had the highest score on the pair with a 245 in the traditional portion, and YSU shot 230 or higher in four of its five Baker games.



**RESOLUTION RECOGNIZING  
THE DEPARTMENT OF INTERCOLLEGIATE ATHLETICS WOMEN'S  
BOWLING NATIONAL CHAMPIONSHIP 2025**

**WHEREAS**, the Youngstown State Women's Bowling Team won the 2025 National Collegiate Women's Bowling Championship on April 12th, 2025, at the Suncoast Bowling center in Las Vegas, Nevada.

**WHEREAS**, the team, led by head coach Doug Kuberski and assistant coach Mackenzie Olesky, won the university's first national championship ever in a women's sport, and it claimed YSU's first national title since the football team won the FCS (Division I-AA) championship in 1997.

**WHEREAS**, the nine-member team comprised of fifth-year seniors Madyson Marx and Kirsten Moore; fourth-year seniors Jade Côté, Madison Doseck, Ellie Drescher, Lyndsay Ennis; junior Hannah Miller; sophomore Amanda Granata; and freshman Kara Beissel; won the Rochester Regional and beat Nebraska twice at the Final Four site to set up the championship match against defending national champion Jacksonville State that was broadcast nationally on ESPNU;

**WHEREAS**, Côté was named the Most Valuable Player at the tournament as the team's anchor, and Marx and Beissel were named to the all-tournament team; and

**WHEREAS**, the bowling program continued its recent success at the national level by advancing to the Final Four for the third time in the last five years.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees extends its congratulations and recognition of all involved in achieving this extraordinary accomplishment;

**BE IT FURTHER RESOLVED**, that such an accomplishment aligns with the Board's support of the importance of a student-athlete success-focused Department of Intercollegiate Athletics that contributes additional value to a degree from Youngstown State University.



**RESOLUTION RECOGNIZING  
THE DEPARTMENT OF INTERCOLLEGIATE ATHLETICS RECEIPT  
OF THE HORIZON LEAGUE MCCAFFERTY TROPHY**

**WHEREAS**, the Youngstown State Department of Intercollegiate Athletics has earned the 2024-25 Horizon League's McCafferty Trophy for its excellence in the conference's 19 championship sports;

**WHEREAS**, in a tightly contested year, Youngstown State earned 41 points to finish at the top of the McCafferty Trophy standings. Cleveland State was second at 40.5, Oakland placed third with 39.5 while Milwaukee (34.5) and Robert Morris (34) rounded out the top five. YSU recorded a league-high 24 points in men's sports, 3.5 more than the second-place Vikings;

**WHEREAS**, this is the third time in the last five academic years that Youngstown State has earned the league's all-sports trophy, and it is the second time in the last three years that the university has won the prestigious award outright;

**WHEREAS**, the men's cross country and track and field teams claimed their third consecutive Horizon League triple crown. The women's track and field team won both the indoor and outdoor Horizon League titles. Women's tennis won the postseason championship to reach the NCAAs. Men's Basketball advanced to the Horizon League Championship Game for the first time in school history. The women's golf program was second at the Horizon League Championships. Also, men's tennis added an appearance in the Horizon League tournament semifinals;

**WHEREAS**, the Horizon League is comprised of full-time members Cleveland State, Detroit Mercy, Green Bay, IU Indy, Milwaukee, Northern Kentucky, Oakland, Purdue Fort Wayne, Robert Morris, Wright State and Youngstown State along with affiliate members Chicago State, Belmont, Tennessee State, Tennessee Tech, Southern Indiana, Lindenwood and Eastern Illinois;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees extends its congratulations and recognition of all involved in achieving this extraordinary accomplishment;

**BE IT FURTHER RESOLVED**, that such an accomplishment aligns with the Board's support of the importance of a student-athlete success-focused Department of Intercollegiate Athletics that contributes additional value to a degree from Youngstown State University.

# YSU Wins 2024-25 McCafferty Trophy, Claims Third Horizon League All-Sports Award in Last Five Years

Youngstown State University has earned the Horizon League's McCafferty Trophy for its excellence in the conference's 19 championship sports. YSU Faculty Athletics Representative Dr. Chet Cooper, along with Executive Director of Intercollegiate Ron Strollo, Senior Woman Administrator Rebecca Fink and student-athletes Terin Frodyma and Jordan Truelsch accepted the award at the Horizon League's annual meetings in Indianapolis on Thursday.

This is the third time in the last five academic years that Youngstown State has earned the league's all-sports trophy, and it is the second time in the last three years that the university has won the prestigious award outright. The Penguins were the sole winner for the first time in 2022-23 and shared the McCafferty Trophy with Oakland in 2020-21. YSU joined the Horizon League in 2001-02.

In a tightly contested year, Youngstown State earned 41 points to finish at the top of the McCafferty Trophy standings. Cleveland State was second at 40.5, Oakland placed third with 39.5 while Milwaukee (34.5) and Robert Morris (34) rounded out the top five.

YSU recorded a league-high 24 points in men's sports, 3.5 more than the second-place Vikings. The Penguins had the sixth-highest total in women's sports with 17 points. Seven women's programs had at least 15 points for the year.

Youngstown State has finished among the top two in the McCafferty Trophy standings in each of the past five seasons. Prior to 2021, YSU had finished second on just two occasions.

"One of our main goals as a department each year is to win the McCafferty Trophy, and we're so proud of our student-athletes, coaches and support staff for coming together to make this a reality for the third time in five years!" said Ron Strollo, YSU's Executive Director of Intercollegiate Athletics. "The McCafferty Trophy rewards broad-based excellence across all sports. We could not achieve that without university-wide support. We are grateful to those across campus as well as within the community who make Youngstown State great.

"With the Women's Bowling team's National Championship as well as owning the top cumulative GPA among our Division I peers in Ohio, it's amazing to see our student-athletes excel in the classroom while also competing at such a high level athletically."

During the 2024-25 school year, the men's cross country and track and field teams claimed their third consecutive Horizon League triple crown. The women's track and field team won both the indoor and outdoor Horizon League titles. Women's tennis won the postseason championship to reach the NCAAs. Men's Basketball advanced to the Horizon League Championship Game for the first time in school history. Men's tennis added an appearance in the Horizon League tournament semifinals. The women's golf program was second at the Horizon League Championships as well.

In men's sports, Youngstown State received seven points in cross country and track & field, five points in tennis, three in basketball and two in baseball. On the women's side, the Penguins received seven points in track & field and five from tennis and golf.

Named in honor of James J. McCafferty, who served as the conference's first commissioner from 1979-80, the McCafferty Trophy is awarded annually by the Horizon League to a member institution compiling the greatest number of performance points, based on its finish in the League's 19 championship sports.

For the sports of men's and women's soccer, volleyball, men's and women's basketball, men's and women's tennis, softball and baseball, points are awarded based on combined regular-season (60 percent) and championship (40 percent) finishes. For all other sports, points are based on performance in the League championships.



**RESOLUTION RECOGNIZING  
THE DEPARTMENT OF INTERCOLLEGIATE ATHLETICS  
ACHIEVEMENT OF ATHLETIC ACADEMIC EXCELLENCE FOR THE  
SPRING 2025 SEMESTER**

**WHEREAS**, the Youngstown State Department of Intercollegiate Athletics recorded the highest cumulative GPA among all Division I peers in the state of Ohio. YSU achieved an overall cumulative GPA after the Spring 2025 semester of 3.504.

**WHEREAS**, the YSU Department of Intercollegiate Athletics achieved the 2<sup>nd</sup> Highest Cumulative GPA in History with a 3.504, which includes the highest number of student-athletes with a perfect 4.0 semester (152), all 19 sports programs with a cumulative GPA of 3.20 or higher, as well as four teams achieving program history high cumulative GPAs (Men's Track and Field; Softball; Women's Tennis; and Women's Track and Field).

**WHEREAS**, over 82% of YSU Student-Athletes achieved a Spring Term GPA of 3.0 or higher. Men's Tennis had the highest male sports Spring Term GPA with a 3.69, while Women's Tennis had the highest women's sports Spring Term GPA with a 3.87. Women's Golf earned the highest cumulative GPA for women's sports with a 3.88, and Men's Tennis led the men's sports with 3.70 for the 2024-25 academic year.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees extends its congratulations and recognition of all involved in achieving this extraordinary accomplishment;

**BE IT FURTHER RESOLVED**, that such an accomplishment aligns with the Board's support of the importance of a student-athlete success-focused Department of Intercollegiate Athletics that contributes additional value to a degree from Youngstown State University.



**RESOLUTION TO MODIFY  
RETIREE PRIVILEGES AND EMERITUS STATUS 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 modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-62**

**3356-7-17      Retiree privileges and emeritus status.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: November 1997; October 2010; September 2015; December 2020; June 2023, December 2023; June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: 2030

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- (A) Policy statement. The board of trustees of Youngstown state university (university) provide the privileges listed in this policy to university faculty and staff who retire in good standing with ten years of university service. The board of trustees of the university may also confer the honorary title "faculty emeritus" or "administrator emeritus" upon retirement or posthumously in recognition of extended and meritorious service.
- (B) Scope. Unless otherwise provided, this policy applies to all full-time employees of the university who retire through a state pension system or alternative retirement program; and who have retired in good standing; and who have worked at the university for ten or more years. Those faculty and staff who have proven exceptional meritorious service, through the process set forth in this policy, may also be eligible to receive the honorary title of "emeritus."
- (C) Parameters.
  - (1) Retiree privileges.
    - (a) Those full-time faculty and staff who retire through a state pension system or alternative retirement program in good standing with ten years of service at Youngstown state university are granted the following privileges: full library privileges; email services for those faculty continuing to serve as a principal investigator on grants and contracts or other official university business, as approved by the provost or appropriate vice president (see 3356-10-03 Affiliated scholars); university identification card;

opportunity to secure parking consistent with current university procedures for retirees; and the same educational benefits that are available to currently employed professional/administrative staff at the time of application. (See rule 3356-7-31 of the Administrative Code; university policy 3356-7-31, “Fee remission, excluded professional/administrative employees”.) In addition, faculty retirees only will also receive general fee remission.

- (b) Retirees also have the opportunity to purchase, consistent with current university practices for retirees: reserved seats to intercollegiate athletic contests and performing arts events; memberships to designated recreational facilities and wellness programs; and tickets for certain alumni and university events, e.g., homecoming events, holiday breakfast, commencement, and honors convocation. Retirees may also have the opportunity to join the university retirees association.

(2) Emeritus status.

- (a) Eligibility. Nomination of an individual to be considered for the conferral of emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the university; and the service to society beyond the university community.
- (b) With the exception of the university president, nominations for the conferral of emeritus status must be within one year of retirement. Faculty nomination guidelines are available on the human resources career webpage and conform with section 18.4 of the OEA collective bargaining agreement. Staff nomination guidelines are available on the human resources career webpage.
- (c) In the event of retirement, death, or separation from the role as university president, the board of trustees may, in its discretion, confer emeritus status upon the individual.
- (d) Emeritus status is conferred and presented at the spring

meeting of the board of trustees.

- (e) An individual can only be nominated once for conferral of emeritus status.
  - (f) If emeritus status is conferred, the individual will receive the title of “faculty emeritus” or “administrator emeritus.”
- (D) Revocation of retiree privileges and/or emeritus status. Retiree privileges and/or emeritus status may be revoked by the board of trustees at the request of the recipient or for good cause. Good cause includes, but is not limited to, an award based on misleading or deceptive information or for egregious conduct which diminishes the status or reputation of the university.

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

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: March 1998; December 2011; June 2015;  
December 2016; March 2018; March 2023; June  
2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: 2030

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

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

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

business, or a retiree in a group medical and/or prescription drug insurance plan.

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

ineligible for plan coverage, as determined by the administrator for the university coverage.

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

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



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

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

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

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

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

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-63**



**RESOLUTION TO MODIFY  
RESIGNATION OF EMPLOYMENT POLICY, 3356-7-38**

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

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

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

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

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-64**

### **3356-7-38      Resignation of employment.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: May 1998; March 2011; June 2017;  
September 2018; June 2020; June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: 2030

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- (A) Policy statement. It is the policy of the university to obtain a written resignation from all employees who are voluntarily terminating their employment with the university.
- (B) Scope. This policy applies to all full-time, part-time, and term employees who are voluntarily resigning from employment for any reason, including but not limited to retirement. This policy does not apply to student employees.
- (C) Parameters.
  - (1) A two-week written notice of resignation is standard and will be provided by the resigning employee to their supervisor. Longer or shorter notice periods may be appropriate for key positions; therefore, alternative notice arrangements may be arranged with the employee, unit, and human resources. For excluded professional/administrative staff, an acceptable notice of resignation would be the amount of time referenced in an employee's appointment letter (e.g., sixty or ninety days).
  - (2) Any supervisor/manager or representative of the office of human resources may accept an employee's notice of resignation by confirming its receipt in writing. The notice of resignation, along with the written confirmation of receipt, will be forwarded to the executive officer of the division and to the office of human resources.
  - (3) The university may, at its sole discretion, accept or reject an employee's request to rescind or modify a resignation.

- (4) The chief human resources officer is authorized to develop additional procedures necessary for the implementation of this policy.
  - (5) Employees must return all university property and provide their current university computer system password on or before the last workday at a time determined by management.
- (D) Procedures. Additional information regarding separation/transfer of employment is available through the human resources electronic off boarding process.
- (1) In advance of formally submitting a letter of resignation, it is advised that employees discuss their intent with their immediate supervisor.
  - (2) Employees shall provide a formal letter of resignation to their supervisor, with copies to the executive officer and the office of human resources.
  - (3) In those instances where the employee provides a verbal notice of intent to resign to the supervisor, the supervisor will provide a written confirmation of the resignation to the employee and forward a copy of the confirmation to the executive officer and the office of human resources.
  - (4) A supervisor may, after consultation with the office of human resources, designate an earlier final date of employment.
  - (5) Upon receipt of the letter of resignation for confirmation of a verbal notice of intent to resign, the office of human resources will notify the appropriate department, units, and offices of the impending separation.
  - (6) The office of human resources will authorize any applicable final payments. Normally, the final payroll check will be released within thirty days of the date of separation pending audits and the clearance of all applicable offices and the return of all university property.

- (7) The resigning employee's supervisor will complete the electronic off boarding tasks and will secure all university property available to the employee (e.g., keys, tools, identification card, parking permit, computer password) prior to the date of separation.
- (E) Exit interview. As part of the resignation process, supervisors should ask employees to voluntarily complete an exit survey as part of the electronic off boarding process. When appropriate, it is within the discretion of the university to maintain the information as confidential. The university will use the information provided by the employee in the aggregate to determine employment trends and identify problem areas.



**RESOLUTION TO APPROVE  
FAMILY AND MEDICAL LEAVE ACT (FMLA) AND  
EXTENDED SERIOUS HEALTH CONDITION LEAVE, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-05**

**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 the University Policy stated above and attached hereto.

**Board of Trustees Meeting**

**June 24, 2025**

**YR 2025-65**

**3356-7-05      Family and Medical Leave Act (FMLA) and extended serious health condition or disability leave, excluded professional/administrative employees.**

Responsible Division/Office:      Human Resources  
Responsible Officer:                VP for Human Resources  
Revision History:                    N/A  
Board Committee:                    University Affairs  
**Effective Date:**                    **June 24, 2025**  
Next Review:                        2030

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- (A)      Policy statement. Youngstown state university (university) is committed to compliance with the Family and Medical Leave Act (FMLA). Additionally, the university is committed to employment practices that promote the health and welfare of its employees.
- (B)      Scope. Eligible excluded professional/administrative employees. Academic department chairpersons are excluded professional/administrative employees, covered by this policy.
- (C)      Purpose. To provide employees with a basic understanding of their rights and obligations under the FMLA and to enable an excluded professional/administrative employee to request FMLA and unpaid extended serious health condition or disability leave.
- (D)      FMLA.
  - (1)      Procedures.
    - (a)      An employee desiring to take leave under FMLA should review the eligibility criteria and FMLA request form on the human resources webpage at [Family and Medical Leave \(FMLA\)](#).
    - (b)      Upon requesting FMLA leave, an eligible employee will receive a written notice from the university outlining the employee's rights and obligations.

- (c) U.S. department of labor form WH-380 shall be utilized by health care providers in supporting the leave request.
- (d) An eligible employee will be required to provide the university with thirty days' advance notice of the employee's intention to take FMLA leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.
- (e) The university will require an employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition, or for leave due to a serious health condition that makes the employee unable to perform the essential functions of the employee's position.

The university, at the university's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the university. The expense of a third opinion will be paid by the university.

- (f) An employee is required to provide appropriate certification to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or health condition.
- (g) As a condition of return to employment, an employee who has taken leave due to a serious health condition that made the employee unable to perform the essential functions of the employee's position, must submit certification from the employee's physician that the employee is able to resume work.

## (2) Parameters.

- (a) An employee is required to meet the following eligibility criteria prior to use of FMLA leave:
  - (i) Be employed by the university for at least twelve months.
  - (ii) Complete at least one thousand two hundred fifty hours worked during the twelve-month period immediately preceding the commencement of the leave.
- (b) FMLA provides an eligible employee up to twelve work weeks of unpaid leave during the twelve-month period measured forward from the first date the employee uses FMLA leave.
- (c) The university requires FMLA leave to run concurrently with any accrued paid leave. All accrued leave must be exhausted before unpaid FMLA leave. Accrued paid leave must be utilized in the following order: sick, vacation, and documented compensatory time, if available.
- (d) FMLA leave may be used for the following reasons:
  - (i) To care for the employee's child after the birth of the child.
  - (ii) To care for a child after the child is placed with the employee for adoption or foster care.
  - (iii) To care for the employee's spouse, child, or parent who has a serious health condition.
  - (iv) Because of a serious health condition that makes the employee unable to perform the functions of the employee's position, including a worker's

compensation qualifying injury.

- (v) Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies are one or more of the following: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.
- (e) An eligible employee may be permitted a total of twenty-six work weeks of leave during the twelve-month period measured forward from the first date the employee uses FMLA leave in order to care for a covered service member with a serious injury or health condition if the employee is the spouse, son, daughter, parent or next of kin of the service member. However, when FMLA leave is used for this reason and one or more of the reasons listed in paragraph (D)(2) of this rule, the eligible employee will be entitled to a maximum combined total of twenty-six work weeks of leave.
- (f) An eligible employee will be required to use paid leaves concurrently with unpaid FMLA leave in accordance with rule 3356-7-14 of the Administrative Code (university policy 3356-7-14, "Maternity/parental leave and extended childcare leave, excluded professional/administrative employees").
- (g) In any case in which both a husband and wife are employed by the university and both request leave due to the birth or placement with the employees of a child, the total number of work weeks of FMLA leave to which both employees

are collectively entitled will be limited to twelve work weeks during the twelve-month period.

- (h) It will not be considered a break in service when an employee takes leave in accordance with this policy, provided the employee returns to work at the expiration of the leave period. During any uncompensated portion of leave, employees shall not accumulate sick, vacation, personal, or any other accrued leave.
  - (i) An eligible employee who takes leave in accordance with this policy shall, upon return from such leave, be restored to the position held by the employee when the leave commenced or a similar position of equivalent pay and benefits.
  - (j) During any period that an eligible employee takes leave in accordance with this policy, the university shall maintain the employee's group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying the employee's share of the health insurance costs during the leave. If the employee does not return from the leave, the university may recover the premiums it paid for maintaining the health care coverage during the period of unpaid FMLA leave.
  - (k) All FMLA leaves, paid or unpaid, within a consecutive twelve-month period will be counted toward the twelve-week allocation under FMLA.
- (E) FMLA intermittent leave/reduced leave schedule.
- (1) FMLA leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious health condition or injury, may be

taken intermittently or on a reduced leave schedule when medically necessary.

- (2) An employee who takes intermittent leave or a reduced leave schedule for planned medical treatments may be required to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave.
  - (3) Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.
  - (4) The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in accordance with this policy.
  - (5) Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.
  - (6) Employees covered by collective bargaining should also refer to their respective labor agreements.
- (F) Extended serious health condition or disability leave. In the event of the continuation, reoccurrence, or onset of a serious health condition of the employee, after such employee has exhausted the twelve work weeks of FMLA leave as provided in this policy, or if the employee is not eligible for FMLA, the employee may continue to utilize any available accrued leaves or request an unpaid extended serious health condition or disability leave of absence.
- (1) Procedures. Employees requesting unpaid extended serious health condition or disability leave must complete and forward to the office of human resources the request for leave [form](#) specifying the reason for the leave, the anticipated duration of the leave and include appropriate medical documentation. Unless exigent circumstances exist, a completed request must be submitted at least thirty days in advance of the need for leave.

## (2) Parameters.

- (a) Duration. An employee may request unpaid leave for their own extended serious health condition or disability. This leave may be granted for a period of up to six months for an extended serious health condition or disability following the exhaustion of all accrued sick and/or vacation leave and unpaid FMLA leave.
- (b) All requests for unpaid leave must be supported by medical evidence from a physician (or duly qualified practitioner) indicating that the employee is unable to substantially and materially perform their job responsibilities for a specified period of time, a specific date by which it is anticipated the employee will be able to return to work, and any restrictions for the employee's return to work.
- (c) The granting of leave without pay is within supervisory discretion based on the business needs of the university and is subject to the final approval of the chief human resources officer or designee.
- (d) In order to allow for the business needs of the university, the office of human resources may, in its discretion, require an employee to submit consecutive requests for leave.
- (e) Employees requesting unpaid leave may be required to undergo an examination at the university's expense to confirm the state of the employee's health.
- (f) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing an unpaid extended serious health condition or disability leave. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make

payments in a timely manner may result in the loss of health insurance benefits.

- (g) If the leave without pay for an extended serious health condition or disability request is granted, human resources will notify the appropriate supervisor, administrator and/or division director.
  - (h) An employee who does not return at the conclusion of the approved leave should contact their Ohio pension plans regarding disability retirement eligibility or the office of human resources regarding possible long-term disability benefits provided by the university.
- (G) Prohibited conduct. The following conduct is prohibited and will result in employee discipline up to and including termination and possible loss of benefits:
- (1) Failure to submit required and/or complete documentation.
  - (2) Engaging in fraud, misrepresentation, or providing false information to the university or health care provider.
  - (3) Having other employment during leave without the prior written approval of the chief human resources officer.
  - (4) Failure to return from leave timely.

## **TO BE RESCINDED**

### **3356-7-05 Family and Medical Leave Act (FMLA).**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: October 1997; August 2010; April 2012;  
December 2017; June 2022; June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. Youngstown state university (university) is committed to complying with the Family and Medical Leave Act (FMLA).
- (B) Purpose. To provide employees with a basic understanding of their rights and obligations under the FMLA.
- (C) Scope. This policy applies to all employees eligible for leave under the FMLA (hereinafter referred to as leave or family and medical leave).
- (D) Parameters.
  - (1) In order for a university employee to be eligible for leave pursuant to the FMLA, the employee is required to:
    - (a) Have been employed by the university for at least twelve months.
    - (b) Completed at least one thousand two hundred fifty hours worked during the twelve-month period immediately preceding the commencement of the leave.
  - (2) FMLA provides an eligible employee up to twelve work weeks of unpaid leave during the twelve-month period measured forward from the first date the employee uses family and medical leave.
  - (3) The university requires family and medical leave to run concurrently with any accrued paid leave. All accrued leave must

be exhausted before unpaid family medical leave. Accrued paid leave must be utilized in the following order: sick, vacation, and documented compensatory time, if available.

- (4) Family and medical leave may be used for the following reasons:
  - (a) To care for the employee's child after the birth of the child.
  - (b) To care for a child after the child is placed with the employee for adoption or foster care.
  - (c) To care for the employee's spouse, child, or parent who has a serious health condition.
  - (d) Because of a serious health condition that makes the employee unable to perform the functions of the employee's position, including a worker's compensation qualifying injury.
  - (e) Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies are one or more of the following: short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.
- (5) An eligible employee may be permitted a total of twenty-six work weeks of leave during the twelve-month period measured forward from the first date the employee uses family and medical leave in order to care for a covered service member with a serious injury or health condition if the employee is the spouse, son, daughter, parent or next of kin of the service member. However, when family and medical leave is used for this reason and one or more of the reasons listed in paragraph (D)(3) of this rule, the eligible employee will be entitled to a maximum combined total of twenty-six work weeks of leave.
- (6) An eligible employee will be required to use paid leaves concurrently with unpaid family and medical leave in accordance

with rule 3356-7-14 of the Administrative Code (university policy 3356-7-14, “Maternity/parental leave, excluded professional administrative employees”).

- (7) In the event of the continuation, reoccurrence, or onset of a serious health condition of the employee, after such employee has exhausted the twelve work weeks of leave as provided in this policy, the employee may continue to utilize any available accrued leaves or request an unpaid disability leave of absence in accordance with rule 3356-7-08 of the Administrative Code (university policy 3356-7-08, “Leave without pay for extended serious health condition or disability, excluded professional/ administrative staff”) or the applicable collective bargaining agreement.
- (8) In any case in which both a husband and wife are employed by the university and both request leave due to the birth or placement with the employees of a child, the total number of work weeks of family and medical leave to which both employees are collectively entitled will be limited to twelve work weeks during the twelve-month period.
- (9) It will not be considered a break in service when an employee takes leave in accordance with this policy, provided the employee returns to work at the expiration of the leave period. During any uncompensated portion of a leave period, employees shall not accumulate sick, vacation, personal, or any other accrued leave except as may be provided under the terms of a collective bargaining agreement.
- (10) An eligible employee who takes leave in accordance with this policy shall, upon return from such leave, be restored to the position held by the employee when the leave commenced or a similar position of equivalent pay and benefits.
- (11) During any period that an eligible employee takes leave in accordance with this policy, the university shall maintain the employee’s group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying the employee’s share of the health insurance

costs during the leave. If the employee does not return from the leave, the university may recover the premiums it paid for maintaining the health care coverage during the period of unpaid family and medical leave.

(E) Intermittent leave/reduced leave schedule.

- (1) Leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious health condition or injury, may be taken intermittently or on a reduced leave schedule when medically necessary.
- (2) An employee who takes intermittent leave or a reduced leave schedule for planned medical treatments may be required to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave.
- (3) Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.
- (4) The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in accordance with this policy.
- (5) Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.

(F) Procedures.

- (1) An employee desiring to take leave under FMLA should contact the human resources office at (330) 941-1508 to obtain information regarding eligibility for family and medical leave. FMLA information is also available on the human resources webpage at [Family and Medical Leave \(FMLA\)](#).
- (2) Upon requesting family and medical leave, an eligible employee will receive a written notice from the university outlining the employee's rights and obligations.
- (3) U.S. department of labor form WH-380 shall be utilized by health care providers in supporting the leave request.

- (4) An eligible employee will be required to provide the university with thirty days advance notice of the employee's intention to take family and medical leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.
  - (5) The university will require an employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition, or for leave due to a serious health condition that makes the employee unable to perform the essential functions of the employee's position.

The university, at the university's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the university. The expense of a third opinion will be paid by the university.
  - (6) An employee is required to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or health condition.
  - (7) As a condition of return to employment, an employee who has taken leave due to a serious health condition that made the employee unable to perform the essential functions of the employee's position, must submit certification from the employee's physician that the employee is able to resume work.
  - (8) All FMLA leaves, paid or unpaid, within a consecutive twelve-month period will be counted toward the twelve-week allocation under FMLA.
  - (9) Employees covered by collective bargaining should also refer to their respective labor agreements.
- (G) Prohibited conduct. The following conduct is prohibited and will result in employee discipline up to and including termination and possible loss of

benefits:

- (1) Failure to submit required and/or complete documentation.
- (2) Engaging in fraud, misrepresentation, or providing false information to the university or health care provider.
- (3) Having other employment during leave without the prior written approval of the chief human resources officer.
- (4) Failure to timely return from leave.



**RESOLUTION TO RESCIND  
FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY, 3356-7-05**

**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 rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-66**

## **TO BE RESCINDED**

**3356-7-08      Leave without pay for extended serious health condition or disability, excluded professional/administrative staff.**

Responsible Division/Office: Human Resources

Responsible Officer: VP for Human Resources

Revision History: March 1998; April 2012; December 2017

December 2022; June 2025

Board Committee: University Affairs

**Effective Date:** **June 24, 2025**

Next Review: N/A

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being professional growth and development; and civic responsibility.
- (B) Parameters.
  - (1) Duration. An employee may request a leave without pay for his or her own extended serious health condition or disability. This leave may be granted for a period of up to six months for an extended serious health condition or disability following the exhaustion of all accrued paid sick and/or vacation leave and unpaid leave pursuant to the Family Medical Leave Act (“FMLA”).
  - (2) All requests for unpaid leave must be supported by medical evidence from a physician (or duly qualified medical practitioner) indicating that the employee is unable to substantially and materially perform their job responsibilities for a specified period of time, a specific date by which it is anticipated the employee will be able to return to work, and any restrictions for the employee’s return to work.
  - (3) The granting of leave without pay is within supervisory discretion based on the business needs of the university and is subject to the final approval of the chief human resources officer, or designee.

- (4) In order to allow for the business needs of the university, the office of human resources may, in its discretion, require an employee to submit consecutive requests for leave.
  - (5) Employees requesting a leave without pay pursuant to this policy may be required to undergo an examination at the university's expense to confirm the state of the employee's health.
  - (6) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing a leave without pay for an extended serious health condition or disability. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.
- (C) Procedures.
- (1) Excluded professional/administrative staff requesting extended leave without pay for an extended serious health condition or disability must complete and forward to the office of human resources the "Request for Leave Form" specifying the reason for the leave, the anticipated duration of the leave and include appropriate medical documentation. Unless exigent circumstances exist, a completed request must be submitted at least thirty days in advance of the need for leave.
  - (2) If the leave without pay for an extended serious health condition or disability request is granted, human resources will notify the appropriate supervisor, administrator and/or division director.
  - (3) An employee who does not return at the conclusion of the approved leave should contact their Ohio pension plans regarding disability retirement eligibility or the office of human resources regarding possible long-term disability benefits provided by the university.



**RESOLUTION TO RESCIND  
LEAVE WITHOUT PAY FOR EXTENDED SERIOUS HEALTH CONDITION  
OR DISABILITY, EXCLUDED PROFESSIONAL/ADMINISTRATIVE STAFF  
POLICY, 3356-7-08**

**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 University Policy stated above and attached hereto.

**3356-7-14      Maternity/parental leave and extended childcare leave,  
excluded professional/administrative employees.**

Responsible Division/Office:      Human Resources  
Responsible Officer:                VP for Human Resources  
Revision History:                    N/A  
Board Committee:                    University Affairs  
**Effective Date:**                    **June 24, 2025**  
Next Review:                        2030

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees.
- (B) Purpose. To provide guidance for the use of paid maternity and parental leave, and to enable a staff member to request unpaid extended childcare leave.
- (C) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional/administrative employees. Academic department chairpersons are excluded professional/administrative employees, covered by this policy.

This policy applies to employees who have completed at least one year of service prior to the date the maternity/parental leave or extended childcare leave is to commence. Employees who attain one year of service while on leave for the purpose of birth or adoption of a child will be eligible for a pro-rated portion of the paid maternity and/or parental leave.

- (D) Maternity/parental leave.
  - (1) Procedures. When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to their supervisor and to the chief human resources officer as far in advance as possible. The employee shall also submit a request for leave [form](#) at that time with anticipated dates of leave.

## (2) Parameters.

- (a) Paid maternity leave means a period of paid leave for up to thirty business days for pregnancy-related medical reasons, upon hospitalization for delivery and/or childbirth, and/or to care for and bond with a newborn or newly adopted child. This paid leave is also available to birth mothers for pregnancy-related medical issues.
- (b) Paid parental leave means three work weeks of paid leave for a biological/adoptive same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may not be scheduled on an intermittent basis.
- (c) Paid parental leave also means three work weeks of paid leave following maternity leave for mothers or same sex parent to care for and bond with the child. This leave must be used concurrently with maternity leave.
- (d) Adoption expense payment means the payment of two thousand dollars for adoption expenses. Such payment may be requested once the adoption is finalized. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving paid maternity and parental leave.
- (e) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave. However, paid maternity and parental leave runs concurrently with the unpaid leave benefits provided in accordance with rule 3356-7-05 of the Administrative Code (Family and Medical Leave Act (FMLA) and extended serious health condition or disability leave, excluded professional/administrative employees), and with

the unpaid leave benefits provided for below in extended childcare leave.

- (f) Only one paid maternity leave and/or parental leave benefit is available per employee, per birth or adoption event. The number of children born, i.e., multiple births, or adoptions during the same event does not increase the length of the paid leave.
- (g) This paid benefit is based upon full time equivalency ("FTE") and is prorated in accordance with the employee's percentage of FTE status.
- (h) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing an approved paid maternity or parental leave. The employee will continue to pay their portion of the insurance benefit contribution.
- (i) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
- (j) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.

(E) Extended childcare leave.

(1) Procedures.

- (a) An employee requesting unpaid extended childcare leave must complete and forward to the office of human resources the request for leave form specifying the anticipated duration of the leave and provide appropriate medical documentation as needed. Unless exigent

circumstances exist, the employee should provide notification thirty days in advance of the need for leave.

- (b) To return to work from unpaid extended childcare leave, the employee must provide a physician's statement certifying that the employee is released to return to work.
- (2) Parameters.
- (a) Childcare is defined as pregnancy-related absences leading up to or care following the birth of a child or adoption.
  - (b) An employee may request unpaid extended childcare leave for a period not to exceed six months for the purpose of childcare. The leave shall run concurrently with all other paid and unpaid leave, including unpaid leave in accordance with the Family and Medical Leave Act (FMLA) (see policy 3356-7-05, Family and Medical Leave Act (FMLA) and extended serious health condition or disability leave, excluded professional/administrative employees), and the maternity and parental leave paid benefits provided for above.
  - (c) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing an unpaid extended childcare leave. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.



**RESOLUTION TO APPROVE  
MATERNITY/PARENTAL AND EXTENDED CHILDCARE LEAVE, EXCLUDED  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-14**

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

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

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

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

## **TO BE RESCINDED**

**3356-7-06      Leave of absence without pay, extended childcare, excluded professional/administrative staff.**

Responsible Division/Office: Human Resources

Responsible Officer: VP for Human Resources

Revision History: March 1998; April 2012; December 2017;  
December 2022, June 2025

Board Committee: University Affairs

**Effective Date:** **June 24, 2025**

Next Review: N/A

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventative health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. These procedures are designed to enable an excluded professional/administrative staff member to request unpaid childcare leave in addition to the paid leave as delineated in rule 3356-7-14 of the Administrative Code (see university policy 3356-7-14 “Maternity/parental leave, excluded professional/administrative staff”).
- (C) Parameters.
  - (1) “Childcare” is defined as pregnancy-related absences leading to or care following the birth of a child or adoption.
  - (2) An employee may request a leave of absence without pay for a period not to exceed six months for the purpose of childcare. The leave of absence without pay, extended childcare, shall run concurrently with all other paid and unpaid leave, including unpaid leave in accordance with the Family and Medical Leave Act (FMLA) and paid leave benefits provided in rule 3356-7-14 of the Administrative Code (university policy 3356-7-14 “Maternity/parental leave, excluded professional/administrative staff”).

- (3) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing an extended childcare leave without pay. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.

(D) Procedures.

- (1) An employee requesting leave of absence without pay, extended childcare, must complete and forward to the office of human resources the "Request for Leave Form" specifying the anticipated duration of the leave and appropriate medical documentation as needed. Whenever possible, the staff member should provide notification thirty days in advance of the need for leave.
- (2) In order to return to work from an employee's own pregnancy-related leave, the employee must provide a physician's statement certifying that the employee is released to return to work.
- (3) If for some reason the employee is unable to return from his or her leave of absence without pay when said leave has been exhausted, the employee will be considered to be absent without authorized leave.
- (4) Employees covered by collective bargaining should refer to their respective labor agreements.



**RESOLUTION TO RESCIND  
LEAVE OF ABSENCE WITHOUT PAY, EXTENDED CHILDCARE,  
EXCLUDED PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-06**

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

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

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

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

**Board of Trustees Meeting**

**June 24, 2025**

**YR 2025-69**



**RESOLUTION TO RESCIND  
MATERNITY/PARENTAL LEAVE, EXCLUDED PROFESSIONAL ADMINISTRATIVE  
EMPLOYEES POLICY, 3356-7-14**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting**

**June 24, 2025**

**YR 2025-70**

## **TO BE RESCINDED**

### **3356-7-14 Maternity/parental leave, excluded professional administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: 2008; April 2012; December 2016;  
December 2021; June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. The university understands that supporting employees as they balance career, childbirth and family life benefits both the employee and the university. The policy allows for a specified period of paid leave following the birth or adoption of a child.
- (B) Purpose. To provide guidance or the use of maternity and parental leave.
- (C) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (D) Parameters.
  - (1) Under the provisions of this policy, the university will provide paid leave, at the employee's current salary for up to six workweeks or two hundred forty hours, for pregnancy-related medical reasons, upon hospitalization for delivery and/or childbirth, and/or to care for and bond with a newborn or newly adopted child.
  - (2) Maternity/parental leave runs concurrently with the unpaid leave benefits provided in accordance with the Family and Medical Leave Act ("FMLA"), (rule 3356-7-05 of the Administrative Code), and with the unpaid leave benefits provided in leave of

absence without pay, extended childcare, (rule 3356-7-06 of the Administrative Code).

(E) Definitions.

- (1) “Paid maternity leave” means a period of paid leave for up to six workweeks or two hundred forty hours for birth and adoptive mothers or same sex parent following the birth or adoption of a child. This paid leave is also available to birth mothers for pregnancy-related medical issues.
- (2) “Paid parental leave” means three workweeks or one hundred twenty hours of paid leave for a biological/adoptive same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may be scheduled on an intermittent basis with the approval of the supervisor and the chief human resources officer (“CHRO”) or the CHRO designee.
- (3) “Adoption expense payment” means the payment of two thousand dollars for adoption expenses. Such payment may be requested upon approval of the adoption. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving the paid maternity and parental leave.
- (4) Paid parental leave also means three workweeks or one hundred twenty hours of paid leave following the maternity leave for mothers or same sex parent to care for and bond with the child. This leave must be used consecutively with maternity leave.

(F) Procedures.

- (1) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave, but which also runs concurrently with unpaid leave in accordance with family medical leave (rule 3356-7-05 of the Administrative Code) or childcare leave (rule 3356-7-06 of the Administrative Code).
- (2) Only one paid maternity and/or parental leave benefit is available per employee, per birth or adoption event. The number of children

born, i.e., multiple births, or adopted during the same event does not increase the length of the paid leave.

- (3) This paid leave benefit is based upon one hundred per cent full time equivalent (“FTE”) and is prorated in accordance with the employee’s percentage of FTE status.
- (4) This policy applies only to employees who have completed at least one year of service prior to the date that paid maternity or parental leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or adoption of a child will be eligible for a pro-rated portion of the paid maternity and/or parental leave.
- (5) When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to his or her supervisor and to the CHRO or CHRO designee as far in advance as possible. The employee shall also submit an application for leave form at that time with anticipated dates of leave.
- (6) The university will maintain all group insurance benefits for a full-time employee who is on approved maternity or parental leave. The employee will continue to pay their portion of the insurance benefit contribution.
- (7) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
- (8) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.

**3356-7-11     Leaves with pay for bereavement leave, civic leave, and military (uniformed services) leave, excluded professional/administrative staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: 2030

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees.
- (B) Scope. Eligible excluded professional/administrative staff. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (C) Purpose. This policy is designed to provide for the following leaves with pay to eligible excluded professional/administrative staff, to provide guidance for availability and the use of such leaves, and to outline the rights and responsibilities of employees for the use of such leaves:
  - (1) bereavement leave;
  - (2) civic leave; and
  - (3) military (uniformed services) leave.
- (D) Bereavement leave:
  - (1) Procedures.
    - (a) Employees utilizing bereavement leave shall notify their immediate supervisor as soon as possible.
    - (b) Employees will report the utilization of bereavement leave on their electronic leave report upon return to work.
    - (c) Supervisors may require reasonable proof to verify the request for bereavement leave.

## (2) Parameters.

- (a) Definition. As used in this policy, immediate family is defined as the employee's spouse, children (including a stillbirth), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, grandparents-in-law, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- (b) The university will provide up to four consecutive days of paid bereavement upon the death of an immediate family and one day of paid bereavement leave upon the death of an aunt or uncle.
- (c) Bereavement leave shall be taken to attend to any post-death matter and/or to prepare for or attend a funeral or internment.

## (E) Civic leave.

- (1) Procedures. Employees shall provide written notification of civic leave to their supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
- (2) Parameters. As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:
  - (a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;
  - (b) Summoned for jury duty by any court of competent jurisdiction;
  - (c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made; or
  - (d) Employees are appellants in any action before the state personnel board of review and are in active pay status at the

time of the scheduled hearing before the state personnel board of review.

- (e) This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.
- (f) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
- (g) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.

(F) Military (uniformed services) leave.

- (1) Additional scope for uniformed services leave. This policy applies to permanent public employees who are performing service in uniformed services as defined in section 5923.05 of the Revised Code.
- (2) Procedures.
  - (a) Leaves of absence for uniformed services shall be granted in accordance with Chapters 5903 and 5923 of the Revised Code and Chapter 123:1-34 of the Administrative Code.
  - (b) Reinstatement and reemployment of employees in uniformed services shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. 4301, et seq.) and Chapter 123:1-34 of the Administrative Code.
- (3) Parameters for military (uniformed service) leave.
  - (a) Generally, permanent public employees, as defined in section 5923.05 of the Revised Code, who are members of uniformed services, are entitled to leave with pay for such time as they are performing uniformed services for up to one month, as defined in section 5923.05 of the Revised Code, in any calendar year. Paid leave may not exceed one hundred seventy-six hours in any calendar year.

- (b) Any permanent public employee called to uniformed services for a period in excess of one month because of an executive order issued by the president of the United States or because of an act of congress or because of an order issued by the governor, pursuant to sections 5919.29 or 5923.21 of the Revised Code, may receive during this period the difference between the employee's gross monthly wage or salary from the university and their gross uniformed services pay and allowances received in a particular month.
- (c) Leave without pay will be granted in the event of voluntary or involuntary induction into uniformed services and in compliance with federal and state statutes.
- (d) Employees who accrue more than five years of cumulative uniformed services leaves of absence are excluded from university reemployment and fringe benefits, except as provided in 38 U.S.C. 4312, as amended.
- (e) Employees on uniformed services leave without pay for up to thirty days will be given the option of making direct payments for the employee's share of health care coverage.
- (f) Employees on uniformed service leave without pay beyond thirty days have the right to elect continuation of health care coverage for up to eighteen months but will be responsible for the full premium for the coverage elected.



**RESOLUTION TO APPROVE  
LEAVES WITH PAY FOR BEREAVEMENT, CIVIC AND MILITARY  
(UNIFORMED SERVICES) POLICY, 3356-7-11**

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

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

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

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

## **TO BE RESCINDED**

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

Responsible Division/Office: Human Resources

Responsible Officer: VP for Human Resources

Revision History: October 1998; March 1999; March 2013;  
September 2018; March 2023, June 2025

Board Committee: University Affairs

**Effective Date:** **June 24, 2025**

Next Review: 2028

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(A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive healthcare; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

(B) Parameters.

(1) As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:

(a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;

(b) Summoned for jury duty by any court of competent jurisdiction; or

(c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.

- (2) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.
- (3) Employees who are appellants in any action before the state personnel board of review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

(C) Procedures.

- (1) Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
- (2) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
- (3) Employees covered by collective bargaining should refer to their respective agreement.



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

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

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

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

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

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-72**

## **TO BE RESCINDED**

### **3356-7-12      Military (uniformed service) leave.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: October 1998; December 2010; March 2015;  
March 2020; March 2025; June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. Youngstown state university recognizes the need to have a policy that addresses the employment and reemployment rights of full and part-time employees who serve in the uniformed services. It is the policy of the university to comply with the Uniformed Services Employment and Reemployment Act of 1994 (“USERRA”), as revised, and applicable state laws which protect job rights and benefits for veterans and members of the reserves.
- (B) Purpose. The purpose of this policy is to demonstrate the university’s support for its employees who are part of the uniformed services and to outline the rights and responsibilities of such employees.
- (C) Scope. This policy applies to permanent public employees who are performing service in the uniformed services as defined in section 5923.05 of the Revised Code.
- (D) Definition, as defined in section 5923.05 of the Revised Code:
  - (1) “Uniformed services means the armed forces; the Ohio organized militia, when engaged in active duty for training, inactive duty training, or full-time national guard duty; the commissioned corps of the public health service; and any other category of persons designated by the president of the United States in time of war or emergency.”
  - (2) “Permanent public employee” means any person holding a position in public employment that requires working a regular schedule of twenty-six consecutive biweekly pay periods or any other regular

schedule of comparable pay periods which is not limited to a specific season or duration. Permanent public employee does not include student help, intermittent, seasonal or external interim employees, or individual covered by personal services contracts.

(E) Parameters.

- (1) Employees defined in this policy are eligible for uniformed services benefits and reemployment rights in accordance with state and federal law.
- (2) Leaves of absence for service in the uniformed services shall be granted in accordance with Chapters 5903. and 5923. of the Revised Code and Chapter 123:1-34 of the Administrative Code.
- (3) Reinstatement and reemployment of employees in the uniformed services shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. 4301, et seq.) and Chapter 123:1-34 of the Administrative Code.
- (4) Generally, permanent public employees, as defined in section 5923.05 of the Revised Code, who are members of uniformed services, as defined in paragraph (D) of this rule, are entitled to a leave with pay for such time as they are performing service in the uniformed services for up to one month, as defined in 5923.05, in any calendar year. Paid leave may not exceed one hundred seventy-six hours in any calendar year.
- (5) Any permanent public employee called to the uniformed services for a period in excess of one month (one hundred seventy-six hours) because of an executive order issued by the president of the United States or because of an act of congress or because of an order to perform duty issued by the governor, pursuant to section 5919.29 or 5923.21 of the Revised Code, may receive during this period the difference between the employee's gross monthly wage or salary from the university and his/her gross uniformed service pay and allowances received in a particular month.
- (6) Leave without pay will be granted in the event of voluntary or involuntary induction into uniformed service and in compliance with federal and state statutes.

- (7) Employees on uniformed service leave without pay beyond thirty days have the right to elect continuation of health care coverage for up to eighteen months, but will be responsible for the full premium for the coverage elected. Employees on uniformed service leave without pay for up to thirty days will be given the option of making direct payments of the employee's share of the health insurance premium.
- (8) Employees who accrue more than five years of cumulative uniformed service leaves of absence are excluded from university reemployment and fringe benefit rights, except as provided in 38 U.S.C. 4312, as amended.



**RESOLUTION TO RESCIND  
MILITARY (UNIFORMED SERVICE) LEAVE POLICY, 3356-7-12**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-73**



**RESOLUTION TO RESCIND  
BEREAVEMENT LEAVE, EXCLUDED PROFESSIONAL ADMINISTRATIVE  
EMPLOYEES POLICY, 3356-7-15**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-74**

## **TO BE RESCINDED**

### **3356-7-15      Bereavement leave, excluded professional administrative employees.**

Responsible Division/Office:      Human Resources

Responsible Officer:      VP for Human Resources

Revision History:      March 2010; March 2015; December 2016;  
December 2021; June 2025

Board Committee:      University Affairs

**Effective Date:**      **June 24, 2025**

Next Review:      N/A

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. To provide direction on the availability and appropriate use of bereavement leave.
- (C) Scope. This policy applies to excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (D) Definition. As used in this policy, immediate family is defined as the employee's spouse, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- (E) Parameters.
  - (1) Up to four consecutive days of paid bereavement leave will be granted to excluded professional administrative employees upon the death of a member of their immediate family. Bereavement leave shall be taken to attend to any immediate post-death matter and/or prepare for or attend a funeral or internment.

- (2) Excluded professional administrative employees may use one day of bereavement leave upon the death of the employee's aunt or uncle.
- (3) Employees covered by collective bargaining should refer to their respective labor agreements.

(F) Procedures.

- (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
- (2) Employees will report the utilization of the leave on their electronic leave report upon return to work.
- (3) Supervisors may require reasonable proof to verify the request for bereavement leave.

**3356-7-27      Awards.**

Responsible Division/Office: Human Resources  
Responsible Officer: Provost and VP for Human Resources  
Revision History: June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 26, 2025**  
Next Review: 2030

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- (A) Policy statement. This policy addresses the following award programs: 1) distinguished service award; 2) excellence award for department chairpersons; 3) president's leadership merit award; and 4) part-time faculty teaching excellence award.
- (B) Distinguished service award. Youngstown state university (university) recognizes and honors employees for outstanding performance of duties.
  - (1) Scope. This policy applies to full-time excluded professional/administrative employees and full-time excluded classified employees. Executive officers, administrative officers and chairpersons are not eligible for distinguished service awards.
  - (2) Parameters.
    - (a) Up to four awards may be granted annually to full-time excluded professional/administrative employees whose performance at the university has been identified as outstanding.
    - (b) Full-time excluded professional/administrative employee award recipients shall receive two thousand dollars divided as follows:
      - (i) A cash award of one thousand dollars; and
      - (ii) One thousand dollars added to the individual's base salary in the following fiscal year.
    - (c) One award may be granted annually to a full-time excluded classified employee whose performance at the university

has been identified as outstanding.

A full-time excluded classified award recipient shall receive a cash award of one thousand four hundred dollars.

(3) Procedures.

- (a) To be eligible to receive a distinguished service award, an individual must be nominated during the annual nomination process.
- (b) Staff members, faculty, students, or alumni may make nominations.
- (c) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (d) The committee will seek written input of the supervisors of all persons nominated for an award.
- (e) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (f) Announcement and presentation of the awards occurs at the annual awards dinner.
- (g) Annually a list of all recipients of the distinguished service award will be presented to the university affairs committee of the board of trustees.

(C) Excellence award for department chairpersons. The university recognizes the valuable contributions made by department chairpersons to advance the research, scholarship, and academic mission of the university. Additionally, the university recognizes and honors the outstanding performance of university department chairpersons.

- (1) Scope. Any chairperson who has completed at least one year as a department chairperson is eligible for nomination for the excellence award for department chairpersons. A chairperson may not receive an excellence award within three years of receiving the same award or a similar distinguished professor award in the same

category.

(2) Parameters.

- (a) One award may be granted annually to a department chairperson whose teaching performance at the university has been identified as outstanding.
- (b) One award may be granted annually to a department chairperson whose performance in research/scholarship at the university has been identified as outstanding.
- (c) Excellence award recipients shall receive two thousand dollars; a stipend of one thousand dollars, and one thousand dollars added to the individual's base salary in the following contract year.

(3) Procedures.

- (a) To be eligible, an individual must be nominated during the annual nomination process.
- (b) Staff members, faculty, or alumni may make nominations.
- (c) Each undergraduate college dean will appoint a representative to serve as a committee to review nominations and recommend award recipients. No person from a department in which a nomination has been received shall be eligible to serve on the review committee.
- (d) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (e) Announcement and presentation of the awards occurs at the annual awards dinner.
- (f) Annually a list of all recipients of the department chair excellence awards will be presented to the academic excellence and student success committee of the board of trustees.

- (D) President's leadership merit award. The university, through its president, recognizes executive and administrative officers that have made distinctive contributions to the university's mission and ideals beyond the regular performance of duties and responsibilities.
- (1) Scope. This policy applies to executive and administrative level officers of the university as defined in rule 3356-7-56 of the Administrative Code (university policy 3356-7-56, "Selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff.")
- (2) Parameters.
- (a) In order to be eligible, an executive or administrative officer must be a current full-time employee who has worked at the university for at least two consecutive years, not including temporary employment.
- (b) Prior winners may not be considered for the award more than every five years.
- (c) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
- (i) Service;
- (ii) Innovation;
- (iii) Teamwork/collaboration;
- (iv) Leadership; and
- (v) Student success.
- (d) President leadership merit awards for outstanding service and commitment to the university are typically announced during the regular June meeting of the board of trustees but may be announced at any other regular board of trustees meeting.
- (e) The president leadership merit award allows the president to utilize an annual stipend of up to three thousand dollars to recognize executive and administrative officers.

- (3) Procedure.
- (a) The president shall receive nomination(s) of executive or administrative level officer(s) for this award from the divisional vice presidents. After review of the nominations, the president may then select which nominee(s) will receive the award.
- (b) Prior to making the award, the president will provide the names of the recipient(s) to the board of trustees.
- (E) Part-time faculty teaching excellence award. The university recognizes the valuable contributions made by part-time faculty to advance the teaching mission of the university. Additionally, the university recognizes and honors the work and commitment of dedicated and outstanding part-time faculty.
- (1) Scope. Eligibility for the part-time faculty excellence award is limited to part-time faculty who have been teaching continuously over the previous five years with a minimum load of one three-hour course per year. For purposes of this policy, the most recent five continuous years of part-time teaching will be used to determine eligibility.
- Full-time university personnel who are eligible for other university service awards and teach as part-time faculty are not eligible for the part-time faculty excellence award.
- (2) Parameters.
- (a) Up to eight awards may be granted annually to part-time faculty whose teaching performance at the university has been identified as outstanding.
- (b) Part-time faculty teaching excellence award recipients shall receive two thousand dollars.
- (3) Procedures.
- (a) To be eligible, an individual must be nominated during the annual nomination process.
- (b) Staff members, faculty, or alumni may make nominations.

- (c) Each undergraduate college dean will appoint a part-time faculty representative to serve as a committee member to review nominations and recommend award recipients. The provost or the provost's designee will serve as the chair of the review committee.
- (d) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (e) Announcement and presentation of the awards occurs at the annual awards dinner.
- (f) Annually a list of all recipients of the part-time teaching excellence award will be presented to the academic excellence and student success committee of the board of trustees.



## **RESOLUTION TO APPROVE AWARDS POLICY, 3356-7-27**

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

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

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

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



**RESOLUTION TO RESCIND  
DISTINGUISHED SERVICE AWARDS, FULL-TIME EXCLUDED  
PROFESSIONAL ADMINISTRATIVE EMPLOYEES AND FULL-TIME EXCLUDED  
CLASSIFIED EMPLOYEES POLICY, 3356-7-27**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-76**

## TO BE RESCINDED

**3356-7-27 Distinguished service awards, full-time excluded professional/administrative employees and full-time excluded classified employees.**

Responsible Division/Office: Human Resources

Responsible Officer: VP for Human Resources

Revision History: October 1998; October 2010; June 2016;  
December 2021, June 2025

Board Committee: University Affairs

**Effective Date:** June 24, 2025

Next Review: 2026

- (A) Policy statement. Youngstown state university (“university”) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
  - (B) Scope. This policy applies to full-time excluded professional/administrative employees and to full-time excluded classified employees. This policy does not apply to academic department chairpersons. See university policy 3356-7-53, “Excellence awards for department chairpersons for awards to academic chairs”; rule 3356-7-53 of the Administrative Code.
  - (C) Parameters.
    - (1) Up to four awards may be granted annually to full-time excluded professional/administrative employees whose performance at the university has been identified as outstanding.
    - (2) Full-time excluded professional/administrative employee award recipients shall receive two thousand dollars divided as follows:
      - (a) A cash award of one thousand, and
      - (b) One thousand dollars added to the individual’s base salary in the following contract year.

- (3) One award may be granted annually to a full-time excluded classified employee whose performance at the university has been identified as outstanding.
- (4) A full-time excluded classified award recipient shall receive a cash award of one thousand four hundred dollars.
- (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.

(D) Procedures.

- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “Call for Nominations” process, which is annually initiated in December.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (4) The committee will seek written input of the supervisors of all persons nominated for an award.
- (5) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (6) Announcement and presentation of the awards occurs at the annual staff awards dinner.
- (7) Annually a list of all recipients of the distinguished service award will be presented to the university affairs committee of the board of trustees.



**RESOLUTION TO RESCIND  
PRESIDENT'S LEADERSHIP MERIT AWARDS POLICY, 3356-7-28**

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

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

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

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

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-77**

## **TO BE RESCINDED**

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

Responsible Division/Office: Office of the President  
Responsible Officer: President and AVP for University Relations  
Revision History: December 1998; October 2010; March 2018;  
March 2023, June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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

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



**RESOLUTION TO RESCIND  
PART-TIME FACULTY TEACHING EXCELLENCE AWARD POLICY, 3356-7-52**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-78**

## **TO BE RESCINDED**

### **3356-7-52 Part-time faculty teaching excellence award.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: March 2017; June 2022, June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. Youngstown state university (university) recognizes the valuable contributions made by part-time faculty to advance the teaching mission of the university.
- (B) Purpose. To honor the work and commitment of dedicated and outstanding part-time faculty.
- (C) Scope. Eligibility for the part-time faculty excellence award is limited to part-time faculty who have been teaching continuously over the previous five years with a minimum load of one three-hour course per year. For purposes of this policy, the most recent five continuous years of teaching will be used to determine eligibility.

Full-time university personnel who are eligible for other university service awards and teach as part-time faculty are not eligible for the part-time faculty excellence award.

- (D) Parameters.
  - (1) Up to eight awards may be granted annually to part-time faculty whose teaching performance at the university has been identified as outstanding.
  - (2) Part-time faculty teaching excellence award recipients shall receive two thousand dollars.
- (E) Procedures.

- (1) To be eligible, an individual must be nominated during the annual nomination process.
- (2) Staff members, faculty, or alumni may make nominations.
- (3) Each undergraduate college dean will appoint a part-time faculty representative to serve as a committee to review nominations and recommend award recipients. The provost or the provost's designee will serve as the chair of the review committee.
- (4) The names of the award recipients recommended by the committee will be forwarded to the office human resources.
- (5) Announcement and presentation of the awards occurs at the annual faculty awards dinner.
- (6) Annually a list of all recipients of the part-time teaching excellence award will be presented to the academic excellence and student success committee of the board of trustees.



**RESOLUTION TO RESCIND  
EXCELLENCE AWARDS FOR DEPARTMENT CHAIRPERSONS POLICY,  
3356-7-53**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-**

## **TO BE RESCINDED**

### **3356-7-53     Excellence awards for department chairpersons.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: March 2017; June 2022, June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. Youngstown state university (university) recognizes the valuable contributions made by department chairpersons to advance the research, scholarship, and academic mission of the university.
- (B) Purpose. To recognize and honor outstanding performance of university department chairpersons.
- (C) Scope. Any chairperson who has completed at least one year as a department chairperson is eligible for nomination for the excellence award for department chairpersons. A chairperson may not receive an excellence award within three years of receiving this same award or a similar distinguished professor award in that category.
- (D) Parameters.
  - (1) One award may be granted annually to a department chairperson whose teaching performance at the university has been identified as outstanding.
  - (2) One award may be granted annually to a department chairperson whose performance in research/scholarship at the university has been identified as outstanding.
  - (3) Department chairperson excellence award recipients shall receive two thousand dollars, a stipend of one thousand dollars, and one thousand dollars added to the individual's base salary in the following contract year.

## (E) Procedures.

- (1) To be eligible, an individual must be nominated during the “Call for Nominations” process.
- (2) Staff members, faculty, or alumni may make nominations.
- (3) Each undergraduate college dean will appoint a representative to serve as a committee to review nominations and recommend award recipients. No person from a department in which a nomination has been received shall be eligible to serve on the review committee.
- (4) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (5) Announcement and presentation of the awards occurs at the annual faculty awards dinner.
- (6) Annually a list of all recipients of the department chair excellence awards will be presented to the academic excellence and student success committee of the board of trustees.

**3356-7-30      Fringe benefits and fee remission, excluded professional/administrative employees.**

Responsible Division/Office:      Human Resources  
Responsible Officer:                VP for Human Resources  
Revision History:                    N/A  
Board Committee:                    University Affairs  
**Effective Date:**                    **June 24, 2025**  
Next Review:                        2030

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees and to ensure the ability to recruit and retain high quality employees. Through its various fringe benefits packages, the university offers employees incentives to pursue additional education; to attend events, activities and performances; and to enhance each employee's workplace experience.
- (B) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional/administrative employees. For purposes of this policy, "full-time employees" includes .75 full-time equivalent excluded professional/administrative employees. Academic department chairpersons are excluded professional/ administrative employees, covered by this policy. This policy does not apply to intermittent and occasional service employees.
- (C) Fringe benefits for excluded professional/administrative employees.
  - (1) Parameters. The university may provide these and other fringe benefits for excluded professional/administrative employees:
    - (a) Discount programs. Employees may receive discounts for the personal use of employees and their immediate family as follows:
      - (i) Athletic and theater tickets – fifty per cent discount;
      - (ii) Bookstore purchases – twenty per cent discount for purchases over five dollars.
    - (b) Use of university facilities. Employees may use the

resources of the Maag library and campus recreational facilities and areas during normal hours of operation when the use does not conflict with scheduled activities. A valid identification card is required.

- (c) Parking program. All persons who operate or expect to operate a motor vehicle on university property must obtain and display a valid Youngstown state university parking permit. Employees may register to obtain a parking permit through an electronic process. Further, any person who operates a motor vehicle on university property is expected to abide by the university traffic and parking rules and regulations.
  - (d) Retirement programs. University employees are required by law to participate in the state teachers retirement system (“STRS”) or the Ohio public employees retirement (“OPERS”). Employees may opt to participate in the alternative retirement plan (“ARP”) as allowable by law.
  - (e) Deferred compensation program. Eligible employees who are members of OPERS and STRS may participate in the Ohio public employees deferred compensation program. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes via available investment options.
  - (f) Tax-deferred annuity program.
    - (i) Eligible employees may elect to defer a portion of their income to an annuity contract or custodial account within the provisions of the Internal Revenue Code.
    - (ii) The university assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.
- (D) Fee remission.
- (1) Fee remission procedures for excluded professional/ administrative

employees.

- (a) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.

If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.

- (b) Prior to utilizing the fee remission benefit, employees must complete an electronic application for tuition remission. Employees will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Additional guidelines may be found on the university benefits [webpage](#).

In advance of enrollment, for noncredit courses, in addition to the electronic application, eligible employees are required to make application using the enrollment form provided by the college offering the course.

- (c) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.

- (2) Fee remission parameters for excluded professional/administrative

employees.

- (a) Fee remission of instructional and general fees is granted to eligible employees, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship.
- (b) Except for online instruction provided by the university's third-party provider, full-time excluded professional/administrative employees receive the following fee remission:
  - (i) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session.
  - (ii) Instructional fee remission for spouses.
  - (iii) Instructional fee remission for dependent children to the end of the academic year during which the dependent child reaches the age of twenty-five.
  - (iv) Instructional fee remission for former employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
  - (v) Dependent children of a deceased employee are eligible for free remission of instructional fees until they reach the end of the academic year during which the dependent child reaches twenty-five.
  - (vi) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. The stepchild of a deceased employee is eligible for fee remission

until the end of the academic year in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.

- (vii) Full-time employees, their spouses and their dependent children shall pay twenty per cent of the cost of online instruction provided by the university's third-party provider.
  - (c) Except for online instruction provided by the university's third-party provider, a part-time excluded professional/administrative employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and non-credit continuing education. Spouses and dependents of part-time employees are eligible for instructional fees based on the same formula, pursuant to the parameters set forth in paragraph (D)(2) of this policy for the spouses and dependents of full-time employees.
  - (d) Fee remission is available to eligible part-time and full-time employees enrolling in classes bearing Youngstown state university credit, including classes audited. Fee remission does not apply to the college credit plus program.
- (E) Additional fringe benefits include (corresponding university policies can be found on the [university policies website](#)):
- (1) Sick leave accrual, use and conversion, rule 3356-7-13 of the Administrative Code;
  - (2) Vacation leave, rule 3356-7-09 of the Administrative Code;
  - (3) Maternity/parental leave and extended childcare leave, excluded professional/administrative employees, rule 3356-7-14 of the Administrative Code;
  - (4) Family and Medical Leave Act (FMLA) and extended serious health condition or disability leave, excluded

- professional/administrative employees, rule 3356-7-05 of the Administrative Code;
- (5) Employee health insurance, rule 3356-7-22 of the Administrative Code;
  - (6) Leaves with pay for bereavement leave, civic leave, and military (uniformed services) leave, excluded professional/administrative staff, rule 3356-7-11 of the Administrative Code; and
  - (7) Awards, rule 3356-7-27 of the Administrative Code.
- (F) The chief human resources officer is authorized to develop administrative procedures to implement these benefit programs.



**RESOLUTION TO APPROVE  
FRINGE BENEFITS AND FEE REMISSION, EXCLUDED PROFESSIONAL/  
ADMINISTRATIVE EMPLOYEES POLICY, 3356-7-30**

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

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

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

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



**RESOLUTION TO RESCIND  
FRINGE BENEFITS, EXCLUDED PROFESSIONAL ADMINISTRATIVE  
EMPLOYEES POLICY, 3356-7-30**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-81**

## **TO BE RESCINDED**

**3356-7-30      Fringe benefits, excluded professional administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: December 2010; September 2016;  
December 2021; June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees and to ensure the ability to recruit and retain high quality employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Scope. Unless otherwise specified, the policy applies to both full-time and part-time excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (C) Parameters. The university may provide these and other fringe benefits for excluded professional administrative employees:
  - (1) Discount programs. Employees may receive discounts for the purchase of athletic and theater tickets and for bookstore purchases for the personal use of employees and their immediate family as follows:
    - (a) Athletic and theater tickets – fifty per cent discount;
    - (b) Bookstore purchases – twenty per cent discount for purchases over five dollars.

- (2) Use of university facilities. Employees may use the resources of the Maag library and campus recreational facilities and areas during normal hours of operation when the use does not conflict with scheduled activities.
- (3) Parking program. All persons who operate or expect to operate a motor vehicle on university property must obtain and display a valid Youngstown state university parking permit. Employees may register to obtain a parking permit online through the university parking services. Further, any person who operates a motor vehicle on university property is expected to abide by the university traffic and parking rules and regulations.
- (4) Retirement programs. University employees are required by law to participate in the state teachers retirement system ("STRS") or the Ohio public employees retirement ("OPERS"). Employees may opt to participate in the alternative retirement plan ("ARP") as allowable by law.
- (5) Deferred compensation program. Eligible employees who are members of OPERS and STRS may participate in the Ohio public employees deferred compensation program. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes via available investment options.
- (6) Tax-deferred annuity program.
  - (a) Eligible employees may elect to defer a portion of their income to an annuity contract or custodial account within the provisions of the Internal Revenue Code.
  - (b) The university assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.
- (7) Additional fringe benefits include (corresponding university policies can be found on the [university policies website](#)):

- (a) Sick leave accrual, use and conversion, rule 3356-7-13 of the Administrative Code;
  - (b) Vacation leave, rule 3356-7-09 of the Administrative Code;
  - (c) Maternity/parental leave, rule 3356-7-14 of the Administrative Code;
  - (d) Bereavement leave, rule 3356-7-15 of the Administrative Code;
  - (e) Employee health insurance, rule 3356-7-22 of the Administrative Code;
  - (f) Civic leave, rule 3356-7-11 of the Administrative Code;
  - (g) Military leave, rule 3356-7-12 of the Administrative Code;
  - (h) Distinguished service, rule 3356-7-27 of the Administrative Code;
  - (i) Fee remission, rule 3356-7-31 of the Administrative Code;
  - (j) Leave without pay, extended child care, rule 3356-7-06 of the Administrative Code;
  - (k) Leave without pay, extended serious health condition, rule 3356-7-08 of the Administrative Code.
- (D) The chief human resources officer is authorized to develop procedures to implement these benefit programs.

## **TO BE RESCINDED**

### **3356-7-31      Fee remission, excluded professional administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: December 1998; September 2001; December 2010; February 2012; December 2016; December 2018; December 2021; June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Scope. This policy applies to full-time and part-time excluded professional administrative employees, where applicable. For purposes of this policy, "full-time employees" includes .75 full-time equivalent excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy. This policy does not apply to intermittent employees.
- (C) Parameters.
  - (1) University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found at the benefits section of the office of human resources website.

- (2) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application in order to receive tuition remission.
- (3) Except for online instruction provided by academic partnership or any successor, full-time excluded professional administrative employees receive the following fee remission:
  - (a) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session.
  - (b) Instructional fee remission for spouses.
  - (c) Instructional fee remission for dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
  - (d) Instructional fee remission for former employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
  - (e) Dependent children of a deceased employee are eligible for fee remission of instructional fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
  - (f) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. A stepchild of a deceased employee is eligible for fee remission until the end of the academic year in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.

- (g) Starting in the fall semester of 2022, full-time employees, their spouses and their dependent children shall pay for twenty per cent of the cost of online instruction provided by academic partnership or any successor.
  - (4) Except for online instruction provided by academic partnership or any successor, a part-time excluded professional administrative employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and noncredit continuing education. Spouses and dependents of part-time employees are eligible for instructional fees based on the same formula, pursuant to the parameters set forth in paragraph (C)(3) of this policy for the spouses and dependents of full-time employees.
  - (5) Fee remission is available to eligible part-time and full-time employees enrolling in classes bearing Youngstown state university credit, including classes audited. Fee remission does not apply to the college credit plus program.
- (D) Procedures.
- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
  - (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written

understanding as to how the employee will attend class and work his/her required number of hours.

- (3) Employees are required to complete an electronic tuition remission application prior to taking advantage of the fee remission benefit for each academic term. The tuition remission application is available on the office of human resources website. For noncredit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.
- (4) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.



**RESOLUTION TO RESCIND  
FEE REMISSION, EXCLUDED PROFESSIONAL ADMINISTRATIVE  
EMPLOYEES POLICY, 3356-7-31**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-82**



**RESOLUTION TO RESCIND  
ADMINISTRATIVE COMPLAINT PROCESS, EXCLUDED PROFESSIONAL  
ADMINISTRATIVE EMPLOYEES POLICY, 3356-7-37**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting**

**June 24, 2025**

**YR 2025-83**

## **TO BE RESCINDED**

**3356-7-37      Administrative complaint process, excluded professional/administrative employees.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: July 1999; March 2011; March 2016; March 2022; June 2025  
Minor Revision: July 2023  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. The university is committed to equitable employment practices and maintains a complaint process that may be utilized by professional/administrative staff to provide prompt and equitable resolution of disputes resulting from administrative employment-related decisions, i.e., reclassification, promotion, discipline, working conditions, and termination decisions.
- (B) Scope. This policy may be used by professional/administrative staff not covered by a collective bargaining agreement. Employees covered by a collective bargaining agreement should consult their respective agreements.
- (C) Parameters.
  - (1) Employees with a complaint about an administrative decision are encouraged to initiate informal discussion with their immediate supervisor prior to filing a formal complaint.
  - (2) An employee who is dissatisfied with the informal discussion or chooses not to engage in an informal discussion may file a formal complaint of an administrative decision that will be reviewed and a final determination made.

- (3) The chief human resources officer is authorized to develop additional procedures necessary for the implementation of this policy.
- (D) Procedures.
  - (1) A formal written complaint identifying the specific decision and reason for the complaint must be sent to the employee's immediate supervisor no later than ten working days of the occurrence of ten days from when the employee reasonably should have known of the occurrence.
  - (2) The supervisor will conduct an appropriate review and respond to the complaint in writing within ten working days of its receipt.
  - (3) If this response does not satisfy the employee, a written complaint may be sent to the chief human resources officer within ten working days from receipt of the supervisor's response. The chief human resources officer or designee, in consultation with the appropriate vice president, will review all information submitted and render a final written decision within fourteen working days from the date on which the complaint is received.

## **TO BE RESCINDED**

### **3356-7-39      Personnel files.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: May 2000; March 2011; December 2016;  
March 2022; June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. The university shall establish and maintain such employee files as necessary in accordance with state and federal laws and applicable collective bargaining agreements. The office of human resources is the sole repository of the official employee personnel files and, as such, maintains a file for each full-time member of the faculty and full-time and part-time members of the professional/administrative and classified civil service staffs. The chief human resources officer serves as the custodian of these official files.
- (B) Definition. “Personnel file” – any employee’s official human resources file that serves as a chronology of the employee’s history with the university.
- (C) Procedures.
  - (1) Employees may examine their own personnel file by appointment during regular business hours.
  - (2) Employees may place into their personnel file a written statement commenting on or disagreeing with any document contained in the file.
  - (3) Employees will receive a copy of each document placed in their personnel file by others at the time it is placed in the file.
  - (4) The office of human resources maintains a log of all non-university employees accessing these files. This office will notify employees

and the appropriate bargaining unit when a non-university employee has accessed their personnel file.

- (5) Periodically, the president, or designee, shall identify a person or persons to conduct an unannounced spot check of the official employee personnel files and provide a written report of the findings.
- (6) Information contained in personnel files will be used in a manner appropriate to the normal operation of the university and may be reported to the appropriate state or federal agency as required by law.
- (7) Employee personnel files are subject to Ohio's public records law.
- (8) Medical records, benefits records, workers' compensation records, and employment eligibility verification documents are not part of personnel files and are separately maintained by the office of human resources.
- (9) All files maintained by the office of human resources are maintained in accordance with applicable records retention schedules and are periodically examined for the purpose of purging the files of material no longer appropriate for retention.



**RESOLUTION TO RESCIND  
PERSONNEL FILES POLICY, 3356-7-39**

**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 University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-84**

## **TO BE RESCINDED**

### **3356-7-44      Background checks for employees and volunteers.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: June 2011; September 2017; December 2018;  
December 2020; June 2025  
Board Committee: University Affairs  
**Effective Date:** **June 24, 2025**  
Next Review: N/A

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- (A) Policy statement. Youngstown state university (university) is committed to providing a safe environment for all students, employees, and visitors to our campus and associated worksites and to protecting its funds, property, and other assets. Background checks promote safety and security and allow the university to make well-informed employment and staffing decisions.
- (B) Scope.
  - (1) This policy applies to all employees and individuals (both internal and external) selected for a position with the university for full- and part-time faculty, professional/administrative, classified, and volunteer positions. It is a condition of employment and a prerequisite for certain volunteer positions, that all such individuals submit to the university's background check procedures. Federal, state, and local regulations may also require background checks for specific individuals or positions.
  - (2) Employees, including student employees, and volunteers in university programs or activities specifically designed for participation by minors are subject to background checks and the review process pursuant to university policy 3356-7-04, "Minors on campus."
  - (3) All individuals seeking to volunteer in the department of athletics are required to undergo a criminal background check.

## (C) Definitions.

- (1) “Background check.” The process of verifying credentials or other information about a candidate, including but not limited to, a criminal history check, educational and license verification, financial history check, and employment history.
- (2) “Conviction.” A guilty verdict, a guilty plea, or a plea of no contest (nolo contendere) of a felony or misdemeanor, other than minor traffic offenses.
- (3) “Criminal background/history check.” The process of gathering and reviewing criminal history records or information furnished by a criminal justice agency or third party vendor in the business of obtaining and providing criminal history records relating to an individual's criminal convictions. A criminal history record does not include an individual's conviction records that have been sealed by court order. Criminal records include in-state and out-of-state criminal history, including misdemeanor and felony convictions.
- (4) “Credit history check.” The process of gathering and reviewing financial history records or information furnished by any court of civil law, credit reporting agency (credit report), or a third party vendor in the business of obtaining and providing credit reports.

## (D) Parameters.

- (1) The chief human resources officer (CHRO) is responsible for developing procedures necessary for the implementation of this policy.
- (2) The office of human resources shall be responsible for coordinating all activities and maintaining background check forms and records pursuant to this policy. The office of human resources shall maintain these documents separate from personnel or student files and shall only disclose adverse information on a need to know basis or pursuant to legal requirements.

- (3) Former university employees who are proposed for rehire following an interrupted employment period of twelve months or more are subject to a criminal background check.
- (4) With the exception of minor traffic violations, an individual who has falsified or withheld information will be disqualified from further consideration. This exception for minor traffic violations does not apply to positions which require a motor vehicle record check.
- (5) University departments, offices, or units may require additional background checks such as motor vehicle checks, driver insurability, or license verification on final(s) for positions with corresponding job or volunteering responsibilities

(E) Procedures.

- (1) Candidates who are considered to be finalists in a job search, and all volunteers, are required to provide a written release authorizing a background check using a prescribed form and are required to provide necessary authorization and information for all other applicable background checks. A state of Ohio and a federal criminal background check will be conducted for final candidates who are under consideration for employment.
- (2) Criminal history checks, including sex offender checks, will be conducted for selected candidates for all employment positions as noted in this policy.
- (3) A credit history check will be conducted for selected candidates for any positions with access to or responsibility for cash receipts, cash accounts, blank checks, checking accounts or other bank accounts. Credit checks will also be required for positions that initiate accounting/financial transactions that are not reviewed or verified by others, positions that have override authority for spending, and deans, directors and/or department head or above. Current employees who assume these duties during the course of their employment will be subject to a credit history check.

- (F) Guidelines for review of criminal background and credit history checks. The review of criminal background and credit history checks will be done in accordance with state and federal laws.
- (1) Pursuant to university policy 3356-7-50, “Minors on campus/ background checks,” when self-disclosure or a background check required for a university program or activity designed for participation by minors reveals adverse or unfavorable information, such information shall be reviewed by the university police department in coordination with the divisional administrator or designee. (See paragraph (E)(6), “Background check review,” of university policy 3356-7-50, “Minors on campus – background checks.”)
- (2) A previous criminal conviction does not automatically disqualify a candidate from consideration for employment or volunteering with the university. A criminal background check containing a criminal conviction will be reviewed by the CHRO, or designee, in coordination with the appropriate administrative officer, or designee, in order to determine whether an individual is eligible for the position in question. An individual’s eligibility will depend on a variety of factors, including but not limited to:
- (a) The nature of and circumstances surrounding any crime(s);
  - (b) The time elapsed since conviction, rehabilitation record, and completion of any sentence;
  - (c) The actions and activities of the individual since the crime(s), including the individual’s subsequent work history and the truthfulness and completeness of the candidate’s disclosure of the conviction(s);
  - (d) The nature and duties of the position;
  - (e) Any other relevant information.
- (3) A credit history check with potentially negative information will be reviewed by the CHRO, or designee, in coordination with the appropriate administrative officer, or designee, to determine if the

information could reasonably pose a financial or security risk for the university.

- (4) The CHRO, or designee, will inform the hiring manager or volunteer supervisor and the individual if they have been disqualified from consideration and the basis for disqualification.
- (G) Employee and volunteer continuing duty to disclose/necessity for criminal background check.
  - (1) Current employees and volunteers who are convicted of or arrested for a criminal offense (other than a minor traffic violation) have a continuing duty to report any conviction or arrest to the CHRO, or designee, within seven calendar days of the conviction or arrest so that a determination may be made regarding the necessity to initiate a background check.
  - (2) Current employees and volunteers who have been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon have a continuing duty to report this information to the CHRO, or designee, within seven calendar days of the occurrence and may be subject to a background check. (See rule 3356-7-04 of the Administrative Code and university policy 3356-7-04, “Workplace and off-campus violence, threats, and disruptive behavior.”)
  - (3) Current employees convicted of a criminal offense may be subject to further action, up to and including termination, consistent with university policies, laws/statutes and applicable collective bargaining agreements.
  - (4) Current volunteers who have engaged in activity as outlined in paragraph (G)(1) or (G)(2) of this policy may have their services limited or terminated.
- (H) Use of background and credit history checks. Background and credit history checks will be used to evaluate individuals for employment, continued employment, and volunteer services and will not be used to discriminate on the basis of race, color, national origin, religion, creed,

sex, disability, age, veteran's status, sexual orientation, political affiliation, or any status protected by law.

- (I) Confidentiality. Background checks and credit history checks may only be administered pursuant to this policy and in accordance with human resources procedures. Results of such checks will only be disclosed to the extent necessary to administer and enforce this policy or as required by law or appropriate legal process. Violation of the confidentiality requirement is grounds for discipline up to and including termination of employment.



**RESOLUTION TO RESCIND  
BACKGROUND CHECKS FOR EMPLOYEES AND VOLUNTEERS POLICY, 3356-7-44**

**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 University Policy stated above and attached hereto.



**RESOLUTION TO APPROVE  
EQUALITY OF OPPORTUNITY FOR ALL FACULTY, STAFF AND STUDENTS  
POLICY, 3356-2-04**

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

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

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

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

**Board of Trustees Meeting**

**June 24, 2025**

**YR 2025-86**

**3356-2-04      Equality of opportunity for all faculty, staff and students.**

Responsible Division/Office: Equal Opportunity, Policy Development and Title IX

Responsible Officer: VP for Human Resources

Revision History: N/A

Board Committee: University Affairs Committee

**Effective Date:** June 24, 2025

Next Review: 2030

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- (A) Policy statement. This policy is to comply with The Advance Ohio Higher Education Act, specifically section 3345.88 of the Revised Code, which mandates equal treatment in any position, policy, program and activity for all faculty, staff and students and prohibits training on diversity, equity and inclusion concepts for any administrator, teacher, staff member or employee, as set forth in section 3345.88 of the Revised Code.
- (B) Purpose. The purpose of this policy is to ensure equal treatment and to provide no advantage or disadvantage to any faculty, staff and students on the basis of protected classes and to ensure that there is no divisive concepts training required or occurring at the university.
- (C) Scope. This policy requires equal treatment as it applies to all faculty, staff and students relating to any employment, policies, programs, positions and activities. This policy also describes training education or concepts that shall not be promoted or advocated for as part of a required or formal training at Youngstown State University.
- (D) Definitions.
  - (1) “Position” means all forms of employment, including faculty, staff and student positions, internships and work studies.
  - (2) “Policy” means all policies, including mission statements, hiring policies, promotion policies, and tenure policies.

- (3) "Program" means all programs and positions, including deanships, provostships, offices, programs, programs presented by residence halls and committees.
- (4) "Activity" means all activities, including those conducted by the administrative units or orientation, first-year experience, student life and residential life.

(E) Parameters.

- (1) With respect to every position, policy, program and activity, Youngstown State University shall treat all faculty, staff and students as individuals, hold every individual to equal standards, provide those individuals with equality of opportunity and provide no advantage or disadvantage with regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity or gender expression.
- (2) Youngstown State University shall not provide or require training for any administrator, teacher, staff member or employee advocating or promoting the following concepts:
  - (a) One race or sex is inherently superior to another race or sex;
  - (b) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously; an individual should discriminate against or receive adverse treatment solely or partly because of the individual's race;
  - (c) Members of one race cannot nor should not attempt to treat others without respect to race;
  - (d) An individual's moral standing or worth is necessarily determined by the individual's race or sex;

- (e) An individual, by virtue of the individual's race or sex, bars responsibility for actions committed in the past by other members of the same race or sex;
  - (f) An individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex;
  - (g) Meritocracy or traits such as hard work ethic are racist or sexist, or were created by members of a particular race to oppress members of another race;
  - (h) Fault, blame or bias should be assigned to a race or sex or to members of a race or sex because of their race or sex.
- (3) All policies designed explicitly to segregate faculty, staff or students based upon the above protected classifications, including in credit-earning classroom settings, formal orientation ceremonies and formal graduation ceremonies are prohibited.
  - (4) Training for public safety officers is excluded from this prohibition.
- (F) Procedures.
- (1) Any student, student group, or faculty member may file a complaint alleging the university violated any of the requirements or prohibitions of section 3345.88 of the Revised Code contained in this policy.
    - (a) The complaint form and process may be found on the university's webpage titled, "SB 1 – The Advance Ohio Higher Education Act."
  - (2) Any administrator, teacher, staff member, or employee who authorizes or engages in a training prohibited by this policy will be subject to discipline, up to and including termination, depending

upon the facts and circumstances of the situation as determined by the provost and president.

- (3) The university shall issue a report to the chancellor describing all violations and the discipline imposed and any other requirements of section 3345.88 of the Revised Code.
- (4) In addition to reporting the violations and discipline issued, the report shall also include statistics on the academic qualifications of accepted and matriculating students disaggregated by race and sex. The statistics shall include information correlating students' academic qualifications and retention rates, disaggregated by race and sex.



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

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

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

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

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

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-87**

**3356-9-07      Public records.**

Responsible Division/Office:      Office of General Counsel  
Responsible Officer:                VP for Legal Affairs  
Revision History:                    November 2007; March 2011; March 2017;  
    September 2022; June 2025  
Board Committee:                    University Affairs  
**Effective Date:**                    **June 24, 2025**  
Next Review:                        2030

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

(a) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification.

(b) The requester does not have to put a records request in writing and does not have to provide their identity or the intended use of the requested public record.

(c) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time.

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

(d) Public records requests can be made by completing the [form](#) on the Office of General Counsel webpage or can be directed to the “Office of the General Counsel, Tod Hall, Suite 314, Youngstown State University, One University Plaza, Youngstown, Ohio 44555”.

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

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

research will be accompanied by an acknowledgment including:

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

correspondence, reports, and files of Executive and Administrative Officers are coded in the Records Retention Schedule under ADM9910 and for all other employees are coded as ADM9900.

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

- (i) The university recognizes the legal and civic consequences of a failure to properly respond to a public records request. In addition to the distrust in government, such a failure may result in a court ordering the university to comply with the law and to pay the requester attorney's fees and damages.
- (E) Specific procedures for requesting law-enforcement records and video records are as follows:
  - (1) Requests for law-enforcement records can be made by completing the request for university police public records [form](#) found on the police webpage. Responses must be made within a reasonable amount of time, which includes preparing the records and seeking any necessary legal advice. The university may charge for the cost of the records, including a charge of five cents per page for copies, a charge for the actual cost of storage medium, and the actual cost of postage.
  - (2) Requests for law enforcement video records, such as footage from dash-cameras, body-cameras and surveillance cameras, may also be made by completing the request for university police public records [form](#) found on the police webpage.
    - (a) The university may charge the requestor for the actual cost of reviewing, preparing, producing, blurring and otherwise obscuring and redacting portions that are not available for public inspection, including the staff time, storage medium on which the record is produced and any other relevant overhead necessary to produce the video record.
    - (b) The actual cost may not exceed seven hundred fifty dollars in total. The university shall charge sixty dollars per hour of

video produced. Within five business days of receipt of a request for video records, the university will provide the requestor an estimate of the actual cost of production. The university is not required to begin to prepare the video record until the estimated actual cost is paid in full. Payment must be made either by cashiers check, money order, or cash. No personal checks will be accepted.

- (c) All requestors are notified that the actual cost may exceed the estimated cost by up to twenty percent and, as such, that additional amount may be charged when the request is filled. If the actual charge is less than twenty percent of the estimate, the requestor is entitled to refund of the difference. The additional charge is not required to be paid prior to fulfilling the video records request.



**RESOLUTION TO APPROVE THE INTERIM APPOINTMENT OF THE  
VICE PRESIDENT FOR STUDENT AFFAIRS**

**WHEREAS**, the Vice President for Student Affairs serves as an executive officer and is the chief student personnel officer for the university. The Vice President for Student Affairs provides leadership for the division of student affairs and its major work units: provides guidance designed to support students' academic and personal success; serves as the dean of students; acts as the university's student ombudsperson; and works directly with the President, executive leadership team, and community leaders to enhance the mission of the university for the benefit of the students; and

**WHEREAS**, the Division of Student Affairs will be comprised of the following areas: the Office of Student Experience, the Office of the Dean of Students, and the Office of Counseling Services; and

**WHEREAS**, University Policy 3356-9-10, Acting/Interim Appointments of University Executive and Administrative Employees, requires that an interim appointment of an executive level officer be approved by the board of trustees; and

**WHEREAS**, Joy Polkabla Byers was appointed on February 1, 2021, as the Associate Vice President, Student Experience to serve as part of the senior leadership team of the Division of Student Affairs; provide visionary and strategic leadership for departments and programs; Manage, direct, and supervise activities designed to optimize student experience, including a holistic, multidisciplinary approach to student wellbeing; supervise and oversee selected contracted services; directly supervise and provide oversight for Andrews Student Recreation and Wellness Center, Auxiliary Services, Housing and Residence Life, Student Activities/Greek Life/SGA, and Veterans Affairs units; and

**WHEREAS**, Joy Polkabla Byers was appointed on July 16, 2019, as the Executive Director of Campus Recreation and Student Well-being, provides overall management of Campus Recreation, Club Sports, Andrews Student Recreation and Wellness Center, Veteran Affairs and Student Counseling Center; provides visionary and strategic leadership for holistic, multidisciplinary approach to student wellbeing; and

**WHEREAS**, Joy Polkabla Byers has uniquely specialized skills, knowledge and experience in Student Affairs to provide overall leadership, and positively contribute to the vision and strategic direction of the division of student affairs; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the interim appointment of Joy Polkabla Byers as the Interim Vice President for Student Affairs, effective July 1, 2025, attached hereto.

**Name:****Effective Date:** 7/1/2025**Salary Range/Pay Rate:** G13 Excl.**POSN:** 999080**FTE:** 1.0**Reviewed By:** JLA/MM**FLSA Review:** Exempt**Hiring Range:** \$128,729 - \$140,000**Title:** Interim Vice President, Student Affairs and Dean of Students/Ombudsperson**Department:** Student Affairs

**Summary of Position:** Provides leadership and guidance designed to support students' academic and personal success and to achieve university goals and objectives. Acts as the university's student ombudsperson. As an executive officer of the university, maintains overall leadership for a particular division or unit. As university officials, each executive officer has the responsibility to represent the university and provide leadership in the specified areas of responsibility. Executive officers serve as primary advisors and the members of the president's cabinet. Serves as an integral part of the university's leadership team that is responsible for the overall direction of the institution. Serves as the primary leader for the assigned area or department. Vice presidents are responsible for a major administrative division; develops and articulates a clear vision for the assigned area, aligning with the university's overall strategic goals.

Oversees operations and provides leadership in an assigned area or department, including supervision of staff and implementation and administration of all programs and/or services. Assigned areas include but are not limited to: Student Experience, Dean of Students, and Counseling Services. Provides administrative direction and develops guidelines and processes in accordance with policies and procedures for lower-level employees, setting the overall direction and strategy of the organization. Creates, develops, and interprets regulations, policies, etc. for the guidance of other employees or the public. May serve as designee of supervisor (president, etc.) as needed and as assigned.

#### Position Information

**Essential Functions and Responsibilities:** Provides support and resources for individuals and groups to address conflict, issues, or concerns with the goal of effective problem resolution. Collaborates with other campus units and outside entities as needed; provides educational and outreach programs designed to foster a culture of respect, collaboration, and problem resolution.

Leads the coordination of the university's responses to major crises and other unusual events impacting students.

Ensures that behavioral concerns that may negatively affect the campus learning environment or potentially harm the health, welfare, and safety of members of the YSU community or the individual(s) exhibiting such behaviors, are appropriately addressed. Develops and implements programs to assist students who are struggling in any number of areas including emotional, intellectual, physical, social, spiritual, etc.; reaches out to students and provides them with available resources and assistance. Guides students and supports them in resolving a variety of different issues and conflicts which may be impacting their ability to succeed as a YSU student.

**POSITION DESCRIPTION**

Page 2 of 4

Drives collaboration across the organization; identifies needs and develops scalable solutions by working with various teams.

Prioritizes objectives and implements strategies; contributes to achieving university initiatives as part of the leadership team.

Deploys data and research; uses data-driven insights to drive cross-functional prioritization. Forms and leads internal teams.

Functions as a member of the executive leadership team: sets the overall direction and strategy of the university, makes major strategic decisions, evaluates the success of the university in reaching its goals.

Oversees the complete operation of an assigned unit, or set of units, in accordance with the direction established in the strategic plan. Evaluates the work of other administrators within the scope of the assigned unit, or set of units.

Builds and maintains relationships with partners, stakeholders, and the community.

Maintains awareness of both the external and internal competitive landscape, opportunities for growth, industry developments, and standards.

Provides strategic direction and oversight for all programs and initiatives. Ensures programs align with the organization's strategic goals and objectives. Evaluates program effectiveness and enacts changes for improvement.

Develops and implements the assigned area's long-term strategic goals and objectives. Leads the unit in achieving its mission and vision through strategic planning and execution. Oversees the development and implementation of organizational policies and procedures. Leads initiatives to improve organizational efficiency and effectiveness.

Identifies and pursues opportunities for organizational growth and expansion. Leads efforts to innovate and improve services and programs. Monitors industry trends and adapt strategies accordingly.

Leads multiple work units/departments or performs a functional university-wide service.

Directs daily tasks related to the full scope of a department's/division's overall programs and/or services.

Utilizes reports and other information/documentation in strategic, and regular, planning of the assigned area; prepares reports, recommendations, and other information/documentation to assist in strategic planning of the assigned area as well as university wide.

Reviews recommendations by lower-level staff regarding the assigned area's policies and procedures as it relates to completion of work and/or provision of services; prepares recommendations to supervisor regarding the assigned area's policies and procedures as it relates to completion of work and/or provision of services.

Develops and implements new departmental policies that align with university-wide strategic goals.

**POSITION DESCRIPTION**

Page 3 of 4

Leads initiatives that span multiple departments, serves as a primary decision-maker for cross-functional projects that impact areas beyond the position's direct oversight.

Provides oversight and strategic direction for multiple programs, initiatives, or objectives, including supervision of managers. Establishes priorities and goals for assigned areas; develops staffing plans; approves work plans developed by lower-level managers; develops and implements unit-wide policies and procedures.

Develops, implements, and evaluates policies and procedures for assigned areas. Interprets and adapts broader organizational policies to meet the specific needs of the department.

Participates directly in the strategic planning process for the department. Develops long-range plans, goals, and objectives for assigned areas aligned with broader organizational strategy.

Directs the overall planning, implementation, and evaluation of multiple program areas or a major department/division function with significant operational complexity and resource requirements.

Provides general oversight and administration of any assigned program, initiative, or objective, including supervision of staff. Assigns and reviews work; establishes timeframes for the completion of assigned tasks; trains and orients new employees; approves/disapproves requests for paid leaves; interviews candidates for employment and makes recommendations for hire; evaluates employee work performance; receives and responds to grievances; helps with the development of unit work procedures and policies.

Researches and makes recommendations to supervisor regarding assigned area's policies and procedures as it relates to completion of work and/or provision of services; administers regulations and/or policies.

Prepares reports and other information/documentation to assist the supervisor in strategic planning of the assigned area.

Manages daily tasks related to one or more assigned components of a department's/division's overall programs and/or services.

**Other Functions and Responsibilities:** Trains new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**Equipment Operated:** Computer and all other standard office equipment.

**Work Schedule:** Typically, Monday through Friday. Available to work evening and weekend hours as needed.

**Supervision Exercised:** Supervision is exercised over staff and student employees.

**Reports to:** President

**Qualifications and Competencies**

**Required Certifications, Training, and/or Licensures:** None

**Knowledge, Skills, and Abilities:**

Knowledge of: strategic planning process; policy administration; process improvement; supervisory techniques; university policies and procedures\*; office practices and procedures; department/division goals and objectives\*; department/division policies and procedures\*; workplace safety practices and procedures\*; English grammar and spelling; records management; office management; project management.

Skill in: use of office equipment; typing, data entry; computer operation; use of computer software and other programs applicable to the assigned department/division\*.

Ability to: deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; calculate fractions, decimals, and percentages; compile and prepare reports; use proper research methods to gather data; understand a variety of written and/or verbal communications; prepare accurate documentation; maintain records according to established procedures; effectively interact with personnel and public to answer routine questions; train or instruct others; move quickly and effectively from one task to another; work independently and in a team environment; develop and maintain effective working relationships.

(\*) Developed after employment.

**Minimum Qualifications:** At least a bachelor's degree in a related field and at least eight years of related experience. At least five years of supervisory experience.

**Preferred Qualifications:** A master's degree.

**Physical Requirements:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**Sedentary:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally, and all other Sedentary criteria are met.

# Joy Polkabla Byers

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## EXECUTIVE SUMMARY

Strategic higher education executive with over 20 years of visionary leadership in student affairs, campus wellbeing, and institutional administration. Known for guiding cross-functional teams, developing meaningful campus experiences, managing multimillion-dollar auxiliary portfolios, and delivering transformational projects in student engagement. Proven track record in crisis leadership, policy implementation, strategic planning, and public-private partnerships. Deeply committed to student success, professional staff development, innovation, and community collaboration.

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## EDUCATION

### **University of Georgia** – Athens, GA

Master of Education, Recreation and Leisure Studies

*Emphasis: Recreation Administration*

### **Ohio University** – Athens, OH

Bachelor of Specialized Studies

*Emphasis: Leisure and Music Programming for Special Populations*

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## PROFESSIONAL EXPERIENCE

### **Youngstown State University – Youngstown, OH**

*2005–Present*

#### **Associate Vice President, Student Experience**

*2021–Present*

- Lead strategic direction for student engagement, well-being, campus recreation, auxiliary services, housing, student center, student activities/fraternity and sorority life/student government/student media, and veteran affairs.
- Oversee operational budgets and vendor contracts (e.g., dining, childcare, bookstore, health services, pouring rights, vending).
- Chair the Student Center Planning and Renovation Committees, aligning capital projects with institutional goals.
- Spearheaded campus-wide Hazing Prevention Program and international student housing strategy.
- Directed request for proposal for a new 15-year dining provider, integrating retail, catering, and residential services.

#### **Executive Director, Campus Recreation and Student Well-being**

*2019–2021*

- Provided visionary and strategic leadership for campus recreation, club sports, student wellness, veteran services, and student counseling.
- Allocated CARES/GEER funding for COVID-19 mental health services and campus operations; implemented campus safety protocols and communication strategies.
- Coordinated RFP process, selection, and oversight of campus childcare services.

**Director, Campus Recreation***2011–2019*

- Managed a \$2M+ budget for campus fitness and wellness programs across five major facilities.
- Supervised over 190 staff and student employees; emphasized workforce development and inclusion.
- Led facility operations, branding, marketing, and long-range program planning.
- Created revenue-enhancing services and implemented student needs assessments.
- Provided leadership in assessing the student and community needs for out-of-classroom experiences.
- Develops relationships between community agencies and organizations to promote and advance the interests of the university.
- Oversaw campus mobile application (YSU App) and onboarding of new departments and campus initiatives.
- Coordinated Division of Student Experience professional development opportunities.

**Advisor, Student Programming Board***2006–2015*

- Guided Penguin Productions in event planning, budgeting, and contract negotiation for major campus events.

**Assistant Director, Programs & Special Events***2005–2011*

- Oversaw professional staff and student employees across multiple program areas.
- Developed assessment tools to guide learning outcomes, strategic planning, and reporting.
- Managed programming budgets; oversaw and approved operating budget expenditures of \$750,000.
- Oversaw, created, and implemented student employee and professional staff development initiatives.
- Coordinated the department's academic internship program and co-curricular experiences.
- Responsible for consistent implementation and revision of policies governing programs and facility operations, health, safety, security issues, and risk management protocols.
- Directed grand opening of a \$12M recreation facility.

**Kent State University – Kent, OH***2002–2005***Fitness Coordinator, Recreational Services**

- Directed fitness programming, personal training, education, and budget management.
- Generated over \$50,000 annually in fitness-related revenue.
- Created internships and customized fitness education programs.
- Instructed training seminars and certification preparation classes
- Developed and implemented Wellness IQ study

## **University of Georgia – Athens, GA**

*2000–2002*

### **Graduate Assistant Roles: Fitness & Wellness, Strength & Conditioning**

- Supervised up to 60 student staff, developed training/incentive programs, and evaluated fitness engagement data.
  - Developed and implemented staff development series and incentive program
  - Developed and coordinated a patron survey on music preference while working out
  - Planned and coordinated special events - Sneak Preview (2000 & 2001) and Regional Fitness Expo
- 

## **CAMPUS & COMMUNITY LEADERSHIP**

- **University Emergency Response Planning Committee**, 2024–Present
  - **Student Center Planning Committee (Co-Chair)**, 2021–Present
  - **IT Steering Committee**, 2021–Present
  - **COVID Leadership and Response Team**, 2020–2021
  - **Healthcare and Childcare Advisory Committee (Chair)**, 2019–Present
  - **Higher Learning Commission Review Team**, 2017–2018
  - **Student Affairs Professional Development Coordinator**, 2012–Present
  - **Campus Clamte Committee**, 2012–2014
  - **Intercollegiate Athletic Council**, 2011–Present
  - **Community Advisory Board, Counseling and Special Education**, 2010–2022
  - **Student Conduct and Title XI Hearing Board**, 2009–2020
  - **Assessment Council**, 2009–2019
  - **Kent Wellness Advisory Board**, 2002–2005
- 

## **ACADEMIC INSTRUCTION**

### **Youngstown State University**

- HPES 4805: Programming Administration (2008–2017)
- Counseling 7026: Foundations of Student Affairs (2007–2011)
- Supervised Higher Education Internship Program (2008)

### **Kent State University**

- Co-Instructor: Administration of Leisure Services, Wellness for College Life (2002–2003)
-

## PROFESSIONAL AFFILIATIONS

- **NASPA** (2020–2024), **ACUI** (2021–Present)
  - **Ohio Recreation Sports Association (ORSA)**: Member (2000–Present ), President (2007–2009), Host Coordinator (2011, 2016)
  - **National Intramural-Recreation Sports Association (NIRSA)**: Member (2000–Present), Committee member (2004–2018), Presenter (2002, 2011, 2016)
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## HONORS & AWARDS

- ATHENA Award Nominee, 2022
  - Phi Kappa Phi Honor Society, 2022
  - John J. Gocala Sr. Award, 2021
  - Phi Kappa Phi Honor Society, 2022
  - KSU Alumni of the Year, Recreational Services, 2017
  - YSU Distinguished Service Award, 2015
  - ORSA Honor Award, 2011
  - Leadership Mahoning Valley Graduate, 2011
  - Gillespie-Painter Award, Student Affairs Division, 2010
- 

## PRESENTATIONS (SELECTED)

- **"Campus Free Speech and Student Organizations"**, YSU Student Leadership Retreat, 2024
  - **"Years Worked, Promotion Earned"**, NIRSA National Conference, 2015
  - **"Student Affairs & IT Collaboration: There's an App for That"**, OHECC, 2018
  - **"Sock Puppets to Interpretive Dance"**, NIRSA National Conference, 2011
- 

## COMMUNITY SERVICE (SELECTED)

- Advisor, Jackson Milton Livestock Club (2016–Present)
  - PTO, Western Reserve School District (2012–2024)
  - Coalition for a Drug-Free Mahoning Valley (2011–2023)
- 

## TECHNOLOGY

- Microsoft Office Suite, Banner, StarRez, Maxient, Fusion, Ready Education, IMLeagues, Campus Groups, United Educators



**RESOLUTION TO APPROVE THE APPOINTMENT OF THE  
VICE PRESIDENT FOR INTERCOLLEGIATE ATHLETICS/ATHLETIC  
DIRECTOR**

**WHEREAS**, the Vice President for Intercollegiate Athletics/Athletic Director is being created to serve as an executive officer and provide comprehensive leadership and vision for Intercollegiate Athletics to provide strategic direction and oversight for all intercollegiate athletic programs and initiatives at Youngstown State University, to work directly with the President, executive leadership team, and community leaders to enhance the mission of the university for the benefit of the students.

**WHEREAS**, Ron Strollo was appointed on July 17, 2001, as the Executive Director of Intercollegiate Athletics to provide leadership, plan, direct, and monitor operational and fiscal management of Department of Intercollegiate Athletics and related areas; and

**WHEREAS**, Ron Strollo was appointed on July 1, 2000, as the Associate Executive Director of Intercollegiate Athletics to assist in planning, directing, and evaluating operational, fiscal and revenue producing events for the department of Intercollegiate Athletics and related areas; and

**WHEREAS**, Ron Strollo was appointed on September 9, 1996, as the Business Manager to plan and manage the fiscal activities and revenue producing events of the Intercollegiate Athletics Department and related areas; and

**WHEREAS**, University Policy 3356-7-56, Selection, Appointment, and Evaluation of Executive Officers, Administrative Officers and Professional Administrative Staff, requires board approval prior to the employment start date; and

**WHEREAS**, Ron Strollo has uniquely specialized skills, knowledge and experience in intercollegiate athletics to provide overall leadership, vision and strategic direction and oversight of intercollegiate athletic programs and initiatives with a demonstrated commitment to athletic program compliance including all NCAA, conference, and institutional regulations policies and procedures; and

**WHEREAS**, the candidate's credentials have been reviewed by the President, who recommends the appointment of the candidate to the Board of Trustees; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Ron Strollo as the Vice President for Intercollegiate Athletics/Athletic Director, effective July 1, 2025, attached hereto.

**Name:****Effective Date:****Salary Range/Pay Rate:** L12 Excl.**POSN:** 999075**FTE:** 1.0**Reviewed By:****FLSA Review:** Exempt**Title:** Vice President, Intercollegiate Athletics/Athletic Director**Department:** Athletic Administration

**Summary of Position:** As an executive officer of the university, maintains overall leadership of intercollegiate athletics. As a university official, has the responsibility to represent the university and provide leadership in intercollegiate athletics and related areas. Serves as an executive officer and primary advisor and member of the president's cabinet. Plans, directs, and monitors operational and fiscal management of Intercollegiate Athletics and related areas. Serves as an integral part of the university's leadership team that is responsible for the overall direction of the institution. Serves as a primary leader for the assigned area or department. Vice Presidents are responsible for a major administrative division; develops and articulates a clear vision for the division or assigned area, aligning with the university's overall strategic goals.

Oversees operations and provides leadership in an assigned area or department, including supervision of staff and implementation and administration of all programs and/or services. Serves as the university's Athletic Director. Provides administrative direction and develops guidelines in accordance with policies and procedures for lower-level employees setting the overall direction and strategy of the organization. Creates, develops, and interprets regulations, policies, etc. for the guidance of other employees or the public. May serve as designee of supervisor (president, etc.) as needed and as assigned.

**Position Information****Essential Functions and Responsibilities:**

Drives collaboration across the organization; identifies needs and develops scalable solutions by working with various teams.

Prioritizes objectives and implements strategies; contributes to achieving university initiatives as part of the leadership team.

Deploys data and research; uses data-driven insights to drive cross-functional prioritization. Forms and leads internal teams.

In conjunction with the executive leadership team: sets the overall direction and strategy of the university, makes major strategic decisions, evaluates the success of the university in reaching its goals.

Oversees the complete operation of intercollegiate athletics, in accordance with the direction established in the strategic plan. Evaluates the work of other administrators within the scope of the assigned unit or set of units.

Maintains awareness of both the external and internal competitive landscape, opportunities for growth, industry developments, and standards.

**POSITION DESCRIPTION**

Page 2 of 4

Provides strategic direction and oversight for all intercollegiate athletic programs and initiatives. Ensures programs align with the organization's strategic goals and objectives. Evaluates program effectiveness and enacts changes for improvement.

Develops and implements the assigned area's long-term strategic goals and objectives. Leads the unit in achieving its mission and vision through strategic planning and execution. Oversees the development and implementation of organizational policies and procedures. Leads initiatives to improve organizational efficiency and effectiveness.

Identifies and pursues opportunities for organizational growth and expansion. Leads efforts to innovate and improve services and programs. Monitors industry trends and adapt strategies accordingly.

Utilizes reports and other information/documentation in strategic, and regular, planning of the assigned area; prepares reports, recommendations, and other information/documentation to assist in strategic planning of the assigned area as well as university wide.

Reviews recommendations by lower-level staff regarding the assigned area's policies and procedures as it relates to completion of work and/or provision of services; prepares recommendations to supervisor regarding intercollegiate athletics policies and procedures as it relates to completion of work and/or provision of services.

Demonstrates commitment to athletics program compliance. Complies with all NCAA, conference, and institutional regulations, policies, and procedures.

Demonstrates commitment to programs, services, and processes within department which strengthen and enhance possibility that student-athletes will be successful in their academic pursuits.

Interviews, recommends appointments, supervises, and evaluates senior level athletics administrators and head coaches; delegates appropriate responsibilities to assure efficient and productive operation of department; established priorities and goals; develops staffing plans and approves work plans developed by lower-level managers; facilitates professional development of administrative and coaching staff.

Builds and maintains relationships with partners, stakeholders, and the community. Participates in public relations and community service activities inherent with position, including direct supervision of marketing programs to promote attendance and financial support for department. Represents athletics to external public; generates enthusiasm and develops financial support for athletics programs including annual drives and special fund-raising projects.

Assesses and determines program, facility, and equipment needs of intercollegiate athletics programs; recommends remodeling, repair, expansion, and development.

Reviews and assesses recruitment activities, policies, and practices of coaches for awarding of athletics-related grants-in-aid to attract student athletes who have likelihood of athletic and academic success at Youngstown State University.

Reviews voting position on all national and conference actions; actively participates in planning with NCAA Faculty Athletics Representative.

Certifies reports mandated by federal regulations, auditing, and various associations; has signature authority for departmental actions (i.e., schedules, contracts, financial documents). Assesses, analyzes, and oversees

budget and appropriate restricted and fund-raising accounts; maintains fiscal responsibility.

Demonstrates commitment to and actively participates in NCAA self-study process and NCAA Certification program.

**Other Functions and Responsibilities:** Participates on various University, conference, and national committees, events, and other special assignments.

Travels with teams as required.

Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**Equipment Operated:** Computer and all other standard office equipment.

**Work Schedule:** Typically, Monday through Friday; available to work evening and weekend hours as needed.

**Supervision Exercised:** Supervision is exercised over staff and students.

**Reports to:** President

**Qualifications and Competencies**

**Required Certifications, Training, and/or Licensures:** Valid driver's license.

**Knowledge, Skills, and Abilities:**

Knowledge of: strategic planning process; policy administration; process improvement; supervisory techniques; university policies and procedures\*; office practices and procedures; department/division goals and objectives\*; department/division policies and procedures\*; workplace safety practices and procedures\*; English grammar and spelling; records management; office management; project management.

Skill in: use of office equipment; typing, computer operation; use of computer software and other programs applicable to the assigned department/division\*.

Ability to: deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; calculate fractions, decimals, and percentages; compile and prepare reports; use proper research methods to gather data; understand a variety of written and/or verbal communications; prepare accurate documentation; conduct effective interviews; maintain records according to established procedures; travel to and gain access to work site; effectively interact with personnel and public to answer routine questions; train or instruct others; use independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; work independently and in a team environment; develop and maintain effective working relationships.

(\*) Developed after employment.

**Minimum Qualifications:** At least a bachelor's degree in business, athletic administration, or another directly related field; at least eight years of related experience. At least five years of experience in senior level management. Demonstrated commitment to NCAA regulations. Valid driver's license.

**Preferred Qualifications:** Master's degree. Demonstrated successful experience in management of a Division I intercollegiate athletics program.

**Physical Requirements:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**Sedentary:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally, and all other Sedentary criteria are met.

## **RONALD A. STROLLO**



### **EDUCATION:**

- B.S. in B.A. in Accounting from Youngstown State University
- Certified Public Account (CPA) - 1996 – License is currently inactive

### **WORK EXPERIENCE:**

- Youngstown State University
  - \* July 2001 to Present
  - \* Executive Director of Athletics
- Youngstown State University
  - \* July 2000 to July 2001
  - \* Associate Executive Director of Athletics
- Youngstown State University
  - \* September 1996 to June 2000
  - \* Athletic Business Manager
- Hill, Barth & King, Inc., Youngstown, Ohio
  - \* October 1993 to September 1996
  - \* Staff Accountant
- University Hospitals of Cleveland, Cleveland, Ohio
  - \* June 1993 to October 1993
  - \* Assistant Financial Analyst
- Western Reserve Care System, Youngstown, Ohio
  - \* March 1992 to June 1993
  - \* Fiscal Service Department Intern
- Anness, Gerlach & Williams, CPA's, Yotmgstown, Ohio
  - \* Summer of 1991
  - \* Intern

## **ACADEMIC/ATHLETIC ACHIVEMENTS:**

- Inducted into the Austintown Fitch Athletic Hall of Fame – Baseball, Basketball, and Football in 2017
- Inducted into the Curbstone Coaches Hall of Fame – Contribution to Sports in 2024
- 1992 Joseph F. Malmisur Male Student-Athlete of the Year
- YSU Foundation Scholarship recipient
- Co-captain of the 1991 National Football Championship Team
- 1991 Offensive Player-of-the-Year
- Four-year letter winner (1988-1991)
- 1990 Ilka Fitness Award winner
- 1991 YSU Homecoming King
- Stambaugh Stadium expansion project volunteer

## **COMMUNITY ACTIVITIES:**

- Current Board Member of the Public Library of Youngstown & Mahoning County
- Former member of the American Red Cross Board of Directors
- Former member of the Advisory Board of the Salvation Army
- Former member of the Western Reserve Health Foundation Board of directors
- Former member of the Austintown Growth Foundation

## **PROFESSIONAL ACTIVITIES:**

- Currently serving as the Executive Director of the Penguin Club
- Served in various capacities with the Horizon League, including chair of the strategic planning committee, chair of the executive council, chair of the finance committee and resource cabinet, chair of the television committee, and liaison for men's basketball
- Served on the NCAA Division I Football Championship Selection Committee
- Served on the NCAA Division I Football Issues Committee
- Served as the Central Region Chair of the NCAA Regional Advisory Committee
- Served as the president of the FCS Athletic Directors Association
- Served on the NCAA Championship and Competition Cabinet
- Served on the NCAA Football Competition Committee

## PROFESSIONAL ACHIEVEMENTS:

- 56 Horizon League championships during just the last 11 academic years
- 10 straight top five finishes in the McCafferty Trophy standings
- 71 Horizon League titles
- Consecutive Gateway Football Conference (now the Missouri Valley Football Conference) championships in 2005 and 2006
- Lacrosse program won the school's first Mid-American Conference championship in 2022.
- Bowling team has been to the final four three and won the National Championship in 2025.
- Oversee the second largest Division I athletic department in the State of Ohio with 21 sports and more than 500 student-athletes.
- Added 6 new athletic programs (women's golf, women's soccer, women's swimming and diving, women's bowling, men's swimming and diving and women's lacrosse)
- Beeghly Center renovations, including new chair-back seating, sound system, videoboards, locker room renovations and a VIP lounge
- Construction of the Korandovich Family Sports Medicine Center in Beeghly Center
- Construction of the Jim & Melissa DiBacco Family Leadership Center, which includes a 150-seat theater style classroom, the Team Development Center, and a Digital Media Studio in Stambaugh Stadium
- Construction of the Indoor tennis facility
- Construction of the Don Constantini Multimedia Center at Stambaugh Stadium
- Construction of the Outdoor complex (Cafaro Field) including turf field and lights and a new parking and tailgate lot serving Beeghly Center, Stambaugh Stadium and the WATTS
- Beeghly Natatorium renovations, which featured a new scoreboard, deck, starting blocks and timing pads.
- Stambaugh Stadium scoreboard including a high-definition videoboard and scoreboards, and Musco Lighting.
- Construction of the Covelli Sports Complex located West of Fifth Avenue that included Farmers National Bank Field (Lacrosse, Soccer, and Track and Field) and the YSU Softball Field
- Construction of the Watson and Tressel Training Site (WATTS) indoor facility
- Youngstown State's student-athletes combined to post a 3.48 cumulative GPA after the 2024 spring semester
- 396 had a semester GPA above 3.00 (82 percent)

- 404 have a cumulative grade-point average above 3.00 (84 percent)
- The number of endowed scholarships has risen from 19 to nearly 200, and the value of all endowed scholarships increased from \$1 million to nearly \$12 million.



**RESOLUTION TO APPROVE THE APPOINTMENT OF THE ASSOCIATE  
PROVOST, ACADEMIC ADMINISTRATION IN THE OFFICE OF ACADEMIC  
AFFAIRS WITH FACULTY RANK AND TENURE**

**WHEREAS**, the Board of Trustees approved the authorization of a search in accordance with University Policy 3356-7-56 Selection, Appointment, and Evaluation of Executive Officers, Administrative Officers and Professional Administrative Staff; and

**WHEREAS**, the position of Associate Provost, Academic Administration is eligible for faculty rank and tenure pursuant to University Policy 3356-9-05, Faculty Rank and Tenure for Designated Administrators; and

**WHEREAS**, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee; and

**WHEREAS**, the candidate's credentials have been reviewed by the tenured faculty members of the Department of Teacher Education and Leadership Studies, the Department Chair and Dean of the College, with a recommendation to the Board of Trustees that the candidate be appointed as a professor with tenure; and

**WHEREAS**, the candidate's credentials have been reviewed by the Provost and Vice President for Academic Affairs, who has recommended that the candidate be appointed as a professor with tenure; and

**WHEREAS**, the candidate's credentials have been reviewed by the President, who recommends the appointment of the candidate as a professor with tenure to the Board of Trustees; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the awarding of tenure to Dr. Kristine Still, with the rank of professor, effective August 11, 2025, attached hereto.



## Youngstown State University (OH) Associate Provost, Academic Administration

CLASS CODE	999177	SALARY	\$125,000.00 - \$135,000.00 Annually
ESTABLISHED DATE	November 05, 2024	REVISION DATE	November 05, 2024

### Summary Of Position

Provides leadership in areas of academic resource planning and management, student support services, personnel activities, and communications and public reporting, for the Division of Academic Affairs. Works closely with deans, chairs, directors, faculty and staff, in advancing the academic enterprise and students' academic and personal success. Supports the academic division role in shared governance, as appropriate. Supports student body through the development and maintenance of programs to support students' academic and personal success.

### Position Information

**Essential Functions and Responsibilities:** Provides leadership in developing strategic objectives and in developing, assessing, and implementing university-wide and division academic policies and procedures.

Supervises, develops, and evaluates administrative and support staff within the Academic Affairs division to include YSU Online Distance Education operations; presents to new employees; interviews candidates for employment and recommends hiring; evaluates employee work performance; receives and responds to grievances and complaints; provides assistance with the development of unit work procedures and policies; serves as liaison for technology projects.

Serves as the signature authority on selected administrative faculty forms, such as part-time faculty contracts; faculty workload projections and others as designated by the provost.

Leads sabbatical and faculty improvement leave (FIL) selection processes, distinguished professorship, part-time teaching excellence, chairs excellence and Watson Merit Award selection processes.

Serves as director of faculty relations (DFR) by interfacing with personnel in human resources on issues related to faculty employment; leads activities related to faculty and student grievance processes and serves as hearing officer as required.

Works with Academic Senate, college and department committees to ensure compliance with stated policies and processes. Serves as a member of select Academic Senate committees.

Serves as chair of the undergraduate Student Academic Grievance Subcommittee of the Academic Senate and addresses other student academic issues. Serves on CARE (Concern – Assessment – Referral – Education) T 204

Ensures public reporting of mandatory information for students including right-to-know data, processes for student grievances and complaints, Title IV related disclosures, student outcome data and licensure pass rates.

Maintains integrity of academic data and automated systems, such as workload inventory, faculty reassigned time and workload, and similar student and faculty data.

Works with Graduate Council; works with Enterprise Enrollment with close review of Admissions and admissions policies; collaborates with constituents to ensure effective academic advising.

**Other Functions and Responsibilities:** Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**Equipment Operated:** Computer and all other standard office equipment.

**Work Schedule:** Typically, Monday through Friday; available to work event and weekend hours as needed.

**Supervision Exercised:** Supervision is exercised over staff and student employees.

**Reports to:** Provost and Vice-President for Academic Affairs

#### **Qualifications and Competencies**

**Required Certifications, Training, and/or Licensures:** None

#### **Knowledge, Skills, and Abilities:**

Knowledge of: University policies and procedures\*; office practices and procedures; division goals and objectives\*; division policies and procedures\*; applicable laws pertinent to the division\*; workplace safety practices and procedures\*; budgeting; English grammar and spelling; records management; office management; project management; supervisory principles and practices; long term / strategic planning practices; public relations.

Skill in: Use of office equipment; typing, computer operation; use of computer software and other programs applicable to the assigned division\*.

Ability to: Strong analytical skills; demonstrated ability to engage and motivate faculty; demonstrated ability to work effectively with students; demonstrated ability to use and analyze data in decision-making ; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; compile and prepare reports; use proper research methods to gather data; understand a variety of written and/or verbal communications; prepare accurate documentation; prepare complex reports and/or legal documentation; prepare and deliver speeches and presentations; conduct effective interviews; maintain records according to established procedures; travel to and gain access to work site; effectively interact with personnel and public to answer routine questions; handles sensitive inquiries from and contacts with officials and general public; use independent judgment and discre

understand, interpret, and apply laws, rules, or regulations to specific situations; develop and maintain effective working relationships.

(\*) Developed after employment.

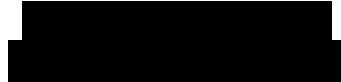
**Minimum Qualifications:** Terminal degree in a discipline relative to the applicable assigned academic area/initiative, or graduate degree equivalent; tenured faculty member at associate professor rank or above; and three or more years of academic administrative experience.

**Preferred Qualifications:** At least five years of prior academic administrative experience at or above the level of associate dean or department chair; knowledge of YSU Board Policies and the YSU-OEA/YSU Agreement.

# CURRICULUM VITAE



**Kristine Lynn Still, PhD**



## EDUCATION

### **Ph.D., Curriculum, and Instruction: Emphasis in Technology Infused Literacy Instruction in Elementary Education, The University of Akron: 2006**

Dissertation: The Beliefs and Instructional Practices of Two Exemplary Primary Grade Teachers When Integrating Technology with Literacy: A Qualitative Case Study.

### **M.A., Education, Walsh University: 1998**

Emphasis areas: Elementary Education, Literacy Instruction

### **B.S., Elementary Education, The University of Akron: 1992**

Emphasis area: Elementary Teaching (Grades Kindergarten to Eight.)

***\*Permanent Ohio Teaching Certification (Grades Kindergarten through Eight)***

## BIOGRAPHICAL STATEMENT

Dr. Kristine Lynn Still is the Provost and Executive Vice President of Hilbert College in Hamburg, New York. In this role, Dr. Still oversees Academic Affairs, Student Life, Hilbert College Global and serves as the second officer of the College and acts on behalf of the President when necessary.

Prior to joining Hilbert College, Dr. Still was a Professor of Education and the Founding Dean of the College of Applied and Social Sciences at the University of Mount Union. In this role, she oversaw 3 academic schools and 2 robust academic departments which were the School of Business, the School of Education, the School of Engineering, the Department of Math and Computer Sciences and the Department of Social Sciences. Additionally, she oversaw the Regula Center for Public and Civic Engagement which is the service learning and community outreach hub at the University of Mount Union. As Founding Dean, she worked extensively with managing the academic portfolio in the College, program accreditations, advisory boards, budgets, and was responsible for daily oversight of 50 full time faculty, 50 adjunct faculty members as well as support staff in several offices within the College of Applied and Social Sciences.

Prior to her position at Mount Union, Dr. Still served as the Associate Dean for Student Services and External Relations in the College of Education and Human Services at Cleveland State University. In this role, she oversaw the College's Advising Office as well as the Office of Field Services. Additionally, Dr. Still directed all external reporting efforts and governed the College Scholarship and Recruitment initiatives. In the years leading up to her role of Associate Dean, Dr. Still served as an Associate Professor of Early Literacy in the Department of Teacher Education at Cleveland State University. She served as the Coordinator of the Literacy Education Program, Director of CSU's Community Learning Center for Children and Youth (CLC) and was the founding Faculty Advisor for IRA@CSU, the University's, and organization's first Student Chapter of The International Reading Association.

During her initial years at Cleveland State University, Dr. Still served as the Director of The Cleveland Schools Book Fund, a project funded through a \$5 million-dollar endowment, and which created classroom libraries in all K-3 classrooms in the Cleveland Metropolitan School District. As a faculty member, Dr. Still was also active in CSU's Campus International School where she served as a resource for IB Curriculum initiatives and conducted research to support teacher inquiry.

Dr. Still's major research interests have focused on the integration of meaningful technology-based literacy events in primary grade classrooms in addition to a variety of related topics around Literacy Instruction and Teacher Professional Development. She has given 78 presentations at professional conferences (regionally, nationally, and internationally) and is author and/or co-author of 27 scholarly writings, has secured upwards of \$1.6 million dollars in funds to support research projects and scholarship grants for students and has served as a consultant on a variety of projects including at the Ohio Department of Education.

Outside of University/College service activities, Dr. Still has been highly active in professional organizations as she served as Webmaster for the Association of Literacy Educators and Researchers from 2011-2013, served as Membership Director for the Ohio Council of the International Reading Association between 2012-2015 and served as Co-editor of the *Ohio Reading Teacher* from 2012-2015, and was President of the Ohio Literacy Association (OLA), an affiliate of the International Literacy Association (ILA). As Founding Dean, she served as Mount Union's institutional liaison in support of the University's relationship, as a sister school, to Akron North High School which is a pipeline/pathway program aimed at providing support for those high school schools interested in pursuing experiences in higher education. She also served as the University of Mount Union's board member representative for the Early Childhood Education Alliance. Currently, in her role as Provost, Dr. Still is Hilbert College's liaison for the Say Yes Career Wise Apprenticeship Program and oversees the College's Higher Education Opportunity Program and Liberty Partnership Grant, funded by the New York State Department of Education, all which support youth in Buffalo Public Schools.

*Prior to joining the University of Mount Union, Cleveland State University and Hilbert College, Dr. Still taught 1st grade for 10 years in Jackson Local Schools (located in Stark County) and held the position of Visiting Assistant Professor at The University of Akron while working on her doctoral studies from 2004-2006. She received her B.S. and Ph.D. degrees from the University of Akron and an M.A. from Walsh University in North Canton, Ohio.*

Dr. Still currently resides between both Hamburg, New York and Akron, Ohio and remains active in the Fairlawn/West Akron community where she and her husband have lived for the past 18 years.

## **Employment History**

*June 2023 – Present*  
*Provost & Executive Vice President*  
*Professor of Education*  
Hilbert College – Hamburg, New York

*2019- 2023*  
*Founding Dean, College of Applied & Social Sciences*  
The University of Mount Union – Alliance, Ohio

*2015-2019*  
*Associate Dean for Student Services and External Relations*  
College of Education and Human Services  
Cleveland State University – Cleveland, Ohio

*2012 – 2015*  
*Associate Professor of Early Literacy with Graduate Faculty Status*  
*Dept. of Teacher Education*  
Cleveland State University -Cleveland, Ohio

*2006 -----2012*  
*Assistant Professor of Early Literacy with Graduate Faculty Status*  
*Dept. of Teacher Education*  
Cleveland State University - Cleveland, Ohio

*2004 -----2006*  
*Visiting Assistant Professor / Dept. of Curricular & Instructional Studies*  
The University of Akron ~ Akron, Ohio

*2003-2004*  
*Full-Time Graduate Teaching Assistant / Dept. of Curricular & Instructional Studies*  
The University of Akron ~ Akron, Ohio

*2001-2004*  
*Part-Time Instructor / Dept. of Curricular & Instructional Studies*  
The University of Akron ~ Akron, Ohio

*1993-2002*  
*Elementary School Teacher*  
Jackson Local Schools / Massillon, Ohio

# CURRICULUM VITAE



**Kristine Lynn Still, PhD**  
**Provost and Executive Vice President**  
**Professor of Education**  
**Hilbert College**  
Bogel Hall 107D  
5200 South Park Avenue  
Hamburg, New York 14075

## **Selected Accomplishments as Provost and Executive Vice President (Start Date – June 12, 2023)**

[Provost Search Booklet | Hilbert College](#)

### **Assessment/Accreditation /Compliance/Collegial Acquisition**

- Created and Implemented the College Academic Assessment Plan – passed by Faculty Senate in September 2023
- Associated with the acquisition of Valley College, facilitated, developed, and compiled a successful Monitoring Report, as requested by the Middle States Commission on Higher Education (MSCHE)
- Facilitated, developed, and compiled a successful Complex Substantive Change, related to the acquisition of Valley College (Beckley, WV., Martinsburg, WV, Cleveland, OH and Fairlawn, OH), as requested by (MSCHE)
- As follow up to the submission of the Monitoring Report, related to the acquisition of Valley College (Beckley, WV., Martinsburg, WV, Cleveland, OH and Fairlawn, OH), hosted a successful visit with the MSCHE Site Review Team in January 2024
- Serving as the Institution's Accreditation Liaison Officer
- Serving as Co-Chair of the Institution's Self Study Initiative (next Accreditation Visit will be Spring 2026)
- Collaborated on writing the 2025-2026 MSCHE Self Study Design Document
- As follow up to the submission of 2025-2026 MSCHE Self Study Design Document, hosted a successful visit with the College's MSCHE Liaison in May 2024 and subsequently submitted final revisions to the Self Study Design Document in July 2024
- Actively facilitated and received approval to offer a new master's level online program in Cybersecurity through the New York State of Education which will launch in Fall 2024
- Actively facilitating RN to BSN and MSN level online programs in nursing through the New York State of Education which are anticipated to launch in Fall 2025

# CURRICULUM VITAE



**Kristine Lynn Still, PhD**

**Provost and Executive Vice President**

**Professor of Education**

**Hilbert College**

Bogel Hall 107D

5200 South Park Avenue

Hamburg, New York 14075

## **CONTINUED –Selected Accomplishments as Provost and Executive Vice President –** **(Start Date – June 12, 2023)**

### **Shared Governance**

- Serving as Chair of the Student Learning and Campus Life Committee of the Board of Trustees
- Continuous collaboration with the Faculty Senate President, Faculty Senate Officers, and Faculty Council
- Facilitated Faculty Handbook Revisions, relative to Shared Governance, which were finalized at the close of the Spring 2024 semester and will be implemented for the 2024-2025 academic year

### **Leadership Initiatives**

- Serving as second officer of the College; overseeing many day-to-day operations and acting on behalf of the President when necessary
- In addition to current role as Provost, served as Interim Vice President for Student Life and Dean of Students as well as the Interim Academic Dean during the Spring 2024 semester
- Hired eight new full time faculty members prior to the start of the 23-24 and 24-25 academic years
- Developed AY 24-25 budgets for the Division of Academic Affairs and the Division of Student Life
- Collaborated with faculty in designing and launching a new Academic Structure for the upcoming 2024-2025 academic year
- In collaboration with faculty, voted on a revised 4-day class schedule to be implemented in Spring 2025
- Reviewed, assessed, and updated the Strategic Plan for Academic Affairs and Student Life during the Spring 2024 semester
- Currently leading the development of various vertical articulation agreements as an outgrowth Hilbert College/Franciscan Shared Services acquisition of Valley College and our growing partnership
- Serving as an actively engaged member of Senior Staff, President's Council and Academic Affairs Council

# CURRICULUM VITAE



**Kristine Lynn Still, PhD**  
**Founding Dean, College of Applied and Social Sciences**  
**Professor of Education**  
**University of Mount Union**  
034 Kolenbrander - Harter Information Center (KHIC)  
Alliance, OH 44601-3993

## Selected Duties as Founding Dean - [Founding Dean - Leadership Profile](#)

### Leadership Agenda:

- Articulated a clear, unifying mission and vision, helping the College of Applied and Social Sciences to define its distinctive niche within a competitive educational marketplace.
- Built and nurtured partnerships, within the University and the greater community.
- Supported and advanced the Mount Union College of Applied and Social Sciences' commitment to diversity.
- Maintained and assured quality of teaching and learning through oversight of program accreditations and internal reviews, as well as compliance with academic policies.
- Sustained and motivated innovation and growth in curriculum design and delivery.

### Committee/University Service:

- Dean's Council
- Academic Affairs Council
- Graduate Council
- Resources and Planning Committee of the Faculty Senate
- Various Search Activities (Director of Physical Plant, Director of Honors Program Committee, and offered input for Instructional Designer Search and Library Director Search. Provided oversight of successful CASS faculty searches during AY 2019-2020 and AY 2020-2021.
- Akron North Advisory Board and Steering Committees
- University Mission and Ministry Committee
- University COVID 19 and Fall 2020 Planning Group
- Academic Affairs COVID 19 – Working Group
- University Academic Affairs Advisory Group for Strategic Planning (Co-Chair)

### Scholarly Activity:

- "Academic Program Analysis in the Midst of a Pandemic" – Presentation at the 2022 Annual Conference of the Higher Learning Commission- April 2022, Chicago, Illinois.
- Choose Ohio First Grant Author – award of \$504,000 to support scholarship funds for underrepresented interested in Northeast Ohio wishing to pursue STEMM fields at the University of Mount Union.
- Stark Community Foundation Planning Grant Award for AY 21-22 "Protecting Stark's Future – Alliance Area Community Learning Center for Adults, Youth and Children."
- "A Year in the Life of a College Restructure" – Presentation at The American Conference of Academic Deans – January 2020, Washington D.C.

# CURRICULUM VITAE



## **Kristine Lynn Still, Ph.D.**

*Associate Professor of Early Literacy Education*

*Associate Dean for Student Services and External Relations*

*College of Education and Human Service - Cleveland State University*

### **Duties as Associate Dean**

#### *Reporting and Assessment*

1. Submitted all external reports on behalf of the College
2. Assisted in the implementation of the College Evaluation system (exit and alumni surveys, etc. and preparation and processing of the necessary reporting)
3. Supported College and Program Accreditation efforts

#### *Student Services*

4. Directed and Managed the Education Student Services Center (faculty/staff advising system, undergraduate and graduate admissions, college faculty advising assignments, minority student recruitment/retention initiatives, student scholarships, teaching fellowships, FBI/BCI procedures required for field placements, graduate exit requirements, graduation applications, commencement preparations, processing ODE licensure applications, records retention, ESSC website maintenance and College email account.)
5. Supervised the activities of the Director of the Office of Field Services
6. Provided support for students through involvement with grievance procedures, petitions, and other concerns
7. Implemented Policies and Procedures governing our College & University

#### *Other Responsibilities*

8. Worked with respective departments to promote marketing of our programs
9. Supported the development of partnerships with schools and other community agencies
10. Coordinated all duties closely with the Associate Dean for Academic Affairs and Accreditation
11. Maintained twenty-five percent teaching load, i.e., one three or four-hour course per academic year
12. Represented the College and Dean in his/her absence with designated university and community groups
13. Served in ex-officio roles on designated college committees
14. Performed other duties as assigned

## **SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT**

### **Research Foci:**

Integration of meaningful technologies with literacy instruction  
Teacher Professional Development

### **Peer Reviewed Articles**

Gove, Mary K & **Still, K.** They'll Grow Up and Be Adults Wanting to Take Care of Our Environment: The Story of Jan and Critical Literacy. *Reading Improvement*. Project Innovation. 2014. Retrieved March 30, 2015, from HighBeam  
[Research:http://www.highbeam.com/doc/1G1-376070829.html](http://www.highbeam.com/doc/1G1-376070829.html)

**Still, K.**, Volk, D., Gove, M., Huang, G., & Galletta, A. (2011). Critical perspectives on urban teaching and learning: Four projects in one urban college of education. *Urban Learning, Teaching and Research Yearbook*. Retrieved March 30, 2015, from [http://www.aera-ultr.org/content/2011\\_eYearbook.pdf](http://www.aera-ultr.org/content/2011_eYearbook.pdf)

**Still, K.L.** & Gordon, J.P. (2012). Integrating meaningful literacy instruction with technology: Coaching through teachers' voices of exemplary practice. In Strong M. and Jay, A., *Promoting Quality Assurance in Literacy Instruction: The Preparation, Inquiries and Practices of Literacy Professionals*. New Foundations: Publishing and Consultancy. Retrieved March 30, 2015 from <http://www.newfoundations.com/GENERAL/ReadJour040512.pdf>

**Still, K. L.** & Flynt, C. (2012). Does repeated reading improve fluency and reading comprehension in adolescent readers? *Journal of the American Academy of Special Education Professionals* (Winter 2012 Edition). Retrieved March 30 2015 from <http://aasep.org/aasep-publications/journal-of-the-american-academy-of-special-education-professionals-jaasep/jaasep-winter-2012/index.html>

**Still, K. L.**, & Gordon, J. P. (2012). Multiple source quality indicators for effective early literacy teaching with technology. *The Journal of Literacy and Technology*, pp. 52-100 (13) 1. Retrieved March 30 2015 from <http://www.literacyandtechnology.org/volume-13-number-1-february-2012.html>

**Still, K.L.**, & Gordon, J.P. (2012). Plugged into Professional Development: An Analysis of Technology Integration. *The Reading Professor*, (34), 2, pp. 4-8.

**Still, K. L.**, & Gordon, J. P. (2012). Plugged into Professional Development: An Analysis of Technology Integration. *The Reading Professor*, pp. 4-8 (34) 2.

Gove, M., Volk, D., **Still, K.**, Huang, G., & Thomas-Alexander, S. (2011). A critical look at four multicultural reform efforts in one urban college of education. *Multicultural Education*, pp. 18-23 (18) 4.

**Still, K. L.**, & Gordon, J. P. (2012). Focusing on teacher perspectives through dialogue: The meaningful integration of literacy & technology. *The National Social Science Technology Journal*, pp. 80-97 (38) 2.

**Still, K. L.**, & Gove, M. K. (2011). Nurturing expanded critical literacy through the Teach Reflect Teach Process (TRT). *Literacy and Social Responsibility eJournal*, 4(1), 38-69. Retrieved March 30, 2015, from [http://web.csulb.edu/misc/l-sr/ejournal/issues/ejournal\\_4\(1\)Fall2011.pdf](http://web.csulb.edu/misc/l-sr/ejournal/issues/ejournal_4(1)Fall2011.pdf)

**Still, K. L.** (2011). Exploring the “Dream Factory” through snapshots from the “Bird Unit” -----The story of how one exemplary primary grade teacher integrated technology with literacy instruction in a high poverty urban setting: A case study. *The Journal of Technology Integration in the Classroom*, pp. 77-95 (3) 3.

**Still, K. L.**, & Gordon, J. P. (2011). A study of multiple sources as indicators of quality for effective early literacy teaching integrated with technology. *The National Social Science Technology Journal*. Retrieved March 30, 2015, from [http://www.nssa.us/tech\\_journal/volume\\_1-4/vol1-4\\_article11.htm](http://www.nssa.us/tech_journal/volume_1-4/vol1-4_article11.htm)

**Still, K. L.** & Gordon, J.P. (2011). Five decades of data: The evolving trends of literacy through CRA to ALER. *Literacy, Research, and Instruction*, 50(4), 327-347.

**Still, K. L.** & Gordon, J. (2009). Consensus building through the lens of Q methodology: Defining profiles for effective professional development for literacy practitioners. *College Reading Association Yearbook – Literacy Issues During Changing Times, A Call to Action*, 215-233.

Gordon, J. P., & **Still, K. L.** (2009). Knowing where we've been and deciding where to go: An analysis of the trends emerging from a review of the research literature on early childhood literacy and technology. *Balanced Reading Instruction*, 16(1), 51-66.

Smolen, L. A., Collins, L., & **Still, K. L.** (2008) Enhancing cultural understanding and respect with multicultural text sets in the k-8 classroom. *Ohio Journal of English Language Arts*, 48(2), 18-29.

O'Connor, B. & **Still, K. L.**, (2008). Integrating technology: Early childhood curriculum and pre-service training. *The Ohio Journal of Teacher Education*, 2 (2), 23-28.

Gordon, J. P. & **Still, K. L.** (2007). Becoming a “Techno-Teacher”: Deal me in. *Ohio Journal of English Language Arts*, 47(1), 20-27.

Oswald, R. A. & **Still, K. L.** (2004). Becoming teachers of writing: A model of professional development for primary teachers. *College Reading Association Yearbook – Celebrating the Power of Literacy*, 268-286.

### **Editorial Reviewed Articles**

**Still, K.L., DiPillo M.L. & Borotovicky, C. (2018).** Encouraging novice literacy educators to seek a lifeline of literacy support. *Literacy Today* (in print and forthcoming).

**Still, K.L.** Looking Back, and Forward: IRA@CSU. *Ohio Reading Teacher*, (44), 1, pp. 4-6.

**Still, K. L.,** & Gordon, J. P. (2012). Teacher portraits for purposing technology in primary grade classrooms. Winter 2012 Edition of the Technology in Literacy Education Special Interest Group on the International Reading Association Newsletter.

**Still, K. L. & Gordon, J. P.,** (2011). Focusing on teaching through dialogue. *The Principal Navigator, Winter 2011 Edition*, 20-21.

**Still, K. L.,** & Gordon, J. P. (2011). Exploring literacy research of the past to inform our future: Using chi-square to statistically analyze the frequencies of sessions on technology integration at annual meetings (2003-2008) of the International Reading Association Conference (IRA). Winter 2012 Edition of the Technology in Literacy Education Special Interest Group on the International Reading Association Newsletter. 5(1), 7.

### **Books and Monographs**

**Still, K. L. (2011).** *Integrating technology with literacy teaching in primary grade classrooms – Case studies of two exemplary teachers*. Germany: LAP Lambert Academic.

### **Book Reviews**

**Still, K. L. (2009).** Gotcha good: Nonfiction books to get kids excited about reading – Book Review. *Collection Management*, 34(2), 144-145.

**Still, K. L. (2009).** Best new media (K-12): A guide to movies, subscription websites, and educational software and games – Book Review. *Collection Management*, 34 (2), 147-148.

### **Publications (In Progress)**

**Still, K.L.,** Gordon, J., & Collins, L. Becoming IB from Application to Certification: The Developing Classroom Practices of IB Classroom Teachers.

Collins, L., **Still, K.L.,** & Gordon, J. Growing into IB: Using Q Methodology to Research Innovative Teaching Practices in an applicant IB School.

**Still, K.L.** Meeting Bouncy: A Pilot Test of the Usability of an Early Learning iPad-based Program Designed to Promote Self Efficacy for Young Learners in Classroom Settings.

**Still, K.L., & Lenhart, L.A.** Engaging Families and Enhancing Learning by Creating a "Nook" for Middle and High School Students.

**Still, K.L., & Gordon, J.P.** What Does the Research say about E-merging Writers?

**Still, K.L., & Gordon, J.P. & Collins, L.J.** Results, and Implications from an Evaluation of the Ohio Assessment Pilot Project.

**Still, K.L. & Gordon, J.P** What is the State of Technology in Ohio?

**Still, K.L., & Gordon, J.P.** Giving Voice to Teachers Piloting the Use of an Electronic Dyad Model to Promote Student Learning and Classroom Assessment Practices.

Collins, L.J., Gordon, J.P. & **Still, K.L.** Using QMethod to Study Teacher Candidate's Self Perceptions of Readiness for the edTPA.

**Still, K.L.** Exploring the Opportunities and Challenges of Common Core Quiz Activities related to Real Life Stories Making a Difference in the Lives of Middle School Youth.

#### **Presentations at Local, National, and International Conferences**

**Still, K.L. & Wakefield, R.** (2018). Creating a Teaching Pipeline for Urban High School Youth. Educators Rising National Conference, Orlando, Florida.

Collins, L., Gordon, J. & **Still, K.** (2014). IB Learner Profile in Action: Using Q Over Time as a Tool for Reflecting on the IB Learner Profile in Classroom Instruction. International Society for Scientific Study of Subjectivity, Salt Lake City, Utah.

Collins, L., Gordon, J., & **Still, K.L.** (2014) Growing into IB: Using Q methodology to research innovative teaching practices in an applicant International Baccalaureate school. American Educational Research Association (AERA), Philadelphia, Pennsylvania.

Gordon, J.P., Collins, L.J, & **Still, K.L.** (2014). Use literacy strategies as a new avenue to meaning construction in science. Tips for creating your personal science library with strategies to engage young learners. Paper accepted for presentation at NARST National Association for Research in Science Teaching, Pittsburgh, Pennsylvania.

**Still, K.L.** (2014). Meeting Bouncy: A Pilot Test of the Usability of an Early Learning IPad based Program Designed to Promote Self Efficacy for Young Learners in Classroom Settings. Accepted for presentation at EETC (Early Childhood Education Technology Conference).

**Still, K.L.**, & Gordon, J.P. (2014). Integrating Technology with Performance Assessment: A Survey of Teachers in a Statewide Pilot Project. Paper presented at EERA (Eastern Educational Research Association, Sarasota, Florida.

**Still, K.L.**, Gordon, J.P., & Collins, L. (2014). Growing into IB: Using Q methodology to research innovative teaching practices in an applicant International Baccalaureate school. EERA Eastern Educational Research Association, Sarasota, Florida.

**Still, K.L.** (2014). Meeting Bouncy: A Pilot Test of the Usability of an Early Learning IPad based Program Designed to Promote Self Efficacy for Young Learners in Classroom Settings. EERA Eastern Educational Research Association, Sarasota, Florida.

**Still, K.L.**, Gove, M.K., Volk, D. (2013). Differentiating Literacy Instruction at an IB Applicant School. Paper accepted for presentation at the Annual Meeting of the Association of Literacy Educators and Researchers, Dallas, Texas.

**Still, K.**, Gordon, J., & Collins, L. (2013) "Becoming IB: Using Q to Guide the Professional Development of an Applicant International Baccalaureate School"-Accepted for poster presentation at the International Q Conference, VU University, Amsterdam.

**Still, K.**, Collins, L., Gordon, J., & Abate, R. (2013) Becoming IB: Using Q methodology for Praxis in a First Year IB Applicant School. Paper presented at the American Educational Research Association, San Francisco, California.

**Still, K.**, Gordon, J., & Collins, L. (2013). Using Q Methodology in an IB Applicant School. Paper presented at the annual meeting of the Eastern Educational Research Association, Sarasota, FL.

**Still, K.L.** & Lenhart, L. (2012) Creating a "Nook" for Middle and High School Textbooks in a High Poverty Urban Setting: The Bookshelf Project (BPS). Annual Meeting of the Association of Literacy Educators and Researchers.

**Still, K.L.**, & Lenhart, L. (2012) Engaging Middle and High School Students by Using Electronic Reading Devices to Support Content Area Literacy Skills: The Bookshelf Project, Annual Reading Conference, Youngstown, Ohio.

**Still, K.L.** (2012) Integrating Authentic Inquiry with Literacy teaching In an Applicant International Baccalaureate Primary Grades School in a High Poverty Urban Setting. Ohio Council of the International Reading Association (OCIRA), Youngstown, Ohio.

Collins, L., **Still, K.**, Gordon, J., Vargo, L. Abate, R. (2012). *Profiles in practice: A staff's view of IB learner profile attributes in school practices*. International Society for the Scientific Study of Subjectivity, Pittsburgh, PA.

Collins, L., Gordon, J. **Still, K.**, Vargo, L. Lenhart, L. (2012). *A Q methodology study of personal Learning profiles –An IB staff looks in the mirror*. American Educational Research Association, Vancouver, British Columbia, Canada.

Collins, L., Gordon, J., **Still, K.**, Vargo, L. & Lenhart, L. (2012). A Q-Study Measuring Staff Member views of IB Learner Profile Attributes in Classroom Practices. Paper presented Eastern Educational Research Association, Hilton Head, SC.

**Still, K.**, Vargo, L. & Lenhart, L. (2012) Creating Nooks for Classroom Content Area Reading. Annual meeting of the Eastern Educational Research Association, Hilton Head, SC.

**Still, K.** & Gordon, J. (2012). *Revealing Focus Areas at Professional Meetings through Content Analysis*. Annual meeting of the Eastern Educational Research Association, Hilton Head, SC.

**Still, K.** & Gordon, J. (2011). *50 years of literacy research and instruction: Trends and issues from CRA to ALER*. Annual meeting of the Association of Literacy Educators and Researchers, Richmond, VA.

**Still, K.** & Gordon, J. (2011). *Readers' response through storybook snacks and suppers*. Annual meeting of the Association of Literacy Educators and Researchers, Richmond, VA.

Gordon, J., Collins, L., Kline, L., & **Still, K.** (2011). *Crayons to the cloud*. Annual Reading Conference, Akron, OH.

Grindall, K., **Still, K.**, & Gordon, J. (2011). *Going beyond the book: Response to instruction through technology*. Presentation. Annual Reading Conference, Akron, OH.

Collins, L., Gordon, J., **Still, K.**, Vargo, L., Abate, R., and Lenhart, L. (2011). A look in the mirror-staff perceptions of their own learning profiles in a new international baccalaureate school program: A Q methodology study. International meeting of the International Society for the Scientific Study of Subjectivity, Birmingham, UK.

Gambrell, L. B., & Still, K. L. (2011) Hooked on the Reading Habit. *Institute 15 -----Teaching early learners: Remixing literacy, technology, and motivation*. Annual Convention of the International Reading Association, Orlando Florida.

Gordon, J. P., **Still, K. L.** (2011). *Podcast portraits for purposing technology in primary grade classrooms*. Annual Convention of the International Reading Association, Orlando, Florida.

**Still, K. L.**, & Gordon, J. P. (2011). *Integrating meaningful literacy instruction with technology: Coaching through teacher voices of exemplary practice*. Widener University International Literacy Coaching Summit, Philadelphia, Pennsylvania.

Huang, G., **Still, K.**, Gove, M., Volk, D., Galletta, A. (2011). *Critical perspectives on urban teaching and learning: Four projects in one urban college of education*. Annual Meeting of the Educational Research Association, New Orleans, Louisiana.

**Still, K. L.**, & Gordon, J. P. (2011). *Creating technologically enhanced and socially collaborated enhanced learning spaces: Towards a discourse between architects and educators*. Annual Meeting of the Eastern Educational Research Association,

**Still, K. L.**, & Gordon, J. P. (2011). *Teaching with technology through dialogue*. Paper presented at the Annual Meeting of the Eastern Educational Research Association, Sarasota, Florida.

**Still, K. L.**, & Gordon, J. P. (2010). *An analysis of the trends emerging from a ten-year review of the research literature on early childhood literacy and technology*. Paper presented at the Annual Meeting of the National Reading Conference, Fort Worth, Texas.

**Still, K. L.**, & Gordon, J. P. (2010). *Integrating literacy instruction with technology: How do exemplary teachers know what to do?* Annual Meeting of the Association of Literacy Educators and Researchers, Omaha, Nebraska.

**Still, K. L.**, & Gordon, J. P. (2010). Three decades of data: The evolving trends of literacy through CRA to ALER. Annual Meeting of the Association of Literacy Educators and Researchers, Omaha, Nebraska. **[Invited Presentation]**

**Still, K.**, & Gordon, J. (2010). *Exploring literacy research of the past to inform our future: Using Chi square to statistically analyze the frequencies of sessions on technology integration at annual meetings of NRC*. Annual Meeting of the International Reading Association, Chicago, Illinois.

Volk, D., Gove, M., Huang, G., **Still, K.**, Alexander, S., (2010). *Four projects in one urban college of education: A critical perspective on teaching and learning*. Annual Meeting of the American Educational Research Association, Denver, Colorado.

**Still, K.**, & Gordon, J. (2010). *Quality indicators for effective early literacy teaching with technology from multiple sources*. Annual Meeting of the American Educational Research Association, Denver, Colorado.

**Still, K.**, & Gordon, J. P. (2009). *Digitale-ing – Unique ideas for integrating multicultural literature with PowerPoint and SMART Board technologies*. Annual meeting of the Association for Literacy Educators and Researchers, Sarasota, Florida.

**Still, K., & Gordon, J. P. (2009)** Literacy communities built around the five essential components of CRA presentations with the what's hot and what's not list 2003-2008. Annual meeting of the Association for Literacy Educators and Researchers, Sarasota, Florida.

**Still, K. (2009).** *Expanding teachers use of high-quality literature through growth and interaction: A supportive model of professional development.* Annual meeting of the Association for Literacy Educators and Researchers, Sarasota, Florida.

**Huber, S., Gordon, J., & Still, K. (2008).** *Activating meaning making through reader response.* Presentation at the Annual Meeting of The College Reading Association, Sarasota, Florida.

**Still, K., & Gordon, J. (2008)** *Digitale-ing – Unique ideas for integrating authentic children's literature with technology.* Presentation at the Annual Meeting of The College Reading Association, Sarasota, Florida.

**Still, K. (2008).** *Resourcing urban elementary classroom libraries through endowed funds: A supportive model of professional development.* Presentation at the annual meeting of the College Reading Association, Austin, Texas.

**Gordon, J., & Still, K. (2007).** *Defining profiles for effective models of electronic professional development with Q methodology.* Paper presented at The Midwestern Educational Research Association Annual Meeting, St. Louis, Missouri.

**Still, K., & Gordon, J. (2007).** *Making meaning with curriculum through technology integration: A Q methodology study of how exemplary elementary teachers guide classroom literacy practices.* Paper presented at College Reading Association Annual Meeting, Salt Lake City, Utah – November 2007.

**Still, K. L., & Gove, M. K. (2007).** *Creating communities of practice: Building collegiality among full and part-time literacy faculty at an urban institution.* Presentation at The College Reading Association Annual Meeting, Salt Lake City, Utah.

**Still, K. L. (2007).** *Utilizing endowed funds to build elementary classroom libraries: The story of how one public university is partnering with a public-school district in an economically challenged city in the United States.* Presentation at The National Reading Conference, Austin, Texas.

**Still, K. L. (2007).** *Spreading the seeds of Miss Rumphius: A qualitative analysis of an electronic model of professional development designed to engage educational experts.* Presentation at the 52<sup>nd</sup> Annual Meeting of the International Reading Association, Toronto, Ontario, Canada.

**Still, K. L., & Smolen, L. (2007). *The beliefs and instructional practices of two exemplary primary grade teachers when integrating technology with literacy instruction: A qualitative case study.*** Paper presented at the annual meeting of the American Educational Research Association, Chicago, Illinois.

Gordon, J., & **Still, K.** (2007) *Knowing where we've been and deciding where to go: An analysis of the trends emerging from a review of the research literature on early childhood literacy and technology.* Paper presented at the Fourth Annual Educational Research Exchange Conference, Youngstown, OH.

Smolen, L. A., & **Still, K. L.** (2006). *Enhancing multicultural text sets with multimedia resources.* Presentation at the Annual Meeting of The College Reading Association, Pittsburgh, PA.

**Still, K. L., & Gordon, J.** (2006, October). *Knowing where we've been and deciding where To go: An analysis of the research literature on early childhood literacy and technology.* Paper presented at the Annual Meeting of the Mid-Western Educational Research Association.

Smolen, L., **Still, K. L., & Collins, L.** (2006). *Multicultural meets multimedia: Integrating multicultural literature with electronic resources.* Presentation at the International Reading Association's Annual Meeting, Chicago, Illinois.

Gordon, J., & **Still, K. L.** (2006). *Where have we been and where are we going: A content analysis of the research literature on early childhood literacy and technology.* Paper presented at the International Reading Association's Annual Meeting, Chicago, Illinois.

Gordon, J., O'Connor, B., & **Still, K. L.** (2005, November). *Using a book in a bag to promote literacy, curriculum integration, and service learning: A site-based project for teacher candidates.* Presentation at the 49<sup>th</sup> Annual Meeting of the College Reading Association, Atlanta, GA.

Smolen, L. A., & **Still, K. L.** (2005). *Integrating award winning multicultural picture books with electronic resources.* Presentation at the 49<sup>th</sup> Annual Meeting of the College Reading Association, Atlanta, GA.

O'Connor, B., Varonis, E., & **Still, K. L.** (2005). *Enhancing education courses and growing faculty: Collaborating with WebCT.* Presentation at the 7<sup>th</sup> Annual WebTV User Conference, San Francisco, CA.

Oswald, R. A., **Still, K. L., & Broadway, F. S.** (2004). *A site-based learning community approach to teacher candidate education: Opportunities and challenges.* Presentation at the 48<sup>th</sup> Annual Meeting of the College Reading Association, Delray Beach, FL.

**Still, K. L.**, & Stuart, D. H. (2004). *Responding to poetry: Preservice teachers' approaches to integrating technology*. Presentation at the 48<sup>th</sup> Annual Meeting of the College Reading Association, Delray Beach, FL.

O'Connor, B., & **Still, K. L.** (2004). *Technology, content standards, and the integrated primary curriculum planning for the primary grades: Approaches for teacher educators*. Presentation at the 48<sup>th</sup> Annual Meeting of the College Reading Association, Delray Beach FL.

McKeon, C. A., Mraz, M. E., Newton, E. V., Oswald, R. A., Peck, J. K., Smolen, L. A., & **Still, K. L.** (2003). *Working conditions: Electronic models of professional development*. Presentation at the 47<sup>th</sup> Annual Meeting of the College Reading Association, Corpus Christi, Texas.

Oswald, R. A., & **Still, K. L.** (2003, October). *Good teachers of writing: A model of professional development for primary teachers*. Presentation at the 47<sup>th</sup> Annual Meeting of the College Reading Association, Corpus Christi, TX.

### **Presentations at Local Conferences, Workshops, and Schools**

**Still, K. L.**, & Gordon, J. P. (2006). *Engaging educational experts: A model of professional development*. Presentation at the Annual Kent State University, University of Akron, and Youngstown State Reading Conference, Youngstown, Ohio.

**Still, K. L.**, & Lenhart, L. A. (2006). *Differentiating instruction: E-Learning modules*. Woodridge Local Schools, Peninsula, OH.

Smolen, L. A., & **Still, K. L.** (2005, November) *Teaming multicultural texts with technology*. Presentation at the Annual Kent State University / University of Akron Reading Conference, Akron, OH.

O'Connor, B., **Still, K. L.**, & Gordon, J., (2005). *Technology and integrated curriculum*. Presentation at the Ohio Association for the Education of Young Children's Annual Conference, Columbus, OH.

**Still, K. L.**, & Stuart, D. H. (2005, November). *Cin(e)-poetry! Integrating technology in reader response*. Presentation at the Annual Kent State / University of Akron Reading Conference. Akron, OH.

Smolen, L. A., & **Still, K. L.** (2005). *Multiculturalism meets multimedia: Connecting multicultural books with cyberspace*. Presentation at the Cleveland Municipal School District's "Building Language and Academic Skills through Multicultural Literature" Professional Development Session, Cleveland, OH.

Varonis, E., O'Connor, B., & **Still, K. L.** (2005). *Collaborating by design: How sharing online resources reduces stress and increases engagement*. Paper presented at the Ohio Digital Commons for Education 2005 Conference, Columbus, OH.

**Still, K. L.**, & Gordon, J. P. (2004). *Becoming a “techno-teacher”: Tips for integrating technology into your primary grade literacy program*. Presentation at the Annual Kent State University/University of Akron Reading Conference, Kent, OH.

Smolen, L. A., & **Still, K. L.** (2004). *Literacy development and the integration of technology in the multilingual primary classroom*. Presentation at the Twenty-Fourth Annual Multilingual Multicultural Education Conference, Cleveland, OH.

Smolen, L. A., & **Still, K. L.** (2004). *Guided reading and writing with nonfiction in the primary grade classroom*. Presentation at the Ohio Council of the International Reading Association Spring Conference, Cleveland, OH.

Smolen, L. A., & **Still, K. L.** (2004, November). *Selecting and using multicultural picture books in K-8 classrooms*. Presentation at the Ohio Council of the International Reading Association Fall Conference, Kent, OH.

**Still, K. L.** (2003). *Comprehensive literacy in the primary grades*. Presentation at the Cleveland Heights – University Heights District Wide Professional Development Day, Cleveland, OH.

**Still, K. L.** (2003, November). *“Guided literacy” in a technologically-enhanced classroom (K-2)*. Presentation at the Annual Kent State/University of Akron Reading Conference, Akron, OH.

### **Invited Presentations**

May 2004 ~ Ms. Mary Weller, The University of Akron  
*Evaluating language literacy with the Flynt Cooter Assessment Tool*

June 2004 ~ Dr. Harold Foster, The University of Akron  
*Early childhood literacy & the writing process*

October 2004 ~ Dr. Evangeline Newton, The University of Akron  
*Writing an article for publication in the CRA Yearbook*

May 2005 ~ Dr. Lynn Smolen, The University of Akron  
*Evaluating websites to use in web quests for culturally relevant literacy learning*

May 2005 ~ Dr. Carole Newman, The University of Akron  
*Thoughts on being a doctoral student*

June 2005 ~ Dr. Lynn Smolen, The University of Akron  
*Creating effective web quests and power point presentations, Part 1*

June 2005 ~ Dr. Lynn Smolen, The University of Akron  
*Creating effective web quests and power point presentations, Part 2*

June 2006 ~ Dr. Lynn Smolen, The University of Akron  
*Creating effective web quests and power point presentations*

June, 2006 ~ Dr. Carole Newman, The University of Akron  
*Tips for successful completion of the doctoral degree*

November, 2006 ~ E-Docs, The University of Akron  
*A panel discussion of successful doctoral student experiences*

March, 2007 ~ Reading First Ohio Center, Columbus, Ohio  
*Integrating nonfiction texts with technology*

June 2009 ~ Dr. Jaclyn P. Gordon, The University of Akron  
*Teaching of writing in primary grade classrooms*

September 2011 – *Discussion Moderation for WVIZ/PBS (Tech and Early Childhood)*

December 2013 – *Presenter at Lake Erie Correctional Facility (Content Area Literacy)*

April 2014 – Horizon Science Academy – Cleveland, Ohio  
*The Importance of Family Literacy and Ohio's 3<sup>rd</sup> Grade Reading Guarantee*

May 2014 – Outwhait Community Center – Cleveland, Ohio  
*The Importance of Family Literacy and Ohio's 3<sup>rd</sup> Grade Reading Guarantee*

## **GRANTS, AWARDS, NOMINATIONS**

### **Grants**

NSF (Eager Grant) with Tri-C  
*Integrating Affective Attributes into Online Learning Modules*  
(Not Funded).

**Jennings Foundation (\$20,000)**  
Collaboration with ESC of Cuyahoga County, Baldwin Wallace, Strongsville City Schools, Maple Heights City Schools, CMSD MC2 High School and Facing History New Tech High School.  
*Transitioning High School Writers to College Level Courses with Virtual Tutoring*  
**(Funded) – Fall 2014/Spring 2015**

Jennings Foundation (\$17,000.00)  
With Mary Gove & Grace Huang  
*Conducting Action Research at the Campus International School*  
**(Funded) (Fall 2014/Spring 2015)**

National Science Foundation (Eager Grant)  
With Lev Gonick & Marv Schwartz of One Community and Case Western Reserve University.  
*Multipoint Video Conferencing with STEM*  
**(Funded, \$300,000.00) —(Spring 2015)**

CSU Civic Engagement Grant  
IRA@CSU –International Reading Association Student Group  
*Supporting Family Literacy & Awareness at the Outwhaite Community Center*  
**Funded —\$2500 (Spring 2014)**

CSU Civic Engagement Grant  
Community Learning Center for Children and Youth (CLC)  
*Kids Camp for children from the Outwhaite Community*  
**\$5,000.00 – Funded (Summer 2014)**

Jennings Foundation Grant  
With Mary Grove and Dinah Volk  
Differentiating Instruction at the Campus International School  
**\$15,000.00 – Funded (Spring 2013)**

United States Department of Justice —Principal Investigator  
N.A.B.S. (Nook Anti Bullying Software)  
**\$499,830.26 —Not Funded —(Spring 2012)**

**Co-Principal Investigator for CSU Faculty Research Development Grant – Award \$9,000**  
The focus of this grant is to conduct a study regarding 3<sup>rd</sup> grade students' reading attitudes in classrooms that have access to authentic children's literature provided by The Cleveland Schools Book Fund. This work will also involve the development of instrumentation measures of children's engagement with authentic literature. The overarching goal of this project is to incorporate its findings into a more comprehensive research proposal to be submitted to a large external funding agent.

(\*Co-Principal Investigator with Dr. Hoe Kyeung Kim / Cleveland State University)

**Co-Principal Investigator for Jennings Foundation Grant ——— Award \$15,000**  
Year 2 -Linking the Cleveland Schools Book Fund to an Expanded Critical Literacy Approach: A Program of Teacher Professional Development.  
(\*Co-Principal Investigator with Dr. Mary K. Gove / Cleveland State University)

Co-Principal Investigator for Jennings Foundation Grant ----- Award \$15,000

Linking the Cleveland Schools Book Fund to an Expanded Critical Literacy Approach: A Program of Teacher Professional Development

(\*Co-Principal Investigator with Dr. Mary K. Gove / Cleveland State University)

(\*Co-Author with David Baggs / CSU University Advancement)

Co-Author for Eva L. and Joseph M. Bruening Foundation - Award \$20,000

The Cleveland Schools Book Fund for additional book purchases.

(\*Co-Author with David Baggs / CSU University Advancement)

Co-Author for George W. Codrington Charitable Foundation - Award \$5,000

The Cleveland Schools Book Fund for additional book purchases.

(\*Co-Author with David Baggs / CSU University Advancement)

Co-Author for George Gund Foundation - Award \$248,000

The Cleveland Schools Book Fund for additional book purchases.

(\*Co-Author with David Baggs / CSU University Advancement)

Co-Author for The Cavalier's Youth Fund - Award \$50,000

The Cleveland Schools Book Fund for website development, professional development, and community outreach.

(\*Co-Author with David Baggs / CSU University Advancement)

Co-Author for The Book in the Bag Project Service-Learning Grant - Award \$2000-

University of Akron Office of Student Development

(\*Co-Author with Dr. Jaclyn Gordon / The University of Akron)

**Awards**

2014 – 2015 -----CSU Faculty Merit Award for Research and Service

2013 – 2014 -----CSU Faculty Merit Award for Research and Service

**Nominations**

**2014 Nominated by CSU Office of Engagement to submit for the President's Higher Education Community Service Honor Role**

**2012 Nominated for AERA Division K – Early Career Award Nominated by Lisa Ann Lenhart, Ph.D. (The University of Akron)**

**2010 Association of Literacy Educators and Researchers (ALER) Nominated for Jerry John's Promising Researcher Award Nominated by Linda Gambrell, Ph.D. (Clemson University)**

### **Recent Professional Consulting**

2014

Present Taking on the Giant Website Project  
Collaboration with former Ohio State Senator, Charlie Butts.  
(Lead Higher Education Consultant and Project Director)

2014-2015

Ohio Performance Assessment  
Project Facilitator

2011-2010

Cleveland State University Special Education Department  
*Development of Online Reading Praxis Review Module*

2011-2010

Greater Cleveland Professional Development Center (GCEDC)  
*Literacy Network Facilitator*

2010-2011 Scholastic, Inc.

*Classroom Library Makeover (Cleveland Metropolitan Schools)*

### **Research-Based Consulting**

*Ohio Department of Education*

2012-2013 Higher Education Faculty Expert (ELA & Grades 3, 4, and 5) – OPAPP 2013-2014  
Higher Education Faculty Expert (ELA & Grades 3, 4, and 5) –OPAPP  
2012 -2013 Moderation Panelist (ELA, Science, & Social Studies) –OPAPP  
2013 -2014 Moderation Panelist (ELA, Science, & Social Studies) -OPAPP  
2013 -- 2014 Consultant for work with Middle School Cohort  
2013-2014 Internal Evaluator for the Ohio Performance Assessment Project  
2014-2015 Internal Researcher – Performance Task Writing Workshops

*Aspen Research Associates*

2010-2011 – Literacy Expert & Qualitative Researcher, (Reading By 3<sup>rd</sup> – RB3) Year 1  
Program Evaluation for St. Paul Public Schools & Greater Twin Cities United Way

### **Administrative Duties at Cleveland State University**

2008 – 2015 –Coordinator, Literacy Education Program

- Oversaw Literacy GA
- Facilitated Biweekly Literacy Program meetings
- Worked collaboratively with TE to support scheduling and staffing of classes, lab fee expenditures, advising issues/concerns and other relevant programmatic elements
- Facilitated internal and state level curriculum proposals for Master's and RE program

2010 – 2014 Co Director of the Community Learning Center for Children and Youth

- Oversaw CLC Administrative Coordinator (subsequently GA & Student Workers)
- Oversaw CLC daily operations
- Facilitated Biweekly meetings with CLC Administrative Assistant & CLC Team
- Provided direction/vision for CLC activities/initiatives

### **Editorial Board Service**

*Literacy Research Association Yearbook*

*Reading Research and Instruction*

### **Service to Professional Organizations**

ALER – Association of Literacy Educators and Researchers

*Association's Webmaster (November 2011 to November 2013)*

OCIRA – Ohio Council of the International Reading Association

*Membership Director (2012 to 2015)*

OCIRA – Ohio Council of the International Reading Association

*Associate Journal Co-Editor, *The Ohio Reading Teacher* (2013 – 2015)*

OCIRA – Ohio Council of the International Reading Association

*Executive Board Service as Vice President & President Elect (2015-2018)*

OCIRA – Ohio Council of the International Reading Association

*Organization President & Executive Board Chairperson (2018-2019)*

### **Service to Cleveland State University's College of Education and Human Services**

2014 – 2015 Committee Chair,

*(Tenure Track in Literacy Education Faculty Search)*

2014 – 2016 COEHS Accreditation Advisory Board

2014 – 2015 Committee member, Search Committee

*(Visiting Assistant Professor Early Childhood Education)*

2013 – 2015 Teacher Education Advisor Council

2013 – Fall/Committee member, Search Committee  
(*Visiting Assistant Professor Early Literacy*)  
2013 – Summer /Co Chair, Search Committee  
(*Visiting Assistant Professor in Early Literacy*)  
2013 – 2014 CSU 50<sup>th</sup> Anniversary Celebration Committee  
2012 –2013 Faculty Affairs Council  
2012–2013 Chair, Annual Reading Conference Planning Committee  
2011–2012 Undergraduate Affairs Council  
2011–2012 COEHS Curriculum Re-Design Committee Member (CREATE)  
2010–2011 Curriculum Design Team (Campus International School)  
2009 – Present Founding & Lead Faculty Advisor for CSU Student Chapter of International Reading Association (IRA@CSU)  
2011–2012 COEHS Technology Committee Chair  
2007–2012 COEHS Technology Committee Member

#### **Service to Cleveland State University**

University Student Life Committee of the Faculty Senate (2014-2016)  
CSU Website Task Force (2012 – 2013)  
CSU Graduation & Convocation Committee (2012 – 2014)  
CSU E-Learning Advisory Committee (2011-2013)  
President's Advisory Council on Equal Access and Opportunity (2010 – 2012)  
University Student Grievance Board (2010-2011)  
University Student Life Committee of the Faculty Senate (2009-2011)  
CSU Academic Misconduct Review Committee

#### **Master's Thesis and Dissertation Activities**

- Curriculum & Instruction Master's Project Director (Spring 2012)
- Literacy Education Dissertation Committee Member (Faculty Advisor / Mary Gove) Fall 2013
- Special Education Master's Project Committee Member (Faculty Director / Tachelle Banks) Spring 2014
- Special Education Master's Project Committee Member (Faculty Director / Amanda Yurick) Fall 2014/Spring 2015
- Special Education Master's Project Committee Member (Faculty Director / Tachelle Banks) Spring 2015

## Initial Appointment for Professional/Administrative Staff Employment

6/18/2025

Dear Kristine Still:

It is a pleasure to inform you of your appointment to the professional/administrative staff of Youngstown State University, as described herein:

Title: Associate Provost, Academic Administration

Department: Provost VP - Academic Affairs

Effective Date: 8/11/2025

Union: Excluded from Any Bargaining Unit

Annual Salary: \$135,000.00

Salary Grade: A11 Excl.

FTE: 1.0

Orientation Date: 8/11/2025

This appointment is subject to approval by the Youngstown State University Board of Trustees at its next meeting. Your position is assigned to the salary grade listed above. Your salary will be paid in appropriate increments on a semi-monthly basis during each month of employment. This appointment is entered into by you and Youngstown State University and is subject to the provisions of the Constitution and the Ohio Revised Code; Ohio Administrative Code; Rules and Regulations adopted by the Board of Trustees of Youngstown State University (including those pertaining to outside employment and reporting such employment).

Your appointment is contingent upon:

- Providing the Office of Human Resources with an official copy of your academic transcript prior to 8/11/2025;
- Receipt of favorable reports regarding criminal/background records search and employment history;
- The availability of funds, you rendering service to the University in accordance with the provisions of applicable laws, regulations and policies, and your submission of proper documentation of your professional credentials;
- Your production of documents within three working days after the effective date of your appointment (8/11/2025) which establish your identity and eligibility to be employed in the United States in accordance with the Immigration Reform and Control Act of 1986. (Documents acceptable to establish your identity include a valid state-issued driver's license with a photograph, a U.S. Military Card, etc. Documents that establish your employment eligibility include an original Social Security Number Card, a birth certificate issued by a State, county, or municipal authority bearing a seal or other certification, an unexpired INS Employment Authorization, etc.).

In accordance with the departmental and college requirements for tenure and promotion, the department chair and dean have recommended you be appointed with the earned faculty rank of professor with tenure within the Department of Teacher Education and Leadership Studies, Primary/Primary Intervention Specialist Program in the Beeghly College of Liberal Arts, Social Sciences and Education (BCLASSE). The provost has forwarded that recommendation along with her support to the President who will make the final recommendation to the Board of Trustees. In accordance with university policy 3356-9-05 Faculty rank and tenure for designated administrators, this recommendation will be considered for formal approval by the Board of Trustees at their June meeting.

If the tenure recommendation is approved by the Board of Trustees, and should you wish to step down from the position of Associate Provost, Academic Administration to assume full-time faculty status at the University, you will thereafter be deemed a full-time, nine-month faculty member with tenure.

The annual base salary recommended to the Board of Trustees for approval for the earned faculty rank of a tenured professor will be \$86,044. Any increases to the base salary would be determined in accordance with the provisions of applicable University rules, Board policies and collective bargaining agreements.

In addition to your salary, you may be eligible for participation in certain fringe benefit programs including health and life insurance. Benefits and eligibility will be reviewed in your new employee orientation session and can be viewed at <https://ysu.edu/human-resources/employee-benefits>.

**Please note that this position is NOT covered by Social Security.** In compliance with the Social Security Protection Act of 2004, you will be required to complete Form SSA-1945 (03/2025) that explains how a pension from this job could affect future Social Security benefits to which you may become entitled.

You have the option of enrolling in Ohio's Public Employees Retirement System (OPERS) or in an Alternative Retirement Plan (ARP) for the duration of this appointment. As a condition of employment your salary and other payments made to you will be subject to the "Salary Reduction Pick-Up". This means the University may pick up the employee's portion of the retirement contribution to a qualified pension plan. Taxes for the pick-up contributions may then be deferred until the employee receives contributions as either a refund after termination of employment or as retirement benefits. Without a pick-up plan, employee contributions to a qualified pension plan are generally taxable at the time the contribution is made. A pick-up plan allows deferral of the income taxes on the employee's required contribution amount. Youngstown State University participates in the salary reduction employer pick-up, employees' contributions are paid by the employer, and the employee's gross salary is reduced by the amount of the contribution.

Professional/Administrative excluded staff on full-time appointments will earn 7.33 hours of vacation leave and 5 hours of sick leave per each semi-monthly pay period, per Board policy, and subject to change. Vacation leave is earned commencing with the first semi-monthly pay period but may not be used until you have entered into your fourth month of University service. All vacation and sick leave accrual amounts for part-time excluded staff are prorated according to the assigned FTE.

Policies of the Board of Trustees require that all new staff members who are ineligible for representation for purposes of collective bargaining because of the nature of

their positions be so advised at the time of appointment. As a Professional Administrative Excluded Staff Member, you will not be entitled to representation for purposes of collective bargaining under the provisions of the Ohio Revised Code and University Policy.

As an at-will employee, the University has the right to terminate your appointment at any time for any reason other than cause, with 90 days' notice provided to you.

Youngstown State University may terminate your appointment at any time with cause. If cause exists, you will be terminated effective immediately upon receipt of written notice. For purposes of this appointment, cause shall mean: (a) neglect or failure to fulfill the duties, responsibilities and obligations required of your position as determined in the sole judgment of the University; (b) any conduct that constitutes moral turpitude or that would bring public disrespect upon the University, including written or verbal disparaging comments, remarks or statements against the University or its administration as determined by the University; (c) a violation of any local, state or federal law, excluding minor violations; or (d) any other normally understood meaning of cause in similar employment at the other public universities in the State of Ohio. Upon a termination for cause, the University shall have no further obligation to you pursuant to your appointment other than the payment of base salary earned through the date of termination.

Additional terms and conditions of employment are as follows, if any:

- A relocation allowance of \$1,000. All relocation and moving expenses, including possible repayment, are subject to the provisions of [University policy 3356-7-54](#), Relocation Allowance for New Employees and applicable guidelines.

We are pleased to have you join us at Youngstown State University and hope that you will have a rewarding experience here.

Best Regards,

Jennifer Lewis-Aey  
Executive Director Human Resources/Chief Human Resources Officer

A handwritten signature in blue ink that reads "Kristine Still".

**Signature**

June 18, 2025



**RESOLUTION TO AUTHORIZE CONFERRAL OF EMERITUS STATUS  
FOR FACULTY AND ADMINISTRATORS**

**WHEREAS**, the Policies of the Board of Trustees provide for the conferral of emeritus status upon University faculty and professional/administrative staff members upon retirement or death following at least ten years of meritorious service and are recommended by the President of the University; and

**WHEREAS**, in accordance with University Policy 3356-7-17, Retiree Privileges and Emeritus Status, this resolution nominates three recently retired faculty members for Faculty Emeritus Status, and two recently retired administrators for Administrator Emeritus Status; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty and professional/administrative staff members listed and attached hereto respectively, are hereby granted the emeritus title designed thereon.

## **FACULTY and STAFF RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 23, 2025)

<b>Retiree</b>	<b>Years of Service</b> <b>Title and Department at Retirement</b>	<b>Status</b>
Mustansir Mir	28 Professor Humanities and Social Sciences	Faculty Emeritus
Valerie O'Dell	28 Professor Centofanti School of Nursing	Faculty Emeritus
Elaine Ruse	44 Associate Vice President for Student Enrollment and Business Services Student Enrollment and Business Services	Administrator Emeritus
Salvatore Sanders	25 Dean and Assistant Provost Dean - College of Graduate Studies	Administrator Emeritus
Eric Wingler	42 Professor Mathematics and Statistics	Faculty Emeritus

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Nomination of an individual for Emeritus Status should be based on the following criteria and supported by substantial documentation: length of service (typically totaling more than 10 years), the overall quality of that service, the contribution to the University, and the service to society beyond the University.



## **RESOLUTION TO RATIFY PERSONNEL ACTIONS**

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

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the March 13, 2025, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2025-2026 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-05, Faculty Rank and Tenure for Designated Administrators; 3356-9-02, Selection, Appointment, and Annual Evaluation of Administrative Officers; 3356-7-42, Selection, Appointment, and Evaluation of Professional/Administrative Staff; 3356-7-43, Externally Funded University Positions; 3356-7-36, Hiring and Selection Process, Evaluation and Compensation for Intercollegiate Athletic Coaches; and 3356-7-46, Supplemental Pay Assignments for Full and Part-time Faculty and Professional/Administrative Staff and Secondary Appointments for Full-time Faculty;

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



## **SUMMARY OF PERSONNEL ACTIONS**

**Faculty & Department Chairs**

**1/16/2025 through 4/15/2025**

**Separations – 0**

**Appointments – 0**

**Position Adjustments – 0**



## SUMMARY OF PERSONNEL ACTIONS

### Professional Administrative - (Excludes Athletics)

1/16/2025 through 4/15/2025

#### **Separations – 8**

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

#### **Appointments – 13**

##### **Replacement Positions – 7**

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

##### **New Positions – 6**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 2

#### **Reclassifications/Position Adjustments – 10**

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 4

#### **Promotions – 13**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 7
  - Position Search Waivers – 3
- Professional Administrative Externally Funded – 3

#### **Salary Adjustments – 7**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 6

#### **Transfers – 1**

- Professional Administrative Excluded – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>SEPARATION TYPE</b>
Osborne, Jacob	APAS	Academic Advisor 2	Dean - WCBA	2/4/2025	1.00	\$ 44,000.00	Termination
Berardini, Claire	Excluded	Associate Provost Student Success	Student Success	1/31/2025	1.00	\$ 128,165.19	Resignation
Memaj, Eron	Excluded	Executive Director International Programs	International Programs Office	3/4/2025	1.00	\$ 109,140.00	Non-renewal
O'Connell, Daniel	Excluded	Director of Support Services	Parking Services	2/28/2025	1.00	\$ 106,349.03	Retirement
Yerse, Jeremy	Excluded	Director Information Technology Infrastructures	IT Infrastructure Services	3/7/2025	1.00	\$ 114,444.00	Resignation
Goist, Edward	Externally Funded	Coordinator	WYSU - FM	3/31/2025	1.00	\$ 66,579.32	Retirement
Janofa, David	Externally Funded	Associate Vice President	Center for Workforce Education & Innovation	2/6/2025	1.00	\$ 130,050.00	Non-renewal
Rodik, Craig	Externally Funded	Site Coordinator	Community Engagement	3/7/2025	0.80	\$ 37,429.71	Resignation

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATE	FTE	SALARY
Bluhm, Christopher*	APAS	Coordinator Math Readiness	Mathematics & Statistics	2/3/2025	1.00	\$ 50,000.00
Logan, Keith*	APAS	Coordinator Career Internships and Co-Ops	Dean - STEM	3/3/2025	1.00	\$ 44,000.00
McCarthy, Jessica	APAS	Case Manager	Dean of Students	2/17/2025	1.00	\$ 45,000.00
Skowron, Jennifer	APAS	Coordinator, Grants	Office of Research Services	3/3/2025	1.00	\$ 45,000.00
Spencer, Jonah*	APAS	Coordinator Choose Ohio First Program and Scholarship	Dean - STEM	3/3/2025	1.00	\$ 44,000.00
Townsend, Jordan	APAS	Coordinator Audio Video Production	Dean - CCAC	2/3/2025	1.00	\$ 47,000.00
Berardini, Claire	Excluded	Interim Associate Provost Student Success	Student Success	2/1/2025	0.50	\$ 64,082.60
Factor, Lori*	Excluded	Director of P-12 and Business Partnerships and Initiatives	Government Affairs	2/17/2025	1.00	\$ 80,000.00
Hasan, Ambreen	Excluded	Director	Institutional Research & Analytics	1/16/2025	1.00	\$ 90,000.00
Reppy, Courtney	Excluded	Executive Assistant	Dean of Students	3/3/2025	1.00	\$ 41,194.00
Channing, Michelle*	Externally Funded	Coordinator STEM K-12 Access and Outreach	Center for Workforce Education & Innovation	2/17/2025	1.00	\$ 44,000.00
Nielson, Erica	Externally Funded	Program Administrator	Janitorial Services	1/16/2025	1.00	\$ 42,000.00
Peters, James*	Externally Funded	Program Manager Workforce Training Industrial Electrical	Excellence Training Center	2/3/2025	1.00	\$ 77,000.00

\*New Positions

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE/ PREVIOUS POSITION TITLE	NEW DEPARTMENT/ PREVIOUS DEPARTMENT	APPOINTMENT DATES	NEW FTE/ OLD FTE	NEW SALARY	PREVIOUS SALARY
Billock, Michael	APAS	Assistant Director/International Student and Scholar Advisor	International Programs Office	11/1/2024	1.00	\$ 57,282.00	\$ 51,154.65
Conrad, Abby	APAS	Assistant Director/ Coordinator Center Career Management	Dean - WCBA	9/1/2024	1.00	\$ 47,525.30	\$ 43,204.82
Mains, Amy	APAS	Senior Counselor Financial Aid/ Counselor Financial Aid	Financial Aid and Scholarships	12/16/2025	1.00	\$ 40,935.68	\$ 37,214.25
McCurry, Rebecca	APAS	Assistant Director/Senior Counselor Penguin Service Center	Registration & Records	10/16/2024	1.00	\$ 54,054.00	\$ 49,140.00
Reichert, Lisa	APAS	Special Assistant to AVP and Controller	Controller's Office	4/1/2025	0.50/ 0.75	\$ 44,069.98	\$ 66,104.97
Warren, Colleen	APAS	Senior Counselor Penguin Service Center/ Counselor Penguin Service Center	Registration & Records	10/16/2024	1.00	\$ 49,128.05	\$ 44,661.86
Cameron, Angela	Excluded	Director/ Associate Director	Office of Research Services	1/1/2025	1.00	\$ 95,000.00	\$ 77,619.94
McGranahan, Gina	Excluded	Director/ Associate Director	Accessibility Services	1/16/2025	1.00	\$ 63,364.53	\$ 57,604.12
Schoenfeld, Melissa	Excluded	Associate Director Facilities & Print Services Operations/Business Manager Facilities & Print Operations	Facilities Maintenance	4/16/2025	1.00	\$ 62,000.00	\$ 51,893.07
Thomas, Jennifer	Excluded	Associate Director, Technology & Compliance/Manager Verification and Special Programs	Financial Aid and Scholarships	4/16/2025	1.00	\$ 64,541.00	\$ 57,293.22

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE/ PREVIOUS EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE / PREVIOUS POSITION TITLE</b>	<b>NEW DEPARTMENT/ PREVIOUS DEPARTMENT</b>	<b>APPOINTMENT DATE</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Faerber-Ovaska, Rachel	APAS/ Excluded	Instructional Designer/Intermittent Instructional Designer	Youngstown State Online	2/23/2025	1.00	\$ 50,000.00	\$ 26,520.00
Queen, Michael	APAS	Assistant Director Operations & Events Services/Coordinator Student Involvement	Kilcawley Center/ Student Activities	3/1/2025	1.00	\$ 44,500.00	\$ 39,755.13
Straley, Joel	APAS/ ACE	Coordinator Community Standards and Student Conduct/ Residence Hall Monitor	Dean of Students/ Housing	2/23/2025	1.00	\$ 45,000.00	\$ 32,011.20
Everingham, Christine	Excluded/ ACE	Manager/ Business Operations Specialist 2	Admissions	3/9/2025	1.00	\$ 53,000.00	\$ 36,067.20
Mettille, Tyler	Excluded	Assistant Dean of Students/ Assistant Athletic Director	Dean of Students/ Athletic Administration	3/16/2025	1.00	\$ 70,000.00	\$ 50,828.29
Michaliszyn, Sara	Excluded	Dean/ Interim Dean	Dean Bitonte College Health & Human Services	3/16/2025	1.00	\$ 175,000.00	\$ 153,000.00
Urmson Jeffries, Angie*	Excluded/ APAS	Associate Director/ Senior Coordinator Graduate Administrative Affairs	Dean-College of Graduate Studies	3/16/2025	1.00	\$ 58,000.00	\$ 46,086.43
Van slambrouck, Severine*	Excluded	Associate Provost Research Services & Graduate Studies/Director	Office of Research Services	1/1/2025	1.00	\$ 148,000.00	\$ 107,712.61

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**PROMOTIONS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE/PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE / PREVIOUS POSITION TITLE	NEW DEPARTMENT/ PREVIOUS DEPARTMENT	APPOINTMENT DATE	FTE	NEW SALARY	PREVIOUS SALARY
Villone, Edward*	Excluded	Director and Police Academy Commander/ Police Academy Commander	Peace Officers Training Academy	1/16/2025	1.00	\$ 71,790.17	\$ 65,263.79
Zembower, Sharyn	Excluded	Director/ Associate Director	IT Customer Services	4/1/2025	1.00	\$ 107,345.00	\$ 89,454.00
Cashbaugh, Marissa	Externally Funded	Lead Instruction Specialist/ Instruction Specialist	Rich Center for Autism	1/16/2025	1.00	\$ 31,800.00	\$ 28,000.00
Faulkner, Monique	Externally Funded	Lead Instruction Specialist/ Instruction Specialist	Rich Center for Autism	1/16/2025	1.00	\$ 32,800.00	\$ 26,010.00
Harris, Gloria	Externally Funded	Classroom Mentor Lead Instruction Specialist/ Lead Instruction Specialist	Rich Center for Autism	1/16/2025	1.00	\$ 38,852.00	\$ 35,319.93
*Search Waiver							

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Buehler, My Hoang	APAS	Coordinator International Admissions	International Programs Office	11/1/2024	1.00	\$ 48,111.11	1.00	\$ 45,820.10
Ball, Kevin	Excluded	Associate Provost Academic Programs and Planning	Provost VP - Academic Affairs	1/16/2025	1.00	\$ 151,639.40	1.00	\$ 138,753.52
Coller, Mary	Excluded	Director Student Services	Dean - WCBA	2/1/2025	1.00	\$ 75,117.26	1.00	\$ 71,540.25
Hartup, Mollie	Excluded	Director	Honors College	4/1/2025	1.00	\$ 75,756.42	1.00	\$ 68,869.47
McHenry, Gina	Excluded	Associate Director Student Support and Special Programs	Financial Aid and Scholarships	4/15/2025	1.00	\$ 84,472.51	1.00	\$ 80,450.01
Rogner, William	Excluded	Campus Safety Emergency Management Officer	YSU Police	1/16/2025	1.00	\$ 70,000.00	1.00	\$ 51,238.46
Stanger, James	Excluded	Director Technology and Compliance	Financial Aid and Scholarships	4/1/2025	1.00	\$ 103,664.00	1.00	\$ 95,985.18

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**TRANSFERS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Geilhard, Ryan	Excluded	Director	IT Infrastructure Services/ IT Customer Services	4/1/2025	1.00	\$ 130,804.23	1.00	\$ 130,804.23



## **SUMMARY OF PERSONNEL ACTIONS**

### **Athletic Employees**

#### **1/16/2025 through 4/15/2025**

#### **Sepations – 2**

- Professional Administrative Excluded – 2

#### **Appointments – 7**

##### **Replacement Positions – 7**

- Professional Administrative Excluded – 7
  - Search Waiver Positions – 4

##### **New Positions – 0**

#### **Reclassifications – 2**

- Professional Administrative Excluded – 2

#### **Salary Adjustments – 5**

- Professional Administrative Excluded – 5

#### **Multi-Year Appointments – 1**

- Professional Administrative Excluded – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>TYPE OF SEPARATION</b>
Booth, Peyton	Excluded	Assistant Coach	Basketball - Women's	3/14/2025	1.00	\$ 76,500.00	Resignation
Rothenbuhler, Troy	Excluded	Assistant Coach	Football	2/11/2025	1.00	\$ 105,774.00	Non-Renewal

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Barletta, Michele*	Excluded	Assistant Coach	Soccer - Women's	1/16/2025	1.00	\$ 35,000.00
Fenchel, Avery	Excluded	Assistant Coach	Soccer - Women's	2/17/2025	1.00	\$ 32,500.00
Heacock, Justin*	Excluded	Assistant Coach	Football	2/3/2025	1.00	\$ 50,161.20
Parry, Christopher*	Excluded	Assistant Coach	Football	2/3/2025	1.00	\$ 58,161.00
Pembleton, Hunter	Excluded	Assistant Coach Sports Performance	Training Room	1/16/2025	1.00	\$ 43,064.40
Yurcich, Michael	Excluded	Assistant Coach	Football	1/16/2025	1.00	\$ 98,774.00
Zordich, Michael*	Excluded	Assistant Coach	Football	1/16/2025	1.00	\$ 60,524.80

\*Search Waiver

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**RECLASSIFICATIONS AND POSITION ADJUSTMENTS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE/ PREVIOUS POSITION TITLE	NEW DEPARTMENT/ PREVIOUS DEPARTMENT	APPOINTMENT DATES	NEW FTE/ OLD FTE	NEW SALARY	PREVIOUS SALARY
Parks, Trevor	Excluded	Associate Athletic Director/ Director	Athletic Communications	2/1/2025	1.00	\$ 70,000.00	\$ 62,727.37
Snodgrass, Austin	Excluded	Assistant Athletic Director/ Business Manager	Ticket Office	3/16/2025	1.00	\$ 58,827.80	\$ 53,479.82

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Bujnoch, Austen	Excluded	Assistant Coach	Football	2/1/2025	1.00	\$ 88,754.24	\$ 83,754.24
Chiaro, Anthony	Excluded	Assistant Coach and Director of Player Development	Football	2/1/2025	1.00	\$ 52,797.16	\$ 48,796.80
Farmer, Taylor	Excluded	Assistant Coach	Softball	2/1/2025	1.00	\$ 42,500.00	\$ 30,600.00
Shepard, Patrick	Excluded	Assistant Coach Football	Football	2/1/2025	1.00	\$ 70,300.00	\$ 66,300.00
Voss, Trent	Excluded	Assistant Coach Football	Football	2/1/2025	1.00	\$ 63,690.00	\$ 60,690.00

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 1/16/2025 THROUGH 4/15/2025**  
**MULTI-YEAR APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Faulkner, Ethan	Excluded	Head Coach	Men's Basketball	6/5/2025 - 4/30/2030	1.00	\$ 280,500.00



**SUMMARY OF PERSONNEL ACTIONS**  
**Supplemental and Secondary Pay Assignments**  
**1/16/2025 through 4/15/2025**

**Supplemental Pay Assignments – 117**

**General/Restricted Funded Assignments – 108**

- Professional Administrative Excluded – 5
- Full-time Faculty – 67
- Part-time Faculty – 36

**Grant Funded Assignments – 8**

- Professional Administrative Externally Funded – 3
- Full-time Faculty – 1
- Part-time Faculty – 4

**Faculty Secondary Appointments – 1**

- Full-time Faculty – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS**  
**RECEIVED 1/16/2025 - 4/15/2025**  
**GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS**

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Kearns	Angela	Full-time Faculty	Distance Education	1/21/2025	1/6/25	\$ 2,000.00
Lee	Hae-Jong	Part-time Faculty	Dana School of Music	1/24/2025	1/25/25-5/3/25	\$ 1,150.00
Yun	Misook	Part-time Faculty	Dana School of Music	1/24/2025	1/25/25-5/3/25	\$ 2,200.00
Bateman	Patrick	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 12,500.00
Beese	Beese	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 750.00
Beese	Jane	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 500.00
Butler	Michael	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 1,000.00
Calcagni	Laura	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 500.00
Cesene	Daniel	Part-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 1,750.00
Class	Danielle	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 1,250.00
Cummins	Lauren	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 1,250.00
Fehlbaum	Amanda	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 250.00
Forbes	Joanna	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 4,850.00
Fusillo	Ida	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 1,250.00
Fusillo	Ida	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 3,000.00
Harvey	Stephen	Part-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 1,000.00
Heasley	Randi	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 1,750.00
Isaacs	Diana	Part-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 750.00
Jackson	Jaietta	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 3,000.00
Jeffords	Charles	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 750.00
Jeffords	Charles	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 250.00
Kana	David	Part-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 1,000.00
Larwin	Karen	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 250.00
Larwin	Karen	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 250.00
McNamara	Molly	Part-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 1,000.00
Mikula	Vincent	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 1,250.00
Mikula	Vincent	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 375.00
Mikula	Vincent	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 1,750.00

**YOUNGSTOWN STATE UNIVERSITY**  
**SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS**  
**RECEIVED 1/16/2025 - 4/15/2025**  
**GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS**

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Mitchell	Andrew	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 750.00
Myers	Nate	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 250.00
Parker	Van	Part-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 1,250.00
Price	Monyka	Part-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 500.00
Raterno	Christopher	Part-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 1,500.00
Ratican	Cyrstal	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 500.00
Reid	Linda	Part-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 500.00
Shields	Cynthia	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 750.00
Shields	Cynthia	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 375.00
Smith	Stephanie	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 250.00
Smith	Stephanie	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 250.00
Song	Doori	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 800.00
Thomas	Wendy	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 250.00
Tyus	Jeff	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 2,750.00
Walker	Jennifer	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 5/3/25	\$ 5,000.00
Wright	Melody	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 2,000.00
Yang	Xiaolou	Full-time Faculty	Distance Education	1/31/2025	1/6/25 - 2/23/25	\$ 3,550.00
Carter-Dennis	Stephanie	Part-time Faculty	Dana School of Music	2/4/2025	2/15/24 - 2/22/25	\$ 400.00
Kinnaman	Ian	Part-time Faculty	Dana School of Music	2/4/2025	2/15/25	\$ 150.00
Kohan	Justin	Part-time Faculty	Dana School of Music	2/4/2025	2/15/25 - 5/4/25	\$ 1,000.00
Onitsuka	Yukitada	Part-time Faculty	Dana School of Music	2/4/2025	2/15/25 - 5/4/25	\$ 550.00
Smith	Marissa	Part-time Faculty	Dana School of Music	2/4/2025	2/15/25 - 2/20/25	\$ 250.00
Stegeman	Rachel	Part-time Faculty	Dana School of Music	2/4/2025	2/15/25 - 5/4/25	\$ 300.00
Strauss	Michael	Part-time Faculty	Dana School of Music	2/4/2025	2/15/25 - 5/4/25	\$ 450.00
Treybig	Robin	Part-time Faculty	Dana School of Music	2/4/2025	2/15/25 - 5/4/25	\$ 450.00
Umble	James	Part-time Faculty	Dana School of Music	2/4/2025	2/15/25 - 5/4/25	\$ 250.00
Galligan	Christopher	Part-time Faculty	Distance Education	2/4/2025	1/14/25	\$ 2,000.00
Galligan	Christopher	Part-time Faculty	Distance Education	2/4/2025	1/14/25	\$ 2,000.00

**YOUNGSTOWN STATE UNIVERSITY**  
**SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS**  
**RECEIVED 1/16/2025 - 4/15/2025**  
**GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS**

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Gramann	Rachel	Full-time Faculty	Distance Education	2/4/2025	2/4/25	\$ 2,000.00
Kearns	Angela	Full-time Faculty	Distance Education	2/4/2025	2/4/25	\$ 2,000.00
Keown	Daniel	Full-time Faculty	Distance Education	2/4/2025	2/4/25	\$ 2,000.00
Louth	Joseph Paul	Full-time Faculty	Distance Education	2/4/2025	2/4/25	\$ 2,000.00
Myers	Nathan	Full-time Faculty	Distance Education	2/4/2025	2/4/25	\$ 2,000.00
Nelson	Michelle	Full-time Faculty	Distance Education	2/4/2025	2/4/25	\$ 2,000.00
Kightlinger	Therese	Excluded	Student Field Experiences	2/11/2025	7/17/25 - 6/30/25	\$ 4,465.44
Geilhard	Ryan	Excluded	IT Services	2/19/2025	3/1/25-3/31/25	\$ 700.00
Coller	Mary	Excluded	Dean - WCBA	2/24/2025	3/3/25 - 8/29/25	\$ 2,500.00
Walsh	Donna	Full-time Faculty	Dean - WCBA	2/24/2025	3/10/25 - 5/2/25	\$ 499.00
Steelant	Wim	Excluded	Dean, STEM	3/6/2025	9/1/21 - 8/31/24	\$ 625.00
Van Slambrouck	Severine	Excluded	Office of Research Services	3/6/2025	9/1/21 - 8/31/24	\$ 625.00
Ge	Weiquing	Full-time Faculty	Physical Therapy	3/6/2025	6/1/24 - 12/31/24	\$ 625.00
Basich	Christopher	Part-time Faculty	Teacher Education	3/6/2025	1/1/24 - 12/31/24	\$ 2,500.00
Bowlin	David	Part-time Faculty	Teacher Education	3/6/2025	1/1/24 - 12/31/24	\$ 625.00
Marino	Robert	Part-time Faculty	Teacher Education	3/6/2025	1/1/24 - 12/31/24	\$ 625.00
Raterno	Christopher	Part-time Faculty	Teacher Education	3/6/2025	1/1/24 - 12/31/24	\$ 625.00
Adams-King	Lora	Part-time Faculty	Teacher Education	3/6/2025	1/1/24 - 12/31/24	\$ 625.00
Hefner	Heather	Part-time Faculty	Psychology	3/6/2025	1/1/24 - 12/31/24	\$ 625.00
Mlakar	Melissa	Part-time Faculty	Counseling, School Psychology, & Educational Leadership	3/14/2025	1/1/21-8/15/21	\$ 625.00
Mlakar	Melissa	Part-time Faculty	Counseling, School Psychology, & Educational Leadership	3/14/2025	1/1/24 - 12/31/24	\$ 1,250.00
Dewberry	Laura	Full-time Faculty	Management and Marketing	3/20/2025	3/24/25 - 5/2/25	\$ 1,000.00
Green	Michele	Full-time Faculty	Management and Marketing	3/20/2025	3/24/25 - 4/30/25	\$ 499.00
Caputo	Matthew	Part-time Faculty	Materials Science and Engineering	4/3/2025	1/1/22 - 8/31/22	\$ 1,250.00
Dick	Jeffrey	Part-time Faculty	Geology & Environmental Science	4/3/2025	1/1/24 - 12/31/24	\$ 1,875.00

**YOUNGSTOWN STATE UNIVERSITY**  
**SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS**  
**RECEIVED 1/16/2025 - 4/15/2025**  
**GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS**

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Islam	Anwarul	Full-time Faculty	Civil, Environmental, Chemical Engineering	4/3/2025	1/1/24 - 8/31/24	\$ 1,875.00
Basich	Christopher	Part-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 750.00
Beese	Jane	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 250.00
Beese	Jane	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 250.00
Choi	Jeong Hoon	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 9,900.00
Class	Danielle	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 250.00
Gary	Sarah	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 500.00
Genc	Omer	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 4,500.00
Heasley	Randi	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 1,750.00
Isaacs	Diana	Part-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 750.00
Jackson	Jaietta	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 250.00
Jeffords	Charles	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 1,250.00
Jeffords	Charles	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 750.00
Jeffords	Charles	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 500.00
Mikula	Vincent	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 750.00
Mikula	Vincent	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 375.00
Mikula	Vincent	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 250.00
Pleva	Kimberly	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 12,150.00
Schafer	Holly	Part-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 250.00
Shields	Cynthia	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 500.00
Shields	Cynthia	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 375.00
Shields	Cynthia	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 625.00
Thomas	Wendy	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 250.00
Varga	Barbara	Part-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 250.00
Weaver	Amy	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 1,750.00
Weaver	Amy	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 3,250.00
Wright	Melody	Full-time Faculty	Distance Education	4/8/2025	3/10/25 - 4/27/25	\$ 625.00

**YOUNGSTOWN STATE UNIVERSITY**  
**SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS**  
**RECEIVED 1/16/2025 - 4/15/2025**  
**GRANT FUNDED SUPPLEMENTAL PAY ASSIGNMENTS**

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Rea	Allison	Externally Funded	Excellance Training Center	1/24/2025	1/21/25 - 6/30/25	\$9,000.00
Malkovits	Denise	Part-time Faculty	Teacher Education and Leadership Studies	2/6/2025	8/1/24 - 12/31/24	\$400.00
Davis	Mary Ann	Part-time Faculty	Teacher Education and Leadership Studies	2/7/2025	6/1/24 - 9/10/24	\$400.00
Duncko	Theresa	Part-time Faculty	Teacher Education and Leadership Studies	2/7/2025	6/1/24 - 9/10/24	\$400.00
Italiano	Kristen	Externally Funded	Teacher Education and Leadership Studies	2/7/2025	6/1/24 - 9/10/24	\$400.00
Walker	Jennifer	Part-time Faculty	Teacher Education and Leadership Studies	2/7/2025	7/1/24 - 9/10/24	\$400.00
Borra	Vamsi	Full-time Faculty	Engineering	2/17/2025	1/6/25 - 5/2/25	\$5,388.55
Hauser	Mariah	Externally Funded	WCBA	3/25/2025	9/1/24 - 8/31/25	\$600.00

**YOUNGSTOWN STATE UNIVERSITY**  
**SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS**  
**1/16/2025 - 4/15/2025**  
**FACULTY SECONDARY APPOINTMENTS**

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	DEPARTMENT	JOB TITLE	BEGIN DATE	END DATE	PAYMENT AMOUNT
Van Dussen	Daniel	Full-time Faculty	Graduate Studies in Health and Rehabilitation Sciences	Wellness Initiative Program Coordinator	1/23/2025	5/4/2025	\$ 6,000.00



**RESOLUTION TO MODIFY  
UNIVERSITY POLICE POLICY 3356-4-08**

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

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

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

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

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-95**

**3356-4-08 University police.**

Responsible Division/Office: Finance and Facilities  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 1999; June 2010; June 2015;  
June 2020; June 2025  
Board Committee: Institutional Engagement  
**Effective Date:** **June 26, 2025**  
Next Review: 2030

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- (A) Policy statement. The president of the university shall have the authority to take the necessary action to regulate the use of university facilities and the conduct of students, staff, faculty, and visitors so that law and order are maintained.
- (B) Parameters.
  - (1) The university police shall have as its primary mission the protection and safety on campus of the person and property of students, faculty, staff, and visitors and the protection of university property.
  - (2) The university police shall enforce the laws of the state of Ohio and the ordinances of the city of Youngstown.
  - (3) The university police shall assist the vice president for finance and business operations with the enforcement of rules and regulations governing student behavior and shall assist the other executive officers with the enforcement of all other university rules and regulations.
  - (4) The university police shall cooperate with the Youngstown police department, the Mahoning Valley law enforcement task force (Mahoning and Trumbull counties), and the state universities of Ohio in compliance with the terms of mutual aid agreements between the university and the appropriate law enforcement agencies.

## (C) Procedures.

- (1) All university police are required to take an oath of office, wear the badge of office, and wear an approved uniform while on duty.
- (2) All sworn officers shall be armed with a weapon and ammunition approved and issued by the university chief of police ("chief"), and they shall carry only such additional equipment as approved and issued by the chief.
- (3) Each officer is required to meet and maintain minimum standards of proficiency and fitness for the office. At the time of appointment, each sworn peace officer shall be certified by the Ohio peace officers training council and shall annually demonstrate proficiency with firearms, physical fitness, and mental stability.
- (4) Departmental operating procedures and regulations for the conduct of officers shall be published and amended as necessary by the chief of the university police department.

**3356-5-01      Display of the flag of the United States of America.**

Responsible Division/Office: University Relations  
Responsible Officer: VP Strategic Communications and Chief of Staff  
Revision History: May 1997; December 2010; December 2015;  
June 2020; June 2025  
Board Committee: Institutional Engagement  
**Effective Date:** **June 26, 2025 (reviewed, no changes)**  
Next Review: 2030

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- (A) Policy statement. The flag of the United States of America displayed in the veterans' plaza and at other campus locations shall be displayed in accordance with The United States Flag Code as found in Title 4 of the United States Code and the section of Title 36 which provides instructions on display of the flag during rendition of the national anthem. The flag shall be flown at half-staff only during periods of national mourning as declared by the president of the United States, on memorial day, or as proclaimed by the governor of the state of Ohio.
- (B) Procedures.
  - (1) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker, and if displayed from a staff in an auditorium, should be displayed in advance of the audience and at the speaker's right as the speaker faces the audience.
  - (2) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America.
  - (3) The flag, when flown at half-staff, should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
  - (4) On memorial day, the flag should be displayed at half-staff until noon only, then raised to the peak of the staff.



**RESOLUTION TO MODIFY  
DISPLAY OF THE FLAG OF THE UNITED STATES OF AMERICA POLICY  
3356-5-01**

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

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

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

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



**RESOLUTION TO APPROVE THE ADVANCE OHIO HIGHER EDUCATION ACT  
STATEMENT OF COMMITMENT**

**WHEREAS**, on March 28, 2025, Governor DeWine signed SB1 into law, now known as *The Advance Ohio Higher Education Act*. This law is intended to help ensure academic excellence at Ohio's public colleges and universities and to assist with responding to changing student demographics, workforce demands and higher costs, per primary sponsor, Senator Jerry Cirino; and

**WHEREAS**, the law will become effective June 27, 2025; and

**WHEREAS**, the law requires that each university incorporate the following into a "Statement of Commitment".

**NOW, THEREFORE, BE IT RESOLVED**, effective immediately, that the Board of Trustees of Youngstown State University does hereby create the following as its:

Statement of Commitment:

- (1) Youngstown State University declares that it will educate students by means of free, open, and rigorous intellectual inquiry to seek the truth.
- (2) Youngstown State University declares that its duty is to equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions.
- (3) Youngstown State University declares its commitment to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly.
- (4) Youngstown State University declares it is committed to create a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community.
- (5) Youngstown State University declares that its duty is to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them equality of opportunity, with regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression

**BE IT FURTHER RESOLVED**, that the University will post the “State of Commitment” onto its web site as a public expression of its commitment to these principles; that it will post the “Statement of Commitment” along with the University’s mission statement wherever it appears; and that it will include the “Statement of Commitment” to any solicitations, offer of admission to students and any offers of employment to faculty.

**Board of Trustees Meeting**

**June 25, 2025**

**YR 2025 -100**



**BOARD OF TRUSTEES**  
**RESOLUTION RECOMMENDING AN HONORARY DEGREE BE AWARDED**  
**TO MICHAEL A. PETERSON**

**WHEREAS**, Policy 3356.10.5 pertaining to the award of honorary degrees and commencement speakers indicates that the board may choose to award an honorary degree to a trustee whose service has been exceptional and serves a full term as appointed by the governor;

**WHEREAS**, Michael A. Peterson was appointed to the Youngstown State University Board of Trustees by Governor John Kasich, for a term beginning February 8, 2018 and ending April 30, 2025;

**WHEREAS**, Trustee Peterson has fulfilled all obligations in an exceptional fashion, and has served as a trustee for the full term as appointed by the governor;

**WHEREAS**, Trustee Peterson was elected chairperson of the Board, serving two consecutive terms between June, 2023 and March, 2025, having also served as the chair or vice chair of the finance and facilities and institutional engagement committees, as well as the audit subcommittee;

**WHEREAS**, during Trustee Peterson's service as chair, the Board of Trustees conducted a national search culminating in the appointment of William (Bill) L. Johnson as the tenth president of Youngstown State University;

**WHEREAS**, while serving as trustee, he was also significantly involved in the study, analysis, and consultations ultimately resulting in the institutional decision to renovate the student center.

**NOW THEREFORE BE IT RESOLVED**, that for Trustee Peterson's exceptional service to Youngtown State University, the Board of Trustees desires to recognize Trustee Peterson's conscientiousness and heart-felt dedication with the award of a doctoral degree in business, honoris causa;

**BE IT FURTHER RESOLVED**, that such recognition shall be formally bestowed upon Trustee Peterson at a future meeting of the Board of Trustees.

**Board of Trustees Meeting**  
**March 13, 2025**  
**YR 2025-56**