Board of Trustees Committee Meetings - September 16, 2025 -AGENDA SETTING UNDERWAY

Youngstown State University - Board of Trustees
Board Meeting Room, 1st Floor, Tod Hall
2025-09-16 10:00 - 17:00 EDT

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2. Old Business

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4. Background Materials

5. New Business

6. Adjournment

YOUNGSTOWN STATE UNIVERSITY

BOARD OF TRUSTEES
Meeting Schedule

Tuesday, September 16, 2025

10:00 a.m.	Audit Subcommittee	Board Meeting Room 1st Floor, Tod Hall
10:15 a.m.*	Finance & Facilities Committee	Board Meeting Room 1st Floor, Tod Hall
11:00 a.m.*	Intercollegiate Athletics Committee	Board Meeting Room 1st Floor, Tod Hall
11:30 a.m.*	Academic Excellence & Student Success Committee	Board Meeting Room 1st Floor, Tod Hall
12:30 p.m.*	Workforce Education and Innovation Committee	Board Meeting Room 1st Floor, Tod Hall
12:45 p.m.	Lunch	Manchester Room 1st Floor, Tod Hall
1:15 p.m.*	Governance Committee	Board Meeting Room 1st Floor, Tod Hall
2:15 p.m.*	Institutional Engagement Committee	Board Meeting Room 1st Floor, Tod Hall
2:45 p.m.*	Investment Committee	Board Meeting Room 1st Floor, Tod Hall
3:00 p.m.*	University Affairs Committee	Board Meeting Room 1st Floor, Tod Hall
3:45 p.m.*	Executive Committee Meeting	Board Meeting Room 1st Floor, Tod Hall

Wednesday, September 17, 2025

9:00 a.m.	Board Meeting	Board Meeting Room 1st Floor, Tod Hall

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

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES COMMITTEES

Charles T. George, Chair
Joseph J. Kerola, Vice Chair
Anita A. Hackstedde, Secretary

2025-2026 STANDING COMMITTEES & SUBCOMMITTEE

ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE
Sergul A. Erzurum, Chair
Laura A. Lyden, Vice Chair
All Trustees are members

FINANCE AND FACILITIES COMMITTEE
Allen L. Ryan, Jr., Chair
Sergul A. Erzurum, Vice Chair
All Trustees are members

AUDIT SUBCOMMITTEE
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Sterling A. Williams, Vice Chair
Anita A. Hackstedde
Sergul A. Erzurum
Michael A. Peterson

INVESTMENT COMMITTEE
Laura A. Lyden, Chair
Sterling A. Williams, Vice Chair
All Trustees are members

INTERCOLLEGIATE ATHLETICS COMMITTEE
Richard C. Fryda, Chair
Joseph J. Kerola, Vice Chair
All Trustees are members

INSTITUTIONAL ENGAGEMENT COMMITTEE
Anita A. Hackstedde, Chair
Sterling A. Williams, Vice Chair
All Trustees are members

WORKFORCE EDUCATION AND INNOVATION COMMITTEE
Laura A. Lyden, Chair
Michael A. Peterson, Vice Chair
All Trustees are members

UNIVERSITY AFFAIRS COMMITTEE
Anita A. Hackstedde, Chair
Richard C. Fryda, Vice Chair
All Trustees are members

GOVERNANCE COMMITTEE
Charles T. George, Vice Chair
Joseph J. Kerola, Vice Chair
All Trustees are members

EXECUTIVE COMMITTEE
Charles T. George, Chair
Joseph J. Kerola, Vice Chair
Anita A. Hackstedde
Allen L. Ryan, Jr.
Laura A. Lyden
Sergul A. Erzurum
Richard C. Fryda

YSU Anonymous Reporting Hotline
Aggregated Statistics
Fiscal Year 2025 Quarter 4

Hotline Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
Reports received	0	0	5	1	**6**
Closed					
Unsubstantiated/insufficient information	0	0	0	0	0
Process enhancements noted	0	0	0	0	0
Investigation	0	0	2	0	2
Referred	0	0	3	1	4
Total Closed	**0**	**0**	**5**	**1**	**6**
Under review at quarter end	**-**	**-**	**-**	**-**	**-**

Reporting Method	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
Ethicspoint Phone	0	0	0	0	**0**
Ethicspoint Website	0	0	5	1	**6**
Total:	**0**	**0**	**5**	**1**	**6**

Reporter Anonymity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Fiscal Year To Date Total
Anonymous	0	0	4	1	**5**
Not anonymous	0	0	1	0	**1**
Total:	**0**	**0**	**5**	**1**	**6**

Youngstown State University
Quarterly Internal Audit Plan Update
FY25 Q4 April 1, 2025 - June 30, 2025

Projects									
Project Area	**Risk Category**	**Risk Level***	**Status****	**Actual Q1 Hours**	**Actual Q2 Hours**	**Actual Q3 Hours**	**Actual Q4 Hours**	**Actual YTD Hours**	***Audit Plan Budgeted Hours***
Current Year Audits:									
Facilities & Building Access	Financial, Operational, Compliance	High	Completed	15	1	-	-	16	*0*
Inventory Control Audit	Financial, Operational, Compliance	High	Completed	176	29	-	-	205	*75*
International Programs Office	Operational & Compliance	High	Completed	-	100	124	132	356	*250*
Athletics Ticket Office	Operational, Financial, & Compliance	High	In Progress	-	-	-	47	47	*250*
Conflict of Interest	Operational & Compliance	High	Deferred	-	-	-	-	-	*250*
KSU-Divisional IT Application Risk Assessment: Student Affairs & Institutional Effectiveness	IT & Compliance	High	Completed	-	5	5	-	10	*25*
Consulting & Advisory									
Consulting & Advisory/ERM	Various	Moderate	Ongoing	-	-	2	7	9	*100*
Continuous Auditing Analytics									
Payroll	Financial, Operational, Compliance	Moderate	Ongoing	20	49	54	24	147	*120*
Accounts Payable	Financial, Operational, Compliance	Moderate	Ongoing	40	73	23	77	213	*128*
EthicsPoint Hotline Monitoring	Various	High	Ongoing	3	-	39	8	50	*70*
Follow-up on Open Audit Recommendations	Various	Various	Ongoing	58	11	64	16	149	*70*
			Total Project Hours	**312**	**268**	**311**	**311**	**1,202**	**1,338**

***Risk Level**
Assessment of potential impact of risks and likelihood of risk events occurring; rating drives Internal Audit plan priorities:

High - significant risk area, high priority for Internal Audit coverage

Medium - moderate risk area, moderate priority for Internal Audit coverage

Low - less significant risk area, low priority for Internal Audit coverage

Non-Project Hours						
Category	**Actual Q1 Hours**	**Actual Q2 Hours**	**Actual Q3 Hours**	**Actual Q4 Hours**	**Actual YTD Hours**	***Audit Plan Budgeted Hours***
Professional Development	5	27	18	28	78	*50*
Administrative:	**211**	**233**	**183**	**181**	**808**	*700*
Total Administrative Hours	**216**	**260**	**201**	**209**	**886**	**750**
Total Hours	**528**	**528**	**512**	**520**	**2,088**	**2,088**

****Status Definitions**
Planned - as per audit plan, schedule to start in current FY

In Process - in progress at quarter end

Complete - audit procedures concluded and results communicated

Deferred - moved from current FY plan per updated risk assessment

Audit Recommendation Status FY25 Q4

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2023-01	Student Bill Presentation	Evaluate developing script to combine charges for more simplified, condensed presentation on student bills.	Discussions have occurred and meetings are scheduled with Kent State to explore opportunities for YSU to utilize and modify existing script used by Kent State. An IT work order has been established to move forward to simplify and condense the presentation of the student bills. The implementation depends on IT resources and the complexity of the script needed.	The Bursar office and IT staff have made changes to the bill presentation but are still in the testing phase. Implementation is still on track for year end.	The Bursar office and IT staff have made changes to the bill presentation but are still in the testing phase. Implementation is expected by end of Fall 2025
Dated Issued	8/10/2023					
Risk Category	Operational	Student Billing, Collections, & Accounts Receivable Audit				
Risk Level	Medium					
Division	Finance/Business Operations					
Deadline	6/30/2024					
New Deadline	8/31/2025					
Current Status	Deadline Revised					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	KSU 2023-1057	Job Change Report & Annual Review for Banner Access	An annual, centrally facilitated review should be completed by all Data Custodians to confirm access is appropriate.	A new process will be implemented to update Banner access and include a new change job report when a person changes jobs. This process will provide Data Custodians with visibility to identify any inappropriate Banner access. Work will begin in April 2024 and will work towards a defined approach by 6/30/24.	The HR Job Transfer project will start at the end of August (it was delayed in part due to EGCC and maternity leave) and it is expected to be complete Dec -January.	The HR Job Transfer project will be completed by December 31, 2026
Dated Issued	11/17/2023					
Risk Category	IT					
Risk Level	High	Banner Access Audit				
Division	Division of IT, Application Services					
Deadline	6/30/2024					
New Deadline	12/31/2026					
Current Status	Deadline Revised					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	KSU 2023-1057	SOP for Annual Review of YSU Banner Access	A standard operating procedure for Banner user access review should be created and used by Data Custodians.	An access review process will be identified and formalized over time, as YSU is in the process of forming a new Data Governance/Data Integrity team. Data owners will be identified, standards enforced, and policies will be reviewed by 12/31/24.	An access review process will be identified and formalized over time, as YSU is in the process of forming a new Data Governance/Data Integrity team. Data owners will be identified, standards enforced, and policies will be reviewed by 12/31/24.	IT intends to work on yearly Banner access audits and operation procedures beginning FY26.
Dated Issued	11/17/2023					
Risk Category	IT					
Risk Level	High	Banner Access Audit				
Division	Division of IT, Application Services					
Deadline	12/31/2024					
New Deadline	12/31/2026					
Current Status	Deadline Revised					

Audit Recommendation Status FY25 Q4

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-01	Documented Procedures	Develop and implement procedures throughout the department to ensure the transfer of knowledge during staff transitions.	**STEM-WEI**: Sharepoint folders have been created that contain procedures that pertain to the operations/programs offered in the ETC and ITWA.	Sharepoint folders have been created that contain procedures that pertain to the operations/programs offered in the ETC and ITWA.	Procedures that pertain to the operations/programs offered in the ETC and ITWA have been documented.
Dated Issued	4/17/2024					
Risk Category	Operational					
Risk Level	High	Workforce Education & Innovation Audit				
Division	Academic Affairs			**TILT:** Development and implementation of written procedures for TILT and timely expense processing is currently underway and will be completed on a monthly basis.	The Tressel Institute has developed written and implemented documented procedures. **CLOSED**	**CLOSED**
Deadline	5/1/2024					
New Deadline	6/30/2025					
Current Status	CLOSED					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-01	Reconciliations	Develop and implement a monthly reconciliation process to ensure all revenue is collected and expenditures correspond with Banner.	**STEM-WEI:** The PI of each grant is the financial manager for their grant. Each financial manager will reconcile their respective grants monthly.	The PI of each grant is the financial manager for their grant. Each financial manager will reconcile their respective grants monthly.	Each financial manager will reconcile their respective accounts monthly.
Dated Issued	4/17/2024					
Risk Category	Financial, Operational					
Risk Level	High	Workforce Education & Innovation Audit				
Division	Academic Affairs			**TILT:** Yes, will implement for expenditures and revenue. Current source of revenue is from gifts made through the YSU Foundation for endowed accounts.	TILT developed and implemented a monthly reconciliation process to ensure all revenue is collected and expenditures correspond with Banner.	TILT developed and implemented a monthly reconciliation process to ensure all revenue is collected and expenditures correspond with Banner. **CLOSED**
Deadline	12/31/2025					
New Deadline						
Current Status	Pending Validation					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-01	BOT Financial Reporting	Develop a standard financial report that can effectively communicate crucial financial information.	**STEM-WEI:** As WEI is part of STEM College, there will be no more direct reporting to the BOT, rather a monthly reporting to the Provost, by the Dean of the STEM College.	WEI will have a quarterly presentation to BOT subcommittee and the Board of Trustees.	WEI will have a quarterly presentation to BOT subcommittee and the Board of Trustees.
Dated Issued	4/17/2024					
Risk Category	Financial, Operational					
Risk Level	High	Workforce Education & Innovation Audit				
Division	Academic Affairs			**TILT:** Assigned the development of a standard financial report to provide transparency for the financial activities of the TILT.	TILT has developed a standard financial report that will provide ongoing transparency for activities associated with TILT.	TILT has developed a standard financial report that are can be used to demonstrate the financial activities of TILT with transparency. **CLOSED**
Deadline	5/1/2024					
New Deadline	12/31/2025					
Current Status	Deadline Revised					

Audit Recommendation Status FY25 Q4

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-01	BOT Programmatic Reporting	Continue develop and document the new process to verify KPI's and maintain documented support to verify that the programmatic report to the BOT is accurate.	**STEM-WEI:** As WEI is part of the STEM College, there will be no more direct reporting to the Board of Trustees, rather, a monthly reporting to the Provost by the Dean of the STEM College.	WEI will have a quarterly presentation to BOT subcommittee and the Board of Trustees.	WEI will have a quarterly presentation to BOT subcommittee and the Board of Trustees.
Dated Issued	4/17/2024					
Risk Category	Operational					
Risk Level	High	Workforce Education & Innovation Audit				
Division	Academic Affairs					
Deadline	5/1/2024			TILT: Where applicable, will implement number of users (YSU Students) completing badges and provide reports.	At the conclusion of each semester, TILT will provide the number of YSU students completing TILT badges.	TILT was able to provide the number of students who completed TILT badges, it will be reported to TILT Advisory Board. **CLOSED**
New Deadline	12/31/2025					
Current Status	Deadline Revised					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-02	Key Control Policy	Re-assess current Key Control Policy. Develop and communicate procedures and guidelines for the university community.	We are exploring development of a web-based solution for the lock shop; planning element expected to be completed by year end with implementation by December 2025.		We are exploring development of a web-based solution for the lock shop; planning element expected to be completed by year end with implementation by December 2025.
Dated Issued	8/12/2024					
Risk Category	Operational					
Risk Level	High	Facilities & Building Access				
Division	Finance/Business Operations					
Deadline	12/31/2025					
New Deadline						
Current Status	On Schedule					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-02	Documented Procedures	Develop and implement procedures throughout the department.	This recommendation is being considered and will be implemented in conjunction with enhancement of the key/lock database and web based processing.		This recommendation is being considered and will be implemented in conjunction with enhancement of the key/lock database and web based processing.
Dated Issued	8/12/2024					
Risk Category	Operational					
Risk Level	High	Facilities & Building Access				
Division	Finance/Business Operations					
Deadline	12/31/2025					
New Deadline						
Current Status	On Schedule					

Audit Recommendation Status FY25 Q4

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-02	Key Issuance & Tracking	Enhance procedures to ensure effective controls relating to key issuance and tracking.	We are exploring development of a web-based solution for the lock shop; planning element expected to be completed by year end with implementation by the December 2025. Also, have reached out to our lock/key system vendor to arrange for additional training.		We are exploring development of a web-based solution for the lock shop; planning element expected to be completed by year end with implementation by the December 2025. Also, have reached out to our lock/key system vendor to arrange for additional training.
Dated Issued	8/12/2024					
Risk Category	Operational					
Risk Level	High	Facilities & Building Access				
Division	Finance/Business Operations					
Deadline	12/31/2025					
New Deadline						
Current Status	On Schedule					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-02	Key Returns & Transfers	Develop and implement procedures related to key returns and transfers.	We are exploring development of a web-based solution for the lock shop; planning element expected to be completed by year end with implementation by December 2025.		We are exploring development of a web-based solution for the lock shop; planning element expected to be completed by year end with implementation by December 2025.
Dated Issued	8/12/2024					
Risk Category	Operational					
Risk Level	High	Facilities & Building Access				
Division	Finance/Business Operations					
Deadline	12/31/2025					
New Deadline						
Current Status	On Schedule					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-02	Lost & Stolen Keys	Enhance the process and controls for tracking and reissuing keys that have been lost or stolen.	We are exploring development of a web-based solution for the lock shop; planning element expected to be completed by year end with implementation by December 2025.		We are exploring development of a web-based solution for the lock shop; planning element expected to be completed by year end with implementation by December 2025.
Dated Issued	8/12/2024					
Risk Category	Operational					
Risk Level	High	Facilities & Building Access				
Division	Finance/Business Operations					
Deadline	12/31/2025					
New Deadline						
Current Status	On Schedule					

Audit Recommendation Status FY25 Q4

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-02	Keypad Access	Develop and implement controls to limit unauthorized individuals from gaining access to these areas. Consider enhancements to monitoring and tracking of access to areas with keypads.	The keypads currently being installed do have the ability to log and track individual access. One keycode is being programmed into each lock as a matter of convenience and practicality.		The keypads currently being installed do have the ability to log and track individual access. One keycode is being programmed into each lock as a matter of convenience and practicality.
Dated Issued	8/12/2024					
Risk Category	Operational					
Risk Level	High	Facilities & Building Access				
Division	Finance/Business Operations					
Deadline	12/31/2025					
New Deadline						
Current Status	On Schedule					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-02	Succession Planning	Develop a succession plan to ensure the transfer of experience-based knowledge.	We do anticipate that our only locksmith will likely retire in the near future. We are in the process of hiring another locksmith to fill this void.	We do anticipate that our only locksmith will likely retire in the near future. We are in the process of hiring another locksmith to fill this void.	The Locksmith position has been posted for nearly a year. Lacking a qualified labor pool, I'm trying to craft an arrangement whereby our current locksmith will provide YSU specific training to an untrained employee (preferably current). This training would be coupled with offsite technical training.
Dated Issued	8/12/2024					
Risk Category	Operational					
Risk Level	High	Facilities & Building Access				
Division	Finance/Business Operations					
Deadline	3/30/2025					
New Deadline	12/31/2025					
Current Status	Deadline Revised					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2024-03	Issuing Tags	Issue tags for all capital equipment that is new and for capital equipment that should have been issued a tag at the time of purchase.	Capital equipment accounts are analyzed monthly for new equipment. Once identified, the Controller's Office can start the process of getting tag imprinted with a unique five-digit ID number assigned to the asset. The Senior Financial Analyst will review each inventory listing for each department and assign asset tags to all items that are currently untagged.		All new equipment that has been purchased in FY25 has been getting tagged as it gets added into our fixed asset software. We have assigned asset numbers to all old equipment that has not been tagged, we only have to set up meetings with the departments to disperse the tags and review the capital asset processes.
Dated Issued	11/13/2024					
Risk Category	Operational					
Risk Level	High	Inventory Control Audit				
Division	Finance/Business Operations					
Deadline	6/30/2026					
New Deadline						
Current Status	On Schedule					

Audit Recommendation Status FY25 Q4

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2025-01	Documented Procedures	Develop and document procedures for processes that lack written guidelines. Implement a recurring review to ensure procedures are updated.	The IPO will be creating written guides detailing the processes noted. The IPO will review current guides and update for succession planning.		The IPO will be creating written guides detailing the processes noted. The IPO will review current guides and update for succession planning.
Dated Issued	7/14/2025					
Risk Category	Operational					
Risk Level	High	International Programs Office				
Division	Student Affairs & Inst. Effectiveness					
Deadline	12/31/2025					
New Deadline						
Current Status	On Schedule					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2025-01	Required Immunizations	Enhance internal controls by implementing a comprehensive process to ensure full compliance with immunization requirements.	The IPO will be hiring an admin assistant to review immunizations to ensure all new students have the required immunization records.		The IPO will be hiring an admin assistant to review immunizations to ensure all new students have the required immunization records.
Dated Issued	7/14/2025					
Risk Category	Operational					
Risk Level	High	International Programs Office				
Division	Student Affairs & Inst. Effectiveness					
Deadline	8/30/2026					
New Deadline						
Current Status	On Schedule					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2025-01	Leveraging Applications for Consistent Record Maintenance	Consistently upload documentation to centralize records, enhance accessibility, and enable effective tracking of student progress.	The IPO now has procedures in place so that interactions with the international student management system are consistent, which is critical to our success.		The IPO now has procedures in place so that interactions with the international student management system are consistent, which is critical to our success.
Dated Issued	7/14/2025					
Risk Category	Operational					
Risk Level	High	International Programs Office				
Division	Student Affairs & Inst. Effectiveness					
Deadline	2/28/2025					
New Deadline						
Current Status	On Schedule					

Audit Recommendation Status FY25 Q4

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2025-01	Confidential Information	Enhance internal controls to ensure confidential information is physically secured and can only be accessed by authorized IPO staff.	Documents containing confidential information have been moved to a secure file cabinet or room that is always locked.		The IPO have secured documents containing confidential information and can only be accessed by IPO staff.
Dated Issued	7/14/2025					
Risk Category	Operational					
Risk Level	High	International Programs Office				
Division	Student Affairs & Inst. Effectiveness					
Deadline	3/31/2025					
New Deadline						
Current Status	CLOSED					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2025-01	Strategic Plan	Develop a comprehensive, written strategic plan for the International Programs Office that clearly defines the department's vision, mission, and long-term goals.	IPO will finalize a unit Action Plan to support the success of the international student recruitment and success strategy.		IPO will finalize a unit Action Plan to support the success of the international student recruitment and success strategy.
Dated Issued	7/14/2025					
Risk Category	Operational					
Risk Level	High	International Programs Office				
Division	Student Affairs & Inst. Effectiveness					
Deadline	3/31/2026					
New Deadline						
Current Status	On Schedule					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2025-01	Student Financial Stability	IPO should consider developing policies and procedures to strengthen financial oversight of international students.	The IPO is working to determine the best practice for reviewing and vetting financial support documents.		The IPO is working to determine the best practice for reviewing and vetting financial support documents.
Dated Issued	7/14/2025					
Risk Category	Operational					
Risk Level	High	International Programs Office				
Division	Student Affairs & Inst. Effectiveness					
Deadline						
New Deadline	3/1/2026					
Current Status	On Schedule					

Audit Recommendation Status FY25 Q4

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2025-01	Automated Processes	Consider conducting a review of all remaining manual processes to identify additional opportunities for automation.	Our current plan is to perform a comprehensive review of the remaining manual processes and begin to automate them.		Our current plan is to perform a comprehensive review of the remaining manual processes and begin to automate them.
Dated Issued	7/14/2025					
Risk Category	Operational					
Risk Level	Medium	International Programs Office				
Division	Student Affairs & Inst. Effectiveness					
Deadline						
New Deadline	8/31/2026					
Current Status	On Schedule					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2025-01	Recruiter Commission	Enhance internal controls by implementing a process to ensure that students are actively enrolled for appropriate semesters and in good financial standing.	Implement new policy in existing and future agent agreements/MOUs.		Implement new policy in existing and future agent agreements/MOUs.
Dated Issued	7/14/2025					
Risk Category	Operational					
Risk Level	Medium	International Programs Office				
Division	Student Affairs & Inst. Effectiveness					
Deadline						
New Deadline	8/31/2026					
Current Status	On Schedule					

Audit	Info	Recommendation Name	Summary of Recommendation	Summary of Original Response	Prior Status Comment	Current Status Comment
Audit #	2025-01	Pre-Arrival and In-Person Orientation	Ensure that the pre-arrival checklist is updated on the website. Enforce mandatory in-person orientation for all new international students.	IPO's page has been updated to include the Pre-Arrival Task List. It also emphasizes that all new international students are required to be physically present for orientation.		IPO's page has been updated to include the Pre-Arrival Task List. It also emphasizes that all new international students are required to be physically present for orientation.
Dated Issued	7/14/2025					
Risk Category	Operational					
Risk Level	Medium	International Programs Office				
Division	Student Affairs & Inst. Effectiveness					
Deadline						
New Deadline	8/31/2025					
Current Status	On Schedule					

YOUNGSTOWN STATE UNIVERSITY
Report of Internal Audit Activities for FY2025

Prepared by Michelle DiLullo, Internal Audit (July-2025)

Introduction

International professional standards promulgated by the Institute of Internal Auditors (IIA) require the communication of audit results. Thus, this annual report of IA activities for FY25 has been prepared for the Audit Subcommittee.

Purpose of Internal Audit (IA)

The purpose of the internal audit function is to strengthen Youngstown State University's ability to create, protect, and sustain value by providing the Audit Subcommittee of the Board of Trustees and management with independent, risk-based, and objective assurance, advice, insight, and foresight

This purpose is stated in the Office of Internal Audit Charter approved by the Audit Subcommittee and Board and Trustees in December 2024.

Mission Statement of Youngstown State University's Office of Internal Audit

The mission of internal audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. It assists the university in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the university's risk management, control, and governance processes.

Organization Independence of Internal Audit

The Office of Internal Audit maintained organizational independence throughout FY25:

- No conditions were noted that may threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner.
- IA had no direct operational responsibility or authority over any of the activities reviewed.
- There were no restrictions on the scope of IA's activities in FY25.

FY25 Internal Audit Staffing Resources

In fiscal year 2025, Office of IA staff included the following full-time positions:

Staff Auditor (started in IA at YSU 8/16/2022): Michelle DiLullo, CIA
Experience: three years higher education IA, two years public accounting,

In July 2022, the university entered into a shared service agreement with Kent State University. This agreement with KSU provides one IT audit per year and supplements YSU's internal audit department resources for review.

In FY25, IA staff completed approximately 78 hours of professional development in relevant audit and higher ed topics, such as, audit management, higher education risk, cybersecurity, artificial intelligence, data analytics, and fraud. In addition, the Staff Auditor obtained the Certified Internal Auditor designation in July 2025. The certification required passing a three part exam and at least two years of experience in internal audit.

Internal Audit Methodology

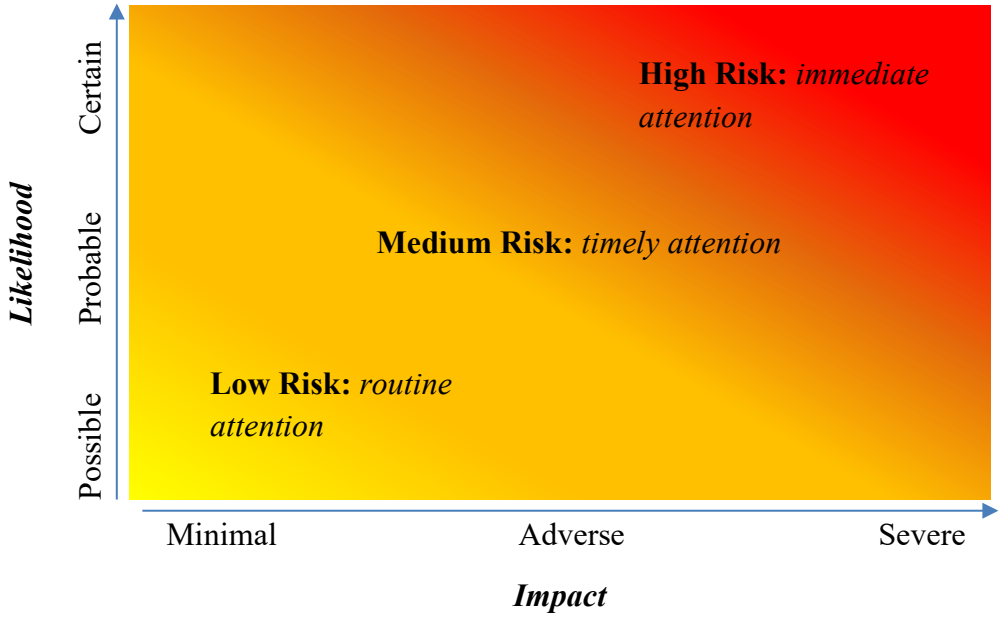
Audit Opinions

Opinions may be issued on assurance engagements. The opinion indicates an assessment of the **overall system of internal controls** in preventing and detecting material errors and irregularities on a timely basis based on the following methodology:

Opinion	Assessment of System of Internal Control	Audit Findings
Adequate	**Provides reasonable assurance** that material errors and irregularities will be prevented or detected on a timely basis	**Low-risk** findings only
Requires Improvement	**Does not provide reasonable assurance** that material errors and irregularities will be prevented or detected on a timely basis;	One or more **Medium- or high-risk** findings
Inadequate	**Contains significant deficiencies** which if not corrected could permit material errors or irregularities to go undetected;	Numerous, extensive **high-risk** audit findings

Risk Rating Methodology for Audit Findings

Internal control and risk management issues included as audit findings in internal audit reports are assigned a **high**, **medium**, or **low risk rating**. The risk rating indicates the *priority for management action* to address the issues. The methodology is based on an assessment of ***severity of potential impacts*** from the issues and their ***likelihood of occurrence***. The methodology is summarized below:



Potential impacts include:

- Financial loss
- Violation of university policy, strategy, or values
- Reputational damage
- Regulatory impacts (licensing, fines, public sanctions)
- Data exposure and/or data loss
- Extent of operation disruption (length of time, breadth of campus affected)

Summary of FY25 Internal Audit Activities for YSU

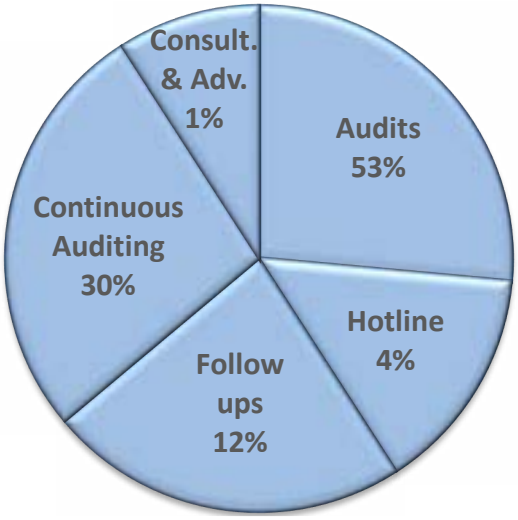
During fiscal year 2025, there were 2,088 actual hours tracked for Office of IA staff, of which 1,338 project hours were spent on providing internal audit services for the university. In addition, Kent State University provided 319 hours of internal audit services. Services performed addressed compliance, financial, operational, and information technology risks.

Services performed

YSU Internal Audit performed the following services in FY25:

- **Audit projects** where audit procedures are performed to arrive at a conclusion about the objective(s) under audit. For full-scope audit engagements where assurance is provided as to the effectiveness of the system of internal controls, an opinion is issued (see "Audit Opinions" under "Internal Audit Methodology")
- **Continuous auditing** where audit procedures, including analytics, are performed on an ongoing periodic basis for risk assessment and/or monitoring for controls gaps
- **Consulting & advisory** services that provide value-added services to management and other stakeholders.
- **Hotline monitoring** reports made to Internal Audit concerning fraud, fiscal abuse, or persistent and/or pervasive noncompliance with University policies and procedures.
- **Follow-up on open audit recommendations** to ensure management has implemented corrective actions plans to address identified risk and control findings.

A summary of actual project time by service performed is presented below:



Services Performed FY25

Details of each of the services performed in FY25 are included in the pages that follow.

Audit Projects Performed in FY25

Project Area	Project Area Risk Rating	Risk Category	Synopsis of Scope & Objectives	Status	Results	Audit Opinion	Number High/Medium/Low Risk Audit Findings
Facilities and Building Access	High	Facilities, Operational, Compliance	Procedures and controls related to key issuance, replacement, and return; and procedures for vendor or visitor access.	Complete	Management's corrective action plans addressed risks and control gaps identified; see Follow-up	**Inadequate**	**7** / 0 / 0
Inventory Control Audit	High	Financial, Operational, Compliance	Procedures and controls related to physical inventory tracking and management.	Complete	Management's corrective action plans addressed risks and control gaps identified; see Follow-up	Requires Improvement	**2** / 0 / 0
International Programs Office Audit	High	Financial, Operational, Compliance	Procedures and controls related to International enrollment and International Student and Scholar Services.	Complete	Management's corrective action plans addressed risks and control gaps identified; see Follow-up	Requires Improvement	**6** / 3 / 0
KSU- Divisional IT Application Risk Assessment: Student Affairs and Institutional Effectiveness	High	IT, Compliance	Assess operating risks in IT applications in Division of Student Affairs and Institutional Effectiveness, prioritize IT applications based on identified risks, and determine future IT General Controls (ITGC) audits for applications.	Complete	Seven applications identified for IT General Controls (ITGC) audits	N/A	N/A
Athletic Ticket Office Audit	High	Financial, Operational, Compliance	Procedure and controls related to Athletics Ticket Office operations, including ticket sales, cash mt, security, & complimentary tickets procedures.	In Process	N/A	N/A	N/A

Continuous Auditing Projects Performed FY25

Project Area	Project Area Risk Rating	Risk Category	Synopsis of Scope & Objectives	Status	Results
Continuous Auditing of Payroll	High	Financial, Compliance	Quarterly analytics and transactional testing of FY25 Payroll activity to assess compliance with university procedures.	In progress	In progress
Continuous Auditing of Payroll	High	Financial, Compliance	Quarterly analytics and transactional testing of FY24 Payroll activity to assess compliance with university procedures.	Complete	No exceptions noted
Continuous Auditing of Accounts Payable	High	Financial, Compliance	Quarterly analytics and transactional testing of FY25 Accounts Payable activity to assess compliance with university procedures.	In progress	In progress
Continuous Auditing of Accounts Payable	High	Financial, Compliance	Quarterly analytics and transactional testing of FY24 Accounts Payable activity to assess compliance with university procedures.	Complete	No exceptions noted

Consulting & Advisory Performed FY25

- Consulted with Enterprise Risk Management on emerging risk at the university.
- Served on the Data Governance & Integrity Committee.

Hotline Monitoring Performed in FY25

Reports Received in FY25	Reports Investigated	Reports Referred	Unsubstantiated	Closed Reports	Open Reports June 30, 2025
6	2	4	0	6	0

Open Audit Recommendation Follow-Up Performed FY25

Project Area	Number of Open Recommendations Beginning or Issued FY25	Number of Audit Recommendations Closed in FY25	Number of Audit Recommendations Open at End of FY25
Student Billing, Collections, & Accounts Receivable Audit Follow-up	**1**	**0**	**1**
Division of Workforce Education and Innovation Audit Follow-up	**11**	**7**	**4**
KSU Banner Access Audit Follow-up	**3**	**1**	**2**
KSU IT General Controls Audit-Workforce Education & Innovation Follow-up	**3**	**3**	**0**
Facilities and Building Access Audit Follow-up	**7**	**0**	**7**
Inventory Control Audit Follow-Up	**2**	**1**	**1**

Office of Internal Audit Goals

Status: Office of IA Goals for FY2025

Goal: Execute the risk based FY25 audit plan, taking a collaborative approach to projects
Perform audit projects that provide value-added audit recommendations and insights to enhance the management of risks
Status: Completed

Goal: Facilitate risk assessments providing a framework for management to assess risk and identify gaps in control design
Status: Completed

Goal: Continue to use audit analytics and build continuous auditing analytics program to enhance risk assessment and provide value-added information on risks and controls to management
Status: Completed

Goal: Continue to monitor Anonymous Fraud Hotline to investigate and manage possible violations concerning compliance made by employees without fear of retribution.
Status: Completed

Goal: Continue to systematically track open audit comments and conduct quarterly follow-up with management
Status: Completed

Goal: Align and update audit plan priorities to respond to changes in the university's risks
Provide relevant, useful, and insightful reporting on Internal Audit plans and activities to management and Audit Subcommittee
Status: Completed

Goal: Promote and enhance the university's control environment

- Be responsive to questions and requests received for independent assurance and insight
- Proactively foster awareness of risk, fraud and fraud reporting, university policy and procedures

Status: Completed

Goal: Continuously improve departmental processes to align with Institute of Internal Auditors' Standards to ensure audit quality and efficiency
Status: Completed

Office of IA Goals for FY2026

Goal: Execute the risk based FY26 audit plan, taking a collaborative approach to projects:

- Perform audit projects that provide value-added audit recommendations and insights to enhance the management of risks
- Facilitate risk assessments providing a framework for management to assess risk and identify gaps in control design
- Continue to use audit analytics and build continuous auditing analytics program to enhance risk assessment and provide value-added information on risks and controls to management
- Continue to monitor Anonymous Fraud Hotline to investigate and manage possible violations concerning compliance made by employees without fear of retribution.
- Continue to systematically track open audit comments and conduct periodic follow-up with management
- Align and update audit plan priorities to respond to changes in the university's risks

Goal: Provide relevant, useful, and insightful reporting on Internal Audit plans and activities to management and Audit Subcommittee

Goal: Promote and enhance the university's control environment

- Be responsive to questions and requests received for independent assurance and insight
- Proactively foster awareness of risk, fraud and fraud reporting, university policy and procedures

Goal: Continuously improve departmental processes to align with Institute of Internal Auditors' Standards to ensure audit quality and efficiency.

YOUNGSTOWN STATE UNIVERSITY
One University Plaza, Youngstown, Ohio 44555

Joe D'Amato, Associate Director International Student & Scholar Services
Michael Billock, Associate Director, International Programs Office
Mike Sherman, Vice President Institutional Effectiveness & Board Professional
Youngstown State University

July 14, 2025
Audit #2025-01

Dear Mr. D'Amato, Mr. Billock, and Dr. Sherman:

Internal Audit has completed an internal control assessment of the key processes related to the International Programs Office. This audit was completed to provide assurance on the presence, adequacy, design, and operating effectiveness of internal controls related to the objectives of the International Programs Office.

Internal controls are a process designed to provide reasonable assurance regarding achievement of objectives. Internal controls may be preventive, designed to keep errors or irregularities from occurring, or detective and corrective, designed to identify and remediate errors and irregularities after they have occurred.

Internal Audit promotes continuous improvement of internal controls. However, management is responsible for establishing and maintaining effective internal controls.

Objectives

The primary objectives of this audit were as follows:

- Determine whether the International Programs Office's internal control structure is properly designed and operating effectively to provide reasonable assurance of compliance with departmental policies and procedures, the university's applicable policies and procedures, as well as the applicable state and federal regulations
- Provide management with comments and recommendations designed to further improve the department's operations and the existing internal control structure.

Scope and Procedures

The audit scope included the operational processes for fiscal year 2024 to date related to the following:

- Admission processes and procedures for international students
- Admitted international student processes and procedures
- Resources provided for current international students
- International student visa and compliance with federal laws and regulations
- International student employment and compliance with university policy and federal laws and regulations
- Processes related to international students and the English Language Institute

The above objectives were accomplished using the audit procedures including, but not limited to, the following:

- Review of applicable university and International Programs Office (IPO) policies and procedures
- Conducting walk-throughs of processes performed by IPO staff relating to international enrollment and student services
- Performing data analytics to identify potential anomalies and irregularities
- Testing internal controls by review of documentation and related support
- Inquiring of staff in the International Programs Office

An audit of operational and internal controls is performed to provide management with reasonable but not absolute assurance that procedures are executed in an efficient manner. This internal audit was performed using a risk-based approach that did not include evaluation and testing of every transaction. Thus, assurance cannot be provided that all errors, irregularities, and instances of non-compliance occurring during the audit period were identified.

Opinion

Based on the results of procedures performed in the International Programs Office, the internal controls related to the key processes in that department **Require Improvement.**

A **Require Improvement Opinion** necessitates that Internal Audit perform follow-up on corrective actions noted in management responses based on the dates provided.

Internal Audit thanks you and your staff for their time and assistance during the audit process. Please call x1425 with any questions regarding this Report.

Sincerely,

Michelle DiLullo
Staff Auditor, Internal Audit

cc: N. McNally
B. Johnson
Audit Subcommittee

Audit #2025-01
International Programs Office
Internal Audit

Acknowledgement of Responsibility

The Audit Comments include Management's Responses to audit observations and recommendations contained in this Report. These responses have been prepared and approved by the following individual(s) who acknowledge responsibility for directing the implementation of corrective action plans.

Joseph D'Amato 7/10/2025
Joe D'Amato, Associate Director International Student & Scholar Services Date

Michael Billock 7/10/2025
Michael Billock, Associate Director, International Programs Office Date

7/11/2025
Mike Sherman, Vice President Institutional Effectiveness & Board Professional Date

This table below summarizes the results of the internal control assessment and the corrective actions to which management has committed. The audit comments are further detailed in the pages following this summary.

Summary of Audit Findings			
Audit Comment ***(Risk Level)***	**Observation**	**Recommendation**	**Management Response**
#1 Documented Procedures ***(High)***	The International Programs Office (IPO) has documented some of its procedures, but several are either outdated or not documented at all.	Develop and document procedures for processes that lack written guidelines. Implement a recurring review to ensure procedures are updated.	The IPO will be creating written guides detailing the processes noted. The IPO will review current guides and update for succession planning.
#2 Required Immunizations ***(High)***	Immunization records were either not uploaded to the immunization verification platform or were not verified.	Enhance internal controls by implementing a comprehensive process to ensure full compliance with immunization requirements.	The IPO will be hiring an admin assistant to review immunizations to ensure all new students have the required immunization records.
#3 Leveraging Applications for Consistent Record Maintenance ***(High)***	Documentation related to IPO processes was not consistently or exclusively maintained within the international student management system.	Consistently upload documentation to centralize records, enhance accessibility, and enable effective tracking of student progress.	The IPO now has procedures in place so that interactions with the international student management system are consistent, which is critical to our success.
#4 Confidential Information ***(High)***	It was observed that physical documents containing confidential information maintained by IPO were not consistently secured.	Enhance internal controls to ensure confidential information is physically secured and can only be accessed by authorized IPO staff.	Documents containing confidential information have been moved to a secure file cabinet or room that is always locked.
#5 Strategic Plan ***(High)***	IPO currently does not have a written strategic plan, resulting in the absence of a clearly defined vision and mission for the department.	Develop a comprehensive, written strategic plan for the International Programs Office that clearly defines the department's vision, mission, and long-term goals.	IPO will finalize a unit Action Plan to support the success of the international student recruitment and success strategy.
#6 Student Financial Stability ***(High)***	There are currently no follow-up procedures in place to assess students' ongoing financial stability once admitted.	IPO should consider developing policies and procedures to strengthen financial oversight of international students.	The IPO is working to determine the best practice for reviewing and vetting financial support documents.
#7 Automated Processes ***(Medium)***	IPO has begun automating its processes in response to the increase in admissions. Some key processes remain manual.	Consider conducting a review of all remaining manual processes to identify additional opportunities for automation.	Our current plan is to perform a comprehensive review of the remaining manual processes and begin to automate them.
#8 Recruiter Commission ***(Medium)***	Commission payments have been processed without verifying enrollment or financial standing leading to inaccurate payments.	Enhance internal controls by implementing a process to ensure that students are actively enrolled for appropriate semesters and in good financial standing.	Implement new policy in existing and future agent agreements/MOUs.
#9 Pre-Arrival & In-Person Orientation ***(Medium)***	The IPO website hasn't been updated with the pre-arrival checklist. In-person orientation attendance isn't consistently enforced for new int'l students.	Ensure that the pre-arrival checklist is updated on the website. Enforce mandatory in-person orientation for all new international students.	IPO's page has been updated to include the Pre-Arrival Task List. It also emphasizes that all new international students are required to be physically present for orientation.

Audit Comment #1 Documented Procedures (High)

Observation:
The International Programs Office (IPO) has documented some of its procedures, but several are either outdated or not documented at all. Proper documentation of procedures is critical to ensuring the transfer of knowledge during staff transitions and is a vital component of succession planning. Some processes that need documented include SEVIS termination, student health insurance, immunization verification, and verified recruiter commissions.

Recommendation:
Develop and document procedures for processes that currently lack written guidelines. Implement a recurring, periodic review to make sure documented procedures are updated and complete.

Management Response:
In response to this observation, the IPO will be creating written guides detailing the processes noted. The detailed written guides will then be accessible by all IPO staff members via the department's shared drive. The IPO will also be reviewing current guides for accuracy and updating accordingly with the goal of succession planning.

Implementation Date: End of 2025 Calendar Year

Audit Comment #2 Required Immunizations (High)

Observation:
International students are required to submit immunization records upon arrival to campus via an immunization verification platform, with IPO responsible for verifying compliance. However, during the audit, it was observed that in most cases, immunization records were either not uploaded to the immunization verification platform or were not verified by IPO staff. Currently, due to limited staffing, the IPO prioritizes review of tuberculosis (TB) test results and does not consistently monitor or confirm other required immunizations.

Recommendation:
Enhance internal controls by implementing a comprehensive process to ensure full compliance with immunization requirements for international students. This process should include enforcing the requirement for students to upload their immunization records to the immunization verification platform as part of the admissions or arrival process. Additionally, the IPO should allocate sufficient staffing to ensure timely verification of these records.

Management Response:
To meet the significant increase in the number incoming new international students each fall and spring semester, the IPO will be hiring an administrative assistant that will be assigned to review the immunization verification platform to ensure all new students have uploaded required immunization records.
Students that have not uploaded all vaccination records within 30 days of the start of that given semester will

have an IPO hold placed on their account preventing registration for the next available term.

Implementation Date: Start of Fall 2026 Semester

Audit Comment #3 Leveraging Applications for Consistent Record Maintenance (High)

Observation:
The international student management system is a software platform that is used to manage and support international students. It plays a crucial role in ensuring schools comply with U.S. immigration regulations and helps international students maintain their legal status while studying in the U.S. The audit noted that documentation related to several IPO processes was not consistently or exclusively maintained within the international student management system. While IPO staff were able to retrieve documents upon request, often from individual email accounts, this information was not always uploaded to the international student management system. In addition, staff did not consistently record actions within the international student management system, making it difficult for other staff members to track progress or seamlessly continue processing or advising students. It was also noted that initial I-20 forms were not consistently emailed through the student recruitment platform, as outlined in the documented I-20 issuance procedures. Inconsistent documentation practices can hinder operational continuity and increase the risk of miscommunication, errors, or delays in student services.

Recommendation:
Consistently upload documentation to the international student management system to centralize records, enhance accessibility, and enable effective tracking of student progress. Develop and communicate clear written procedures that define documentation requirements and expectations. Additionally, ensure that initial I-20 forms are emailed through the student recruitment platform, as outlined in the documented I-20 issuance procedures, to enhance operational continuity.

Management Response:
We have recently updated our procedures when it comes to processing immigration related authorizations. This means that we have transitioned from students submitting paper forms, emailing requests to our office, or to individual team members. We now use Microsoft Forms that we refer to as Portals. Staff members have been trained to instruct our students to access this webpage with related requests. You will see that the page is presented with the Portal first and then the corresponding forms required for the specific request. This may seem like a minor detail, but we feel this has made the submission of forms to the international student management system more effective and efficient. In the past, we had to walk to the printer and scan or email the documents to ourselves and then upload the document to the international student management system. Our office works in a high volume environment dealing with many time-sensitive matters and having the required forms in the Portals saves time and makes the upload process to the international student management system easier.
The use of Portals also provides a catch-all for times when staff members forget to upload forms to the international student management system. This way, we can upload them later if needed.

We have also communicated with all staff members to only send the Initial I-20 using The student recruitment platform so that the process is more streamlined and consistent across the office.

This is also a minor detail that relates to this: We have communicated with all staff members on several occasions that documenting interactions with students in the international student management system is critical to the success of our office. We now have procedures in pl[illegible] that we all interact with it in a consistent way.

Meaning that when we meet with students, we first check their date of birth and then their address and update it accordingly. At the end of every meeting with students, advisors have been trained to create a note that describes the interaction with the student and to upload any related documents accordingly. This effort is aimed at having clear and consistent procedures in place to make sure we use professional courtesy across the office.

Implementation Date: We have already begun implementing effective February 2025.

Audit Comment #4 Confidential Information (High)

Observation:
During the audit, it was observed that physical documents containing confidential information maintained by IPO were not consistently secured, increasing the risk of unauthorized access. IPO has not developed processes to ensure confidential information is properly secured.

Recommendation:
Enhance internal controls to ensure confidential information is physically secured and can only be accessed by authorized IPO staff.

Management Response:

- We have moved the area where students' transcripts were stored to a secure file room that is always locked.
- We have also moved immigration documents from the front desk to a secure filing cabinet in our office.
- We no longer accept paper documents requesting immigration authorizations. We now use online secure Portals for students to request immigration authorizations. See Management Response #3 for more information regarding this.
- We have also ended a previous process that encouraged and allowed students to have immigration documents mailed to our office.

Implementation Date: We have already implemented effective March 2025.

Audit Comment #5 Strategic Plan (High)

Observation: IPO currently does not have a written strategic plan, resulting in the absence of a clearly defined vision and mission for the department. As a result, the lack of direction affects the ability to prioritize initiatives, measure progress, and effectively allocate resources. Additionally, an analysis of enrollment data for the English Language Institute (ELI) revealed that only 20% of ELI students transitioned to becoming YSU students in the past 3 years. This low conversion rate raises questions about whether the ELI program meets its objectives and contributes effectively to the broader goals of the IPO.

Recommendation:
Develop a comprehensive, written strategic plan for the International Programs Office that clearly defines the department's vision, mission, and long-term goals. The plan should include measurable objectives and a roadmap for achieving them, aligned with institutional priorities. As part of this strategic planning process, consider a focused evaluation of the ELI to assess its effectiveness in meeting program objectives and contributing to the overall mission of the IPO.

Management Response:
The International Program Office (IPO) is involved in the development of the Strategic Enrollment Plan (SEP). A penultimate version is anticipated in September with a final version available for endorsement in December. As this plan will specify strategies for international student marketing and recruitment to secure a strategic share of the market, it will also include a student success component that is focused on student retention, persistence, and completion, as well as post-gradation career, particularly if Optical Practical Training (OPT) becomes an important component of the workforce education and innovation strategy.

Thereafter, IPO would be positioned to evolve and finalize a unit Action Plan to support the success of the international student recruitment and success strategy. Such an approach is already activated via the convening of the International Student Enrollment and Success working group that meets every three weeks throughout the year including a multitude of office represented on the working group. Such an Action Plan is feasible to complete by the end of the first quarter of 2026.

The timing for these two steps is right as it is anticipated a new Director of IPO will begin the role in late July or early August. In addition to involvement in these two major initiatives, that individual will help assess and determine the disposition of the English Language Institute (ELI). It is certain that the ELI initiative will be redesigned in some fashion to better serve YSU.

Implementation Date:

- Strategic Enrollment Plan finalized end of the 2025 calendar year
- IPO Action Plan finalized by end of first quarter 2026
- ELI more strategically repositioned by the end of 2025 calendar year

Audit Comment #6 Student Financial Stability (High)

Observation:
As part of the admission process, international students are required to submit a bank statement dated within six months of the application, demonstrating that they meet the minimum financial threshold for enrollment. However, this is the only point at which financial documentation is collected. There are currently no follow-up procedures in place to assess students' ongoing financial stability once admitted. Establishing additional measures would help ensure that students are better positioned for long-term success and reduce institutional risk related to unpaid balances or student attrition due to financial hardship.

Recommendation:
IPO, in collaboration with relevant university departments, should consider developing policies and procedures to strengthen the financial oversight of international students beyond initial admission. This may include periodic financial check-ins, integration of financial wellness resources, or requirements for updated financial documentation in specific circumstances.

Management Response:
The IPO is currently working with in-country representatives to determine the best practice forward to accomplish increased review and vetting of financial support documents required for I-20 issuance. We believe that forthcoming changes to the admissions and I-20 request process, including requiring a commitment fee will also have a positive impact with the purpose of identifying applicants that are financially prepared and have serious intent to enroll and complete their program at YSU. In accordance with U.S. Immigration regulations with regards to I-20 issuance, schools or universities can only require students to show adequate funding for an

academic year or up to a 12-month period. We will continue to promote financial wellness through the Fund Your Education Program during Pre-Arrival VZ Orientation along with when students arrive in their YSU 1500 Success Seminar Course.

Implementation Date:

- The Fund Your Education is currently included as a Pre-Arrival VZ Task List Item
- Start or Spring 2026 Semester: The IPO will continue to work with in-country representatives, First Year Student Services (FYSS), and Penguin Service Center (PSC) to find ways to identify new opportunities to verify financial ability and promote financial wellness.

Audit Comment #7 Automated Processes (Medium)

Observation:
IPO has begun automating its processes in response to a significant increase in international admissions. This has resulted in improved efficiency and timeliness in certain areas. However, several key processes remain manual. Relying on manual processes may lead to inefficiencies, processing delays, inconsistent outcomes, and increased risk of human error. As international admissions continue to grow, the strain on existing manual processes may impact service quality and scalability.

Recommendation:
Consider conducting a comprehensive review of all remaining manual processes to identify additional opportunities for automation. Priority should be given to high-volume or high-risk areas where automation would yield the greatest operational benefits. Implementing further automation will enhance overall process consistency, reduce turnaround time, and improve the capacity to manage continued growth effectively.

Management Response:
Currently, we are in the process of hiring a new director in our office. Our current plan is to wait until the new director is hired and then to work closely with them to perform a comprehensive review of the remaining manual processes so that we can begin to automate them like we did several other daily processes our office is responsible for.
We would also like to designate time to formally train staff in the international student management system and will request opportunities for training from the Office of Information Technology. Currently, we are not using it to its full potential and this is mostly because of lack of formal program-supported training. Using it to its full potential will have a positive impact on automation in our office.

Implementation Date: Start of Fall 2026 Semester

Audit Comment #8 Recruiter Commission (Medium)

Observation:
Pursuant to the agreement between Youngstown State University and the recruiting agency, recruiters receive commission payments corresponding to the initial two semesters of each referred student's enrollment. However, commission payments have been processed without verifying the student's enrollment status or confirming that the student is in good financial standing with the university leading to inaccurate payments.

Recommendation: Enhance internal controls by implementing a formal process to ensure that students are actively enrolled in the appropriate semesters and are in good financial standing with the university before commission payments are issued.

Management Response:
Implement new policy in existing and future agent agreements/MOUs: once an invoice is received, it can be revised by the recruiter a maximum of one time to remove students who are ineligible for commission claim (i.e., not enrolled in full-time studies or not tagged under agency representation). Further revision requests need approval from the IPO staff member handling agent commissions; otherwise, invoices revised more than once will not be processed. Students who still owe an outstanding balance beyond two months or sixty days past the end of the semester will be forfeited and not eligible for commission claim. If recruiters send 30 or more students, some of which still owe an outstanding balance at the end of the semester, representatives have the option to split the invoice to receive payment for students in good financial standing. The invoice that includes students with an outstanding balance will be subject to the same 60-day policy to be eligible for commission payment.

Implementation Date: Start of Fall 2026 Semester

Audit Comment #9 Pre-Arrival and In-Person Orientation (Medium)

Observation:
IPO is transitioning from a pre-arrival orientation course to a pre-arrival checklist on the department website. However, the website has not been updated to reflect this new checklist, which international students will rely on to complete the necessary tasks before arriving on campus. Additionally, while in-person orientation is mandatory for all international students, there were several instances where attendance for graduate and doctoral students was not consistently enforced.

Recommendation:
Ensure that the pre-arrival checklist is updated on the department website, making it easily accessible to all international students. Strengthen the enforcement of mandatory in-person orientation for graduate and doctoral students to ensure full compliance with university requirements.

Management Response:
In preparation for the Fall 2025 Semester, we have updated the IPO's Admitted International Page to reflect the information included in the Pre-Arrival VZ Orientation Task List. The updated page emphasizes that all new international students are required to be physically present for orientation as listed below:

- **Friday August 15 - August 22 Mandatory In-Person International Student Orientation**
  - **All Students must be physically present for the entire duration of Orientation beginning on August 15.** Students that are unable to attend the first day of Orientation will be required to defer their admission to a future semester.

Implementation Date: Effective Immediately

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
FIFTEEN-YEAR PLAN FOR ENERGY EFFICIENCY AND CONSERVATION PROJECTS POLICY, 3356-1-12

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 the modification of the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-1-12 Fifteen-year plan for energy efficiency and conservation projects.

Responsible Division/Office:	Facilities
Responsible Officer:	VP for Finance and Business Operations
Revision History:	June 2009; December 2020; September 2025
Board Committee:	Finance and Facilities
Effective Date:	**September 17, 2025**
Next Review:	N/A

(A) The statutory requirements of Ohio House Bill 251 of the 126th general assembly call for an overall reduction in energy use of twenty per cent by 2014, relative to use levels of 2004.

(B) Pursuant to section 3345.69 of the Revised Code, the board of trustees of each state university is required to develop a fifteen-year plan for phasing in energy efficiency and conservation projects.

(C) Youngstown state university has developed a fifteen-year plan ("plan") for phasing in energy efficiency and conservation projects, which is available at the university office of facilities.

(D) Projects completed under the plan have already satisfied the reductions in energy use specified in Ohio House Bill 251.

(E) The plan allows for continued success at the university in energy efficiency and conservation.

Note: This policy/rule was originally filed, along with the Fifteen-Year Plan (as Appendix 308913), with the Ohio Legislative Service Commission as Rule 3356-1-14-15 effective 9-27-10.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
BUSINESS-RELATED AND ENTERTAINMENT EXPENSES POLICY, 3356-3-13

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-3-13 Business-related and entertainment expenses.

Responsible Division/Office:	Finance and Business Operations
Responsible Officer:	VP for Finance and Business Operations
Revision History:	December 2004; March 2010; March 2015; September 2020; September 2025
Board Committee:	Finance and Facilities
Effective Date: (reviewed, no changes)	~~September 3, 2020~~ September 17, 2025
Next Review:	~~2025~~2030

(A) Policy statement. The board of trustees authorizes the establishment of business-related and entertainment expense guidelines for reasonable food, beverage, and incidental costs associated with the conduct of university business.

(B) Purpose. To establish the manner and extent to which university funds may be expended for business-related activities, entertainment, and hospitality.

(C) Scope. This policy applies to all university employees.

(D) Procedures. The university's business-related and entertainment expense guidelines may be accessed at the procurement webpage.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
MEMBERSHIPS, DUES, CERTIFICATIONS, AND LICENSING FEES POLICY, 3356-3-15

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 approve the modification of the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-3-15 Memberships, dues, certifications, and licensing fees.

Responsible Division/Office:	Procurement Services
Responsible Officer:	VP for Finance and Business Operations
Revision History:	December 2010; September 2015; September 2020; September 2025.
Board Committee:	Finance and Facilities
Effective Date:	~~September 3, 2020~~September 17, 2025 (reviewed, no changes)
Next Review:	~~2025~~2030

(A) Policy statement. Memberships, dues, professional certifications or licensing fees are eligible for payment by the university when there is a direct benefit to the university.

(B) Parameters.

(1) Memberships paid with university funds cannot negatively impact the university's image or mission, or be paid to organizations or for activities with arbitrary or discriminatory membership policies. Acceptable organizations include associations of colleges and universities, professional societies, government-sponsored groups, accrediting organizations, and other organizations related to work being performed. Fraternal and political organizations are specifically excluded, and community/civic organizations are allowable only for executive or development officers whose duties include significant responsibilities to represent the university in the community.

(2) Professional memberships, dues, licenses or certifications in the name of an individual are allowable when institutional memberships, etc., are not available or not applicable. Such expenses are eligible for payment by the university under the following criteria:

(a) The dues, professional licensing, certification, or testing fees are integrally related to an employee's job duties or essential to the research responsibilities of faculty. Examples include, but are not limited to: engineers,

certified public accountant, or radioactive materials licenses, notary fees, and world safety officer memberships;

(b) Membership is required for the purchase of a journal;

(c) Membership allows a periodical or journal to be purchased at a discounted rate and the expected savings from the discount exceeds the cost of membership;

(d) Membership included in a conference registration fee allows for a reduced rate to attend the conference and the savings over the non-member registration fee rate is greater than the cost of individual membership in the organization.

(3) Written justification must be maintained for memberships, dues, certifications, and licenses paid by the university in the name of an individual.

(4) No more than one institutional membership in any organization may be purchased.

(5) Payments for professional memberships, dues, licenses or certifications are subject to the university's purchasing policy. Procurement services has the primary responsibility to manage and monitor the purchasing process.

(6) Only the president or his/her designee may authorize written exceptions to this policy.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
ELECTRONIC SIGNATURE RULES POLICY, 3356-3-16.1

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-3-16.1 Electronic signature rules.

Responsible Division/Office:	Finance and Business Operations
Responsible Officer:	VP for Finance and Business Operations
Revision History:	March 2015 (SB3filing); September 2020; September 2025
Board Committee:	Finance and Facilities
Effective Date:	**~~September 3, 2020 (no changes)~~ September 17, 2025**
Next Review:	~~2025~~2030

(A) Authority. Division (J) of section 1306.20 of the Revised Code requires Youngstown state university ("university") to establish rules for the use of electronic signatures.

(B) Scope. This rule applies to the implementation and utilization of electronic signatures involving the university.

(C) Definitions.

(1) "Authentication." The assurance that the electronic signature is that of the person purporting to sign a record or otherwise conducting an electronic transaction.

(2) "Electronic signature." An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

(3) "Electronic record." A record created, generated, sent, communicated, receive, or stored by electronic means.

(4) "Electronic transaction." The exchange of an electronic record and electronic signature between the university and a person to:

(a) Consent to release information;

(b) Purchase, sell, or lease goods, services, or construction;

(c) Transfer funds;

(d) Facilitate the submission of an electronic record with an electronic signature required or accepted by the university; or

(e) Create records formally issued under a signature and upon which the university or any other person will reasonably rely, including but not limited to, formal communication, letters, notices, directives, policies, guidelines, and any other record.

(5) "Integrity." The assurance that the electronic record is not modified from what the signatory adopted.

(6) "Nonrepudiation." Proof that the signatory adopted or assented to the electronic record or electronic transaction.

(D) Electronic signature rules.

(1) This rule was established pursuant to division (J) of section 1306.20 of the Revised Code.

(2) This rule applies to electronic signatures involving the university.

(3) This rule shall remain consistent with electronic signature requirements of the Revised Code and applicable federal law.

(4) Electronic signatures shall only be used as governed by this rule and any university policy governing electronic signatures involving the university.

(5) Under the office of the chief information officer and in collaboration with applicable business units, ~~T~~the university shall provide governance and guidance for implementing and utilizing electronic signatures.

(6) To the fullest extent permitted by law, the university recognizes an electronic signature as legally binding and equivalent to handwritten signatures to signify an agreement.

(7) The university may designate specific university transactions to be executed by electronic signature.

(8) The university may, at its discretion, elect to opt out of conducting business electronically with any party or in any transaction for any reason or no reason.

(9) An electronic signature that does not employ a university-approved authentication method at the time of signature may not be binding on the university.

(10) All security procedures and technologies shall ~~provide~~ meet university standards for authentication, nonrepudiation, and integrity to the extent that is reasonable for each electronic transaction, as determined by the university's office of ~~information technology~~ the chief information officer.

(11) When at any time during an electronic transaction the university requires a signature, the university shall require a separate and distinct action on the part of the person conducting the electronic transaction for each signature. The separate and distinct action shall be clearly marked as indicating intent to complete an electronic transaction or electronically sign a record. The separate and distinct action may include a series of keystrokes, a click of a mouse, or other similar actions.

(12) Electronic signature documentation shall be maintained in accordance with the university record retention schedule and any university policy governing electronic signatures.

(13) The university shall identify responsibilities of individuals and units regarding electronic signatures.

(14) University policies and procedures applicable to contracts must be followed. This rule does not grant contracting authority to any individual or expand the authority already granted through university policy or otherwise.

(15) Individuals shall report any suspect or fraudulent activities related to electronic signatures immediately to any manager or supervisor in the appropriate department, college, or division.

(16) Employees who falsify electronic signatures or otherwise violate this rule are submit to disciplinary action up to an including termination of employment.

(17) Students who falsify electronic signatures or otherwise violate this rule are subject to disciplinary action under the university "Code of Student Rights, Responsibilities, and Conduct."

(18) Other members of the university community who falsify electronic signatures or otherwise violate this rule are subject to appropriate sanctions, including but not limited to termination of their relationship or affiliation with the university.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
UNIVERSITY PARKING AND TRANSPORTATION FEES POLICY, 3356-4-06

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
September 17, 2025
YR 2026-

3356-4-06 University parking and transportation fees.

Responsible Division/Office:	Facilities Maintenance and Support Services
Responsible Officer:	VP for Finance and Business Operations
Revision History:	June 1998; March 2010; March 2015; September 2020; September 2025
Board Committee:	Finance and Facilities
Effective Date:	~~**September 3, 2020**~~ **September 17, 2025**
Next Review:	~~2025~~2030

(A) Policy statement. The university will fund the provision of parking and related transportation services from a variety of sources and permits the use of these services in accordance with established law and university requirements and regulations.

(B) Purpose. To provide guidelines and procedures on the use and management of university parking facilities, fees, and related transportation services.

(C) Scope. This policy applies to all individuals operating vehicles on university property and to university parking facilities and related transportation services.

(D) Parameters. Costs for the provision, construction, and maintenance of parking facilities and related transportation services are funded by income from sources such as fees, parking permits, parking meters, daily and special events parking, fines imposed for violation of parking regulations, and debt secured by bonds. Users of parking and related services must comply with the requirements established pursuant to this policy.

(E) Procedures.

(1) Valid parking permits are required at all times when parking on the Youngstown state university ("YSU") campus.

(2) Student parking permits are available for each semester.

(a) Penguin promise students may obtain a commuter permit or an overnight permit valid in designated lots.

(b) Non-penguin promise students may purchase a permit through the transportation fee. With the exception of completely online instructional methods, students taking six or more credit hours will be assessed a transportation fee and may order a parking permit at no additional charge. Students taking five or less credit hours may opt into the transportation fee and order a semester parking permit for the same cost as the transportation fee, which may appear as a parking permit on student bills.

(3) Collective bargaining contracts may contain specific parking procedures and fee information.

(4) Businesses or other organizations which lease space on campus or which contract with the university for the provision of services may purchase parking permits for their employees. Employees of such companies may purchase parking permits if their employer does not provide them.

(5) Trustees of the university, trustees of YSU-affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated visitor's areas without cost while on business at the university.

(6) Individuals on campus for YSU prearranged recruiting events or visits are permitted to park in designated areas without cost while on campus for the scheduled event or visit.

(7) Visitors to the university will be charged the current approved rate for parking on campus. Departments may purchase a visitor permit for their guest through parking services.

(8) Event parking will be charged the current approved rate for parking on campus. Event sponsors may purchase the parking in advance for their attendees.

(9) ~~The board of trustees approves parking~~Parking fees and fines are set by the board of trustees, at least once annually, upon the recommendation and approval of the finance and facilities committee.

(10) Parking services personnel and university police officers are authorized to issue citations to vehicles parking in violation of parking regulations.

(11) Parking fees, fines, and regulations may be found in the parking services brochure, the university bulletins, other university publications, and the university website.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
POSTING ON CAMPUS POLICY, 3356-4-17

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
September 17, 2025
YR 2026-

3356-4-17 Posting on campus.

Responsible Division/Office:	Facilities Maintenance and Support Services and Student Affairs
Responsible Officer:	VP for Finance and Business Operations
Revision History:	September 2012; June 2017; June 2021; September 2025
Board Committee:	Finance and Facilities
Effective Date:	**~~June 3, 2021~~September 17, 2025**
Next Review:	~~2026~~2030

(A) Policy statement. Youngstown state university (~~"~~university~~"~~) board of trustees recognizes the use of designated posting areas as an important means of communication within the university community. In order to insure the sustainability, functionality, and aesthetics of the university, physical plant postings and other printed materials must be displayed in appropriate locations in accordance with this policy. The university acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to posting on campus. As a result, the university reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner for display or posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

(B) Procedures. To provide guidelines and procedures by which the university community can share and promote campus news, information, ideas, programs, and events while also maintaining the overall aesthetic appearance of the campus and ensuring appropriate use of available space.

(C) Scope. This policy applies to the availability and use of university bulletin boards, message boards, display cases, and facilities for the posting of materials, including but not limited to flyers, posters, poster boards, and leaflets.

(D) General parameters.

(1) Materials may only be displayed on bulletin boards, message boards, display cases, or other locations specifically identified for the display of such materials.

(2) Printed materials must be affixed in a manner appropriate to the surface being utilized.

(3) Materials displayed for special occasions, such as red and white day, must not damage surfaces and must be carefully removed in a timely manner.

(4) Damage caused by improper posting and/or the cost of removal will be charged to the division, department, office, program, unit, activity, individual, or organization responsible for displaying the printed material.

(5) Materials advertising an event must be removed following the event.

(6) In order to provide abundant and fair access to audiences, materials may be removed after an advertised event has occurred and/or fourteen days after the original posting date.

(7) Courtesy and respect for the freedom of expression by others dictates that postings are not to be marked on, destroyed, or removed. Anyone discovered defacing postings will be subject to applicable sanctions and/or disciplinary action and could be subject to criminal charges.

(E) Facilities operated by the office of student ~~experience~~affairs: Kilcawley center, the Andrews student recreation and wellness center, university residence and dining halls, and university courtyard apartments.

(1) Postings at the university courtyard apartments are monitored by the apartment manager. All other postings are monitored by the office of student experience.

(2) Bulletin boards are available for postings for official university events or activities; events or activities sponsored or co-sponsored by a recognized university student organization, university department, program or office; for the exchange of information and ideas; and for events or activities sponsored by an individual or non-university group which may benefit or interest the campus community.

(3) Upon approval of the office of student activities, the hallways or

concourses of Kilcawley center may be made available to display poster boards for the same purposes.

(4) Postings must include a removal date no later than fourteen days after the original posting date.

(5) Any individual or group may post on community boards, but university event boards are reserved for use by campus departments or registered student organizations only.

(6) The office of student ~~experience~~affairs may impose additional time, place, and manner restrictions regarding postings, including but not limited to size, acceptable materials, and the time/date and/or duration of posting.

(F) Academic, administrative, and administrative buildings.

(1) Bulletin boards, message boards, display cases and other locations designated for the specific use of a division, department, office, program, or unit are available only for that specific use and shall be monitored by that division, department, office, program, or unit in accordance with applicable university policies and state and federal law.

(2) Each division, department, office, program, or unit may formulate additional procedures for posting material within its own confines.

(G) Prohibited postings. The placement of posters, flyers, signs, or other similar materials on any permanent university structures, including but not limited to buildings, walls, windows, doors, elevators, traffic signs, light poles, fences, emergency call boxes, trees, or brick, glass or painted surfaces or any other area not specifically designated by the university as appropriate for posting is prohibited.

(H) Disclaimer. Youngstown state university disclaims all responsibility for the contents of material postings at the university. Anyone posting on campus must be aware of current laws regarding libel, defamation, obscenity, and fair labor relations or other applicable laws. Postings promoting the sale or consumption of alcohol will not be permitted; however, postings promoting alcohol awareness and responsible decision making are permitted.

(I) Violations. Postings not meeting the standards of this policy will be removed. Violations of this policy or any specific building posting policy may result in the loss of posting privileges and/or facilities use privileges, disciplinary and/or educational sanctions appropriate to the circumstances. University employees violating this policy may be subject to disciplinary action by the university.

(J) Expressive activity. Individuals/groups wishing to engage in the free and orderly exchange of ideas on campus by utilizing generally accessible outdoor areas should consult rule ~~3356-4-21~~3356-2-08 of the Administrative Code; university policy ~~3356-4-21~~3356-2-08, "Campus free speech."

(K) Commercial solicitation. Individuals/groups wishing to access the campus for purposes of commercial solicitation or advertising should consult rule 3356-7-19 of the Administrative Code; university policy 3356-7-19, "Access to campus for purposes of commercial solicitation or advertising."

YOUNGSTOWN STATE UNIVERSITY

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

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

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

Responsible Division/Office:	Information Technology Services
Responsible Officer:	VP for Finance and Business Operations
Revision History:	August 1999; November 2010; December 2012; March 2016; June 2021; March 2023; June 2023; June 2024; September 2024; September 2025
Board Committee:	Finance and Facilities
Effective Date:	**~~September 19, 2024~~September 17, 2025**
Next Review:	~~2029~~2030

(A) Policy statement. University technology resources are provided to the university community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the university in compliance with this policy.

(B) Scope. This policy applies to all users and uses of university-owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network. This policy also covers the use of generative AI technologies, such as language models, image generation models, and other AI-powered tools, whether provided by the university of obtained from external sources.

(C) Parameters.

(1) Technology resources (computing, digital recordings, networking, data and network services) are provided to the university community in order to fulfill the mission of the university.

(2) While the university recognizes the importance of academic freedom and freedom of expression, as a public employer, the university also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.

(3) Use of university-owned technology to access resources other than those supporting the academic, administrative, educational,

research and services missions of the university or for more than limited, responsible personal use conforming to this policy is prohibited.

(4) Technology resources provided by the university are the property of the university. University-owned technology is not intended to supersede the need for technology purchases for personal purposes.

(5) As the university is a public entity, information in an electronic form may also be subject to disclosure under the Ohio public records act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).

(6) Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.

(D) Definitions.

(1) "Generative AI" – refers to a category of artificial intelligence (AI) systems that are designed to general new content, such as text, images, or other forms of data, based on patterns and information it has learned from existing data. Unlike traditional AI systems that follow explicit instructions or rules, generative AI has the ability to create novel outputs by learning from large datasets.

(2) "Private institutional date" – defined in university policy 3356-4-13, "Sensitive information/information security" (rule 3356-4-13 of the Administrative Code) and encompasses information of a sensitive, confidential, or personally identifiable nature, such as social security numbers, student records, medical information, financial records, and research data with privacy concerns.

(3) "Public data" – defined in university policy 3356-4-13, "Sensitive information/information security" (rule 3356-4-13 of the Administrative Code) and comprises nonsensitive, nonconfidential information that does not personally identify individuals,, including publicly available research publications, course catalogs, general university information, and nonsensitive statistical data.

(E) User requirements. All users of the university-owned technology resources (computing, digital recordings, networking and data), regardless of affiliation with the university, must:

(1) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.

(2) Protect the confidentiality, integrity and availability of technology resources.

(3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.

(4) Comply with all applicable policies at Youngstown state university (YSU).

(5) Respect the right of other technology users to be free from harassment or intimidation.

(6) Respect copyrights, intellectual property rights, and ownership of files and passwords.

(7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.

(8) Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.

(9) Limit personal use of university technology resources so that such use does not interfere with one's responsibilities to the university.

(10) Not attempt to circumvent information technology security systems or the university "IT Security Manual."

(11) Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the university.

(12) Not use technology resources for personal commercial purposes or

for personal financial or other gain unless specifically approved by the university.

(13) Not state or imply that they speak on behalf of the university without authorization to do so and not use university trademarks and logos without authorization to do so.

(F) User responsibilities.

(1) By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to adhere to the university "IT Security Manual."

(2) Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.

(3) Users are responsible for any activity performed on university-owned technology devices assigned to them except when the device is compromised by actions beyond the user's control.

(4) There is no expectation of personal privacy when using university resources. See paragraph (G) of this rule.

(5) Potential violations regarding use of technology resources should be reported to the appropriate information technology services manager(s) or information security officer.

(6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).

(7) Users are responsible for maintaining data in compliance with the university records retention plan.

(8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See university policy 3356-4-13, "Sensitive information/information security";

rule 3356-4-13 of the Administrative Code.)

(9) Users are responsible for understanding whether the technology is in compliance with this policy prior to use.

(10) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.

(11) Students are responsible for compliance with academic integrity policies. These policies may include further restrictions on technology use by colleges, schools, departments, or instructors.

(G) No expectation of privacy.

(1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.

(2) When authorized by the office of the general counsel, the university may also specifically monitor the activity and accounts of individual end-users of university technology resources, including login sessions, file systems, and communications.

(3) When authorized by the appropriate university administrator (president, vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned personnel for university business and

the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.

(4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.

(5) Personal computing devices:

(a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.

(b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).

(c) Personal computing devices must comply with university "IT Security Manual" when using the campus wireless network or other provided university technology resource.

(d) Personal computing devices used to conduct university business are subject to public records requests.

(e) Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the university's wired or wireless network.

(H) Email. University email (i.e. username@ysu.edu) is the only acceptable email for conducting university business. Email is an official means for communication at the university. Students, faculty, and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.

Retired faculty and staff who retain their university email may only use

university email for university business. If retired faculty and staff do not access their university email account for a period of one year, the account will be subject to deletion.

(I) Security. The university employs various measures (i.e., the university's "IT Security Manual") to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide full security measures without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.

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

(J) Additional policy ramifications. Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resource and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.

(K) Generative AI acceptable use guidance.

(1) Use of generative AI is encouraged for the purpose of advancing academic capabilities and university operations within the parameters set forth in the "YSU AI Principles Statement" (see office of academic affairs website) and potential further restricted by division, colleges, or departments.

(2) Any use of generative AI not in accordance with university guidance or the framework defined by academic instruction is strictly prohibited.

(L) Examples of unacceptable use:

(1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.

(a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.

(b) Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.

(c) Any form of harassment by electronic means (e.g., email, videoconferencing, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited. (Refer to university policies 3356-2-03, "Discrimination/harassment," 3356-2-05, "Title IX sexual harassment policy," and 3356-4-21, "Campus free speech"; rules 3356-2-03, 3356-2-05, and 3356-4-21 of the Administrative Code.)

(d) Making fraudulent offers of products, items or services using any university technology resource is prohibited.

(e) Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity that involves a conflict of interest. (Refer to university policies 3356-7-01, "Conflicts of interest and conflicts of commitment" and 3356-7-19, "Access to campus for purposes of commercial solicitation or advertising"; rules 3356-7-01 and 3356-7-19 of the Administrative Code.)

(f) Creating or forwarding chain letters, Ponzi, or other pyramid schemes is prohibited.

(g) Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official university purposes necessitates following the

university's procedures for the electronic distribution of information.

(h) Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.

(i) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.

(j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.

(k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.

(l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.

(m) Attempting to log onto another user's account (secured or otherwise) is prohibited.

(n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.

(o) Personal use beyond limited responsible use is prohibited.

(p) Digital recordings of any sensitive nature, such as manager-

employee personnel discussions/interactions or any discussions that email sensitive or protected data (i.e., FERPA, HIPAA, etc.), as well as recording of any meeting or conversation without full disclosure that the interaction is being recorded. All recordings become subject to the public records law of Ohio, university policy 3356-9-07, "Public records" and 3356-9-09, "Records management" (rules 3356-9-07 and 3356-9-09 of the Administrative Code).

(q) Use of TikTok, or any other social media application that freely harvests device and/or network data, is prohibited on YSU-owned devices.

(r) Submission of private institutional data to an open generative AI system.

(s) Procuring and installing any technology outside of IT services purview, even if for academic research purposes, is prohibited. In order to maintain network security compliance, faculty, staff and students must ensure that all technology acquisitions and installations are approved and managed by IT services.

(2) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing university-owned resources.

(M) Enforcement.

(1) The office of the chief information officer (CIO) may suspend and/or restrict either an individual's or a device's access to the university network resource if:

(a) It is deemed necessary to maintain the security or functionality of the network resource.

(b) It is deemed necessary to protect the university from potential liability.

(c) The account, system, or device is believed to have been either compromised or is in violation of this policy.

(2) The office of the CIO must immediately report the enforcement action and the justification for the action to the vice president of student affairs, vice president for finance and administration, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.

(N) Exceptions.

(1) The chief information officer, or designee, may approve exceptions to this policy on a case-by-case basis (with written authorization according to the university "IT Security Manual").

(2) Faculty and staff who have a legitimate business or academic case for using TikTok or other prohibited applications can request an exception.

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

(3) In regards to generative AI, faculty and staff can apply for exceptions by email to the CIO and provost. All exceptions will be reviewed by both parties and the submitter will receive a response within a reasonable amount of time.

(O) Violations: An employee may be held financially liable for a data breach when using non-university storage or email. In addition, in the event of a data breach, the university may not defend or support any employee who uses unsupported information technology or unacceptable use of generative AI. Violations of paragraph (L) of this policy are subject to disciplinary action, up to and including immediate termination.

Explanation of policy modification:

3356-4-44 Unmanned Aircraft (Drones and Model Aircraft)

Modification needed to update policy in accordance with current FAA regulations. Removed specific FAA requirements and developed administrative procedures(s) to implement the policy and FAA regulations. This was done because UAS/drone information is quickly changing and is better managed with admin procedure rather than board policy.

Board of Trustees Meeting
September 17, 2025
YR 2026-

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
UNMANNED AIRCRAFT (DRONES AND MODEL AIRCRAFT) POLICY,
3356-4-44

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 approve the modification of the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-4-44 Unmanned aircraft (drones and model aircraft).

Responsible Division/Office:	~~Environmental and Occupational Health and Safety~~Risk Management
Responsible Officer:	VP for Finance and Business Operations
Revision History:	August 1997; June 2010; March 2015; December 2015; December 2020; September 2025
Board Committee:	Finance and Facilities
Effective Date:	**~~December 3, 2020~~September 17, 2025**
Next Review:	~~2025~~2030

(A) Policy statement. The operation of unmanned aircraft systems (UAS), including drones and model aircraft, is regulated by the federal aviation administration (FAA) and ~~relevant state law~~the laws of the state of Ohio. Youngstown state university (university) seeks to permit UAS~~'~~s to be utilized productively in a manner that fully meets institutional, legal, public safety, and ethical responsibilities.

(B) Purpose. To provide direction to anyone seeking to operate a UAS ~~or model aircraft~~ on or above university property or as part of university employment or university activities.

(C) Scope. This policy applies to:

(1) Employees, students, and student groups operating UAS~~'~~s in any location as part of their university employment or as part of university activities;

(2) The operation by any person of UAS~~'~~s ~~or model aircraft~~ on or above Youngstown state university property;

(3) The purchase of UAS~~'~~s with funding through the university, including university accounts, grants, or ~~Youngstown state~~ university foundation accounts; ~~and~~

(4) The hiring or contracting for any UAS services by a university department, office, or unit~~.~~; and

(5) University operations both on and off campus.

(6) This policy does not apply to use of UASs by law enforcement in the scope of their duties.

(D) Definitions.

(1) University property – buildings, grounds, and land that are owned, leased, licensed or otherwise controlled by the university, including but not limited to any university air rights recognized by federal or state law.

(2) Unmanned aircraft system (UAS)~~, unmanned aircraft (UA), or drone – any unmanned aerial vehicle and all of the associated support equipment, control station, data links, telemetry, communications, and equipment necessary to operate the unmanned aerial vehicle from a distance of more than one foot via tether or remote control, including but not limited to drones, planes, model aircraft, helicopters, blimps, balloons, or kites.~~ any remotely operated or controlled aircraft intended to fly within the national airspace system. Includes devices commonly referred to as drones or model aircraft and may also include support equipment, control station, data links, telemetry, and communications. For purposes of this policy, collectively referred to as ~~UAS~~ UASs.

(3) ~~Certificate of authorization (COA) or waiver~~Approved operations request form – an authorization issued by ~~the air traffic organization (ATO) of the FAA to an operator for a specific UAS activity. A certificate of authorization may contain provisions or limitations to ensure the UAS can operate safely with other airspace users~~ university risk management to an operator for a specific aircraft or activity for a specific location.

~~(4) 333 exemption – an FAA exemption based on section 333 of the FAA Modernization and Reform Act of 2012 (FMRA) which grants the secretary of transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the national airspace system.~~

~~(5) Model aircraft – equipment used only for hobby and recreation purposes and not for commercial purposes.~~

~~(6)~~(4) Operator – the pilot or individual who is controlling, maneuvering, or commanding a ~~drone, unmanned aircraft, unmanned aircraft system, or model aircraft~~ UAS.

(E) ~~Procedures~~Parameters.

~~(1) Any individual or group, including university employees, students and student groups, seeking to operate a model aircraft or UAS is responsible for obtaining all required documentation and approvals for compliance with FAA regulations, state and federal laws and university policies. This policy applies to YSU operations both on and off campus.~~

~~(2) The university's office of environmental and occupational health and safety (EOHS) shall be responsible for university procedures, approvals, and instructions regarding UAS and model aircraft operation on university property and for UAS operation pursuant to university employment or university activities. Operators should contact EOHS for applicable forms and procedures.~~

~~a. Operator must request prior approval from the EOHS at least two weeks in advance of the proposed use of the UAS using the YSU UAS (drone) use application. Approval will require submission of a flight plan, including date, time, and duration of flight, as well as the operational area.~~

~~b. Operator must possess a copy of the approved YSU UAS operations application at all times during flight activity and present to YSUPD or university representatives upon request.~~

~~c. If required, operator must obtain and provide a copy of the FAA authorization to operate a UAS. Instructions for seeking FAA approval and safe operation information are available at FAA UAS/Getting Started website.~~

~~d. UAS must only be operated by an employee as part of their employment or student as part of an academic/research program.~~

~~(3) Any use of UAS or model aircraft over university property other than by university students, employees, or vendors, as part of~~

~~university employment or activities, is only allowed after receiving written approval from the EOHS, and is only permitted pursuant to a written agreement which holds the university harmless from any resulting claims or harm to individuals and damage to university property and provides proof of insurance as required by EOHS.~~

~~(4) If UAS's are being used to obtain photos, video, or sound for non-university commercial purposes, university commercial use policies must also be followed. In addition to all other requirements, permission for such use must be granted in writing from the office of marketing and communications.~~

~~(5) UAS's shall be operated in a responsible manner and shall not create a hazard to university owned or controlled property, the university community, or the public at any time, and shall not be operated in a way that disrupts instruction or unduly affects the environment of people in or passing through a common space, those working or studying within a building, or those entering, exiting or otherwise making their way about a facility.~~

~~(a) UAS may not operate over areas of assembly, stadium, or populated areas without specific, prior approval from EOHS.~~

~~(6) In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private and the unauthorized interception or recording of images, electronic communications and electronic data.~~

~~(7) Any person who observes the use of any UAS or model aircraft on university property should immediately notify the university police department at 330-941-3527.~~

~~(8) UAS purchase must be coordinated with YSU procurement to ensure purchasing compliance, compliance with export controls, and weight and wingspan limits for insurance coverage.~~

~~(9) YSU-owned UAS must be securely stored when not in use and a checkout log maintained when UAS is in use.~~

~~(10) Because the YSU campus is near the Youngstown/Warren regional airport, notification may be required.~~

(1) UAS operators must obtain all required documentation and approvals for compliance with FAA regulations, state and federal laws, and university policies prior to use on or above university property or elsewhere on behalf of the university.

(2) UASs for educational use (university owned), as defined by the FAA, on or above university or elsewhere on behalf of the university must be approved in advance through an operations request form pursuant to university administrative policy 4-2.

(3) UASs for commercial use (contracted or vendor), as defined by the FAA, on or above university property or elsewhere on behalf of the university must be approved in advance through an operations request form pursuant to university administrative policy 4-2.

(4) UASs for hobbyist use is prohibited.

(5) UASs shall be operated in a responsible manner and shall not at any time create a hazard to university property, the university community, or the public.

(6) When operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid areas normally considered private and to avoid the unauthorized interception or recordings of images, electronic communications, and electronic data.

~~(F) Prohibited uses.~~

~~(1) UAS's and model aircraft shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with university policy and social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and healthcare rooms.~~

~~(2) UAS's and model aircraft shall not be used to monitor the inside of university facilities, including but not limited to campus daycare facilities.~~

~~(3) UAS's and model aircraft shall not be used to monitor or record sensitive or personal information that may be found, for example, in an individual's workspaces, on computer, or other electronic displays.~~

~~(G)~~(F) Violations.

(1) Any violations of this policy will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university for employees and sanctions for students up to and including expulsion from the university.

(2) Legal prohibitions regarding physical presence on campus~~, such as trespass,~~ and other legal action may also be pursued against third parties that operate a UAS or model aircraft in violation of this policy.

(3) ~~Fines or damages incurred by individuals or units that do not comply with this policy will not be paid by the university and will be the responsibility of those persons involved~~Operation or use of UASs in violation of this policy and/or the administrative policies that results in fines or damages shall be the sole responsibility of the operator.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE PROPOSED HOUSING AND COURTYARD ROOM RATES AND OTHER CHANGES FOR FY 2027

WHEREAS, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, University Housing is seeking to adjust certain housing rates and charges;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the proposed adjustments to rates, attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

Housing & Residence Life Proposed Rate Changes, 2026-2027

As we look ahead to the 2026–2027 academic year, Housing & Residence Life is excited to share proposed updates that reflect our continued investment in creating a vibrant, comfortable, and future-ready living experience for our Penguins.

Residence Hall Room & Board Rates
We propose continuing the rate adjustment for the incoming **Penguin Tuition Promise cohort**, with a room and board rate of **$6,000 per semester** ($12,000 per academic year). This reflects:

- A **3.05% increase in room revenue** to support operational needs
- A potential **6% increase in board costs**, aligned with CPI trends
- An overall **$500 increase from last year**, or **4.35% total**
- The single room upcharge will increase from $1,500 to $1,750 per semester

Apartment Housing Options
To support both short- and long-term facility upgrades— including **roofing, gutter systems, and phased HVAC replacements—** we propose a **modest $15/month increase** across all apartment types at both the University Courtyard Apartments and our Graduate and Family Community at Weller House.

Summer Housing Options
To meet the increasing costs of doing business, our summer housing options for summer residents and summer camp groups will also slightly increase:

- **Summer room & board:** $2,600/7-week term
- **Summer event standard rooms:** $50/night
- **Summer event rooms with private bathrooms**: $70/night

Why this Matters
These adjustments are essential to keep pace with rising costs and to fund **strategic improvements** across our residence halls and campus dining hall, including:

- With increases to minimum wage and our commitment to 24/7 support, we're ensuring our large team of student employees is fairly compensated while maintaining the high level of service our residents deserve
- From replacing aging windows to upgrading HVAC systems, we're prioritizing essential facilities improvements that enhance comfort, energy efficiency, and long-term sustainability
- Strategic cosmetic updates help us remain an attractive housing option for current and future Penguins

YOUNGSTOWN STATE UNIVERSITY				
Housing Charges FY2027				
	AY 25-26	AY 26-27		
	FY2026	FY2027	FY2027	FY2027
Fee Description	Actual	Proposed	$ Change	%Change
Room & Board (per academic year) F2027 Cohort and all non-Penguin Tuition Promise cohort students		$12,000.00	$500.00	4.35%
Room		$6,636.40	$196.40	3.05%
Board (12 meals plan)		$5,363.60	$303.60	6.00%
Room & Board (per academic year) F2026 Cohort	$11,500.00	$11,500.00	$0.00	0.00%
Room	$6,440.00	$6,136.40	($303.60)	-4.71%
Board (12 meals plan)	$5,060.00	$5,363.60	$303.60	6.00%
Room & Board (per academic year) F2025 Cohort	$10,920.00	$10,920.00	$0.00	0.00%
Room	$5,860.00	$5,556.40	-$303.60	-5.18%
Board (12 meals plan)	$5,060.00	$5,363.60	$303.60	6.00%
Room & Board (per academic year) F2024 Cohort	$10,384.00	$10,384.00	$0.00	0.00%
Room	$5,324.00	$5,020.40	-$303.60	-5.70%
Board (12 meals plan)	$5,060.00	$5,363.60	$303.60	6.00%
Room & Board (per academic year) F2023 Cohort	$10,016.00	$10,016.00	$0.00	0.00%
Room	$4,956.00	$4,652.40	-$303.60	-6.13%
Board (12 meals plan)	$5,060.00	$5,363.60	$303.60	6.00%
Room & Board (per academic year) F2022 Cohort	$9,775.00	$9,775.00	$0.00	0.00%
Room	$4,715.00	$4,411.40	-$303.60	-6.44%
Board (12 meals plan)	$5,060.00	$5,363.60	$303.60	6.00%
Room & Board (per academic year) F2021 Cohort	$9,700.00	$9,700.00	$0.00	0.00%
Room	$4,640.00	$4,336.40	-$303.60	-6.54%
Board (12 meals plan)	$5,060.00	$5,363.60	$303.60	6.00%
Residence Hall Application Fee (academic year and/or summer)	$35.00	$35.00	$0.00	0.00%
Residence Hall Pre-Payment (must be paid before room selection/assignment occurs and is ultimately deducted from bill)	$250.00	$250.00	$0.00	0.00%
Single Room Upcharge (per semester)	$1,500.00	$1,750.00	$250.00	16.67%
International Early Arrival Meal Plan				
Fall Arriving Students ($70 Pete's & $70 Flex)	$140.00	$140.00	$0.00	0.00%
Spring Arriving Students ($75 Pete's & $25 Flex)	$100.00	$100.00	$0.00	0.00%
Charged to student accounts for all incoming, new UG students each semester				
Weller House Rates ***Inclusive of $50 introductory meal plan ($25 Pete's/$25 Flex)***				
Weller House One-Bedroom Apartment academic year, room only	$6,750/AY or $750/month (summer)	$6,885/AY or $765/month (summer)	$15.00	2.00%
Weller House Two-Bedroom Apartment academic year, room only	$7,650/AY or $850/month (summer)	$7,785/AY or $865/month (summer)	$15.00	1.76%
Weller House Three-Bedroom Apartment (academic year, room only)	$8,550/AY or $950/month (summer)	$8,685/AY or $965/month (summer)	$15.00	1.58%
Weller House Graduate Shared Apartment Rate (academic year, room only)	$5,850/AY or $650/month (summer)	$5,985/AY or $665/month (summer)	$15.00	2.31%
Multi-bedroom apartments are available only to students (U/G or Grad) with a child(ren). Single-bedroom apartments available for Graduate student reservation.				
Academic year contract (charge per AY = 9 months (4 months in Fall and 5 months of Spring)) Opportunity to extend into summer for 3 months at the monthly charge				
If multi-bedroom units are still available come August of each year, occupancy will be opened up to Grad Students, who will be able to pay the Graduate shared apartment rate to secure one bedroom				
Expanded Housing Rate (overoccupied rooms)	$4,850.00	$5,000.00	$150.00	3.09%
Residence Hall Lockout Fee (charged to the student's account for each lockout beyond the initial four complimentary lockouts)	$25.00	$25.00	$0.00	0.00%
Student Housing Outside of Contracted Period				
Nightly room rate (no meals)	$40.00	$50.00	$10.00	25.00%
Flat fee room rate for winter break (no meals)	$250.00	$250.00	$0.00	0.00%
Cancellation Fee				
Before May 13 (academic year) or December 16 (spring only)	$0.00	$0.00	$0.00	0.00%
After May 13 (academic year) or December 16 (spring only)	$250.00	$250.00	$0.00	0.00%
Summer	**Summer 2025**	**Summer 2026**		
Room and Board (meals included)	$2500 per 7-week term	$2,600 per 7-week term	$100.00	4.00%
Weller House (prorated for current tenants, monthy, no meals)	See monthly Weller rates above	See monthly Weller rates above	$0.00	0.00%
Summer Event Rates				
Rooms with community bathrooms (Lyden, Cafaro, Kilcawley)	$40/night, per room	$50/night, per room	$10.00	25.00%
Rooms with private or semi-private bathrooms (Cafaro, Wick)	$60/night, per room	$70/night, per room	$10.00	16.67%
Linens (for rental by summer event groups only)	$25.00	$25.00	$0.00	0.00%
Bed Adjustment Fee	$10.00	$10.00	$0.00	0.00%
Additional Staffing Fee (for groups with minors, or at request of group)	$120/night/desk	$120/night/desk	$0.00	0.00%
Late Check-In or Check-Out Fee (price per hour beyond pre-arranged check-in or check-out time)	$50/hour	$50/hour	$0.00	0.00%
Short Term Housing Rates (availability dependent upon overall occupancy)				
Weekly housing cost	$250.00	$250.00	$0.00	0.00%
Monthly housing cost	$900.00	$900.00	$0.00	0.00%
University Courtyard Rates (Per Month) ***Inclusive of $50 introductory meal plan ($25 Pete's/$25 Flex)***				
1 Bed	$910.00	$925.00	$15.00	1.65%
2 Bed	$780.00	$795.00	$15.00	1.92%
4 Bed	$685.00	$700.00	$15.00	2.19%
Courtyards Pre-Payment (must be paid before apartment bedroom selection/assignment occurs and is ultimately deducted from bill)	$250.00	$250.00	$0.00	0.00%

UNIVERSITY COURTYARD DAMAGE AND CLEANING CHARGES FY2027	
Following is a non-exclusive list of common damages/cleaning issues and the associated dollar amount that will be charged to the tenant. It is not a complete list because some incidents must be handled on a case-by-case basis. All amounts for charges assessed to tenants are due with the following months rent payment. If charges are assessed at move-out, fees with be deducted from the security deposit. No charges will be assessed without fully considering "reasonable wear and tear".	
All prices subject to change at anytime without notification - Major repairs will be handled on a case-by-case basis.	
Apartment Swipe Card	$55.00
Mail Box / Bedroom Key Replacement	$55.00 each key
Laundry Key	$55.00
Screen Replacement	$30.00
Fire Extinguisher Replacement	$65.00 approx
Smoke Alarm Tampering	$100.00 (plus replacement cost, if applicable)
Door Repair only (Minor niches-fill and paint)	$45.00
Interior Door Replacement (door jamb replacement may be extra	$120.00 approx.
Exterior (unit) Door Repair (Replacement)	$350
Window Glass Replacement	$50.00
Blind Bracket Replacement - large blind	$20.00
Blind Bracket Replacement - small blind	$10.00
Carpet Stains, tears or burns needing a replacement section	$75.00-$2,000 depending on damage
Carpet Deodorize	$40.00-$200.00 depending on damage
Carpet Cleaned (Bedroom only)	$40.00
Carpet Cleaned in entire apartment	$130.00- 150.00 (depending on unit type)
Vinyl flooring (kitchen/bath)	Vendor replacement costs
Removal of sticky or double-sided tape	$10.00 per room
Pin holes (quantity over 8 pin holes)	$10.00 per room
Cleaning (This fee will be charged for the following if they are not cleaned upon move-out; appliances (inside/outside), cabinets (inside/outside), counter tops, sinks, toilets, tub, floors swept/mopped, carpets, vacuumed, blinds dusted/wiped down, ceiling fan blades windows, bedroom and closets.	$25.00 each room
Garbage Disposal Replacement due to resident neglect/damage	$85.00 approx.
Drain Cleaning (due to resident neglect or failure to comply with maintenance	$45.00
Garbage Removal (Per Bag)	$30.00
Replace Door Knob (Interior)	$20.00
Replace /rekey Dead Bolt (bedroom door)	$35.00
Replace Door Stop	$10.00
Clean Furniture	$75.00
Furniture Replacement cost	
TV Stand	$250.00 or vendor replacement costs
Coffee Table	$260.00 or vendor replacement costs
Entertainment Stand	$160.00 or vendor replacement costs
End Table	$140.00 or vendor replacement costs
Livingroom Couch	$450.00 or vendor replacement costs
Livingroom Chair	$450.00 or vendor replacement costs
Mattress	$250.00 or vendor replacement costs
Bed Frame	$150.00 or vendor replacement costs
4-drawer chest	$300.00 or vendor replacement costs
Desk Chair	$100.00 or vendor replacement costs
Bar Stools	$90.00 or vendor replacement costs
Computer Desk	$250.00 or vendor replacement costs
Nightstand	$140.00 or vendor replacement costs
Ceiling Fan	$100.00 or vendor replacement costs
All light Fixtures/towel bars/toilet paper holder/toilet/faucets/ shower head	$25.00/hr plus manufacturer replacement costs

H&RL Damage Billing Charge List FY2027	
Beds	
Bed (replacement cost)	240
Loft kits (replacement cost)	$180.00
Rebunk beds	10.00/person
Mattress (replacement cost)	180
Carpet	
Clean Stain (Cleaning contractor)	35
Room clean (Steam Action)	75
Ceiling	
Plastic light cover	20
2'x2' tile	20
4'x2' tile	20
1'x1' tile	10
Paint ceiling (Lyden/Cafaro House 4th floor rooms)	$65.00
Closets/Wardrobes	
Door Repair (chips)	20
Door Replacement	50
Shelf Replacement	20
Closet handle	10
Mirror	15
Towel rack	20
Desks	
Recover desk chair	90
Desk chair (replacement cost)	150
Desk top	35
Walls	
Baseboard damage	5.00 per foot
Small hole (ie nail hole, tack hole)	3.00 per hole
Paint 1 wall	50
Paint room	200
Patch Hole	65
Cable jack	10
Utility Cover	10
Doors	
Adhesive Removal	2.00 per sticker
Door stop	20
Lost keys	55
Number plate (replacement cost)	30
Refinish	50.00/side
Peep holes	10
Door knob (replacement cost)	20
Door Frame (paint)	35
Door (replacement cost)	250
Windows	
Broken window	75
Broken lock (replacement cost)	10
Repair Screen	15
Replace Screen	40
Replace Security Screen	125
Repair blinds (Lyden House)	25
Replace blinds (Lyden House)	65
Replace blind slat (Lyden House)	5
Restrooms	
Faucet aerators	5
Intentional clogging(includes cleaning fee)	60
Mirror	100
Paper towel dispenser (replacement cost)	50
Shower curtains	10

Soap Dispenser	25
Toilet tissue dispenser	25
Wastebasket	30
Stall doors	100
Emergency Equipment	
Fire alarm indicator	100
Refill/Replace 5lb CO2 Extinguisher	130
Refill/Replace Water pressure	80
Refill/Replace 10lb Dry Extinguisher	60
Smoke Sensor Damage (replacement cost)	180
Smoke Detector	100
Fire bubble	50
Heater/Air Conditioning Units	
Unit Switch	60
Radiator Cover Damage	40
Common Areas	
Wall lights	100
Round lights	100
Chrome defusers	85
Broken window	200
Large bulletin board	100
Ceiling light (2'x2')	125
Coffee Table (replacement cost)	260
Lobby Chair (replacement cost)	400
Lobby Chair (recover)	300
Lobby Couch (replacement cost)	800
Lobby Couch (recover)	600
Tables (repair)	35
Exit Sign (replacement cost)	100
Recover pool table	250
Trash can (replacement cost)	100
Miscellaneous	
Room Clean	50
Improper Checkout	35
Packing up room (includes Improper checkout)	60
Clean up vomit	65
Room waste basket	10
Mailbox key replacement	5
Replace vacuum	100
Toilet seat	25
Water fountain (replacement cost)	360
Pool Stick	15
Ping pong paddle	5
Motion sensors	75
Labor rate	20.00 per hour

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
TUITION FOR UNDERGRADUATE PROGRAMS
MARKETED BY RISEPOINT

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, the university has determined that a separate tuition rate is appropriate for online undergraduate programs that are marketed by Risepoint, the university's online service partner; and

WHEREAS, the undergraduate tuition rate for online programs marketed by Risepoint shall comprise a unique cohort in the university's *Penguin Promise* tuition guarantee program.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the tuition rate as depicted in the attached Exhibit A, made part hereof, effective for the fall 2025 semester.

Board of Trustees Meeting
September 17, 2025
YR 2026-

Exhibit A

YOUNGSTOWN STATE UNIVERSITY
Online degree programs*

Fee Description	AY 2025 Actual	AY 2026 Proposed	AY 2026 $ Change	AY 2026 % Change
Master of Respiratory Care				
In-state (per credit)	N/A	$428.00	New	New
Non-resident (per credit)	N/A	$433.00	New	New

YOUNGSTOWN STATE UNIVERSITY
FY 2025 Operating Performance
General & Auxiliary Funds
DRAFT - 8/28/25 (subject to accounting & audit adjustments)

	GENERAL FUNDS					AUXILIARY FUNDS					
	General Fund	Course Fees	College Fees	Program Fees	Total	Andrews Rec Center	Housing Services	Athletics	Kilcawley Center	Parking Services	Total
Revenue	$165,268,068	$2,560,724	$2,431,177	$373,092	$170,633,061	$97,667	$11,367,456	$4,641,636	$756,640	$1,884,077	$18,747,476
Expenses	132,617,944	2,041,267	1,730,142	212,227	136,601,580	1,238,116	9,084,744	22,456,487	1,837,591	2,057,942	36,674,880
Transfers Out (In)	30,272,332	37,580	123,530	(1,089)	30,432,353	(1,208,581)	1,755,593	(17,814,851)	(1,112,799)	(218,130)	(18,598,768)
Total Exp & Transfers	162,890,276	2,078,847	1,853,672	211,138	167,033,933	29,535	10,840,337	4,641,636	724,792	1,839,812	18,076,112
Net balance (deficit)	$2,377,792	$481,877	$577,505	$161,954	$3,599,128	$68,132	$527,119	$0	$31,848	$44,265	$671,364

$4,270,492

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
INTERFUND TRANSFERS RELATED TO
FY 2025 YEAR-END OPERATING PERFORMANCE

WHEREAS, University Policy Number 3356-3-11.1, Budget Transfers, requires Board of Trustees approval for inter-fund transfers of $100,000 or more for operating purposes and $500,000 or more for capital expenditures; and

WHEREAS, certain accounting and budget adjustments and transfers outside the operating budget are necessary during the course of a fiscal year and at the end of a fiscal year.

NOW, THERFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds from the Operating Carry-Forward Fund, as detailed in the attached Exhibit A.

Board of Trustees Meeting
September 17, 2025
YR 2026-

EXHIBIT A

YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Related to Year-End FY 2025 Operating Performance
DRAFT, as of 9/2/2025

	From	To
Operating Carry-forward fund	$4,270,492	
Strategic Uses:		
Jefferson County Start-up fund		$1,000,000
Penguin City Joint-Use Agreement		700,000
YSU campus facility improvements*		626,489
		$2,326,489
Academic carry-forward funds:		
College Fees fund		$577,505
Course & Lab Materials Fees fund		481,877
Program Fees fund		161,954
Research Incentive Carry-Fwd. fund		51,303
		$1,272,639
Auxiliary Plant Funds:		
Andrews Rec Center Plant Reserve		$68,132
Housing Plant Reserve		527,119
Kilcawley Center Plant Reserve		31,848
Parking Services Plant Reserve		44,265
		$671,364
Total	$4,270,492	$4,270,492

**Transfer to the General Fund plant reserve, fund #911102.*

YSU Capital Projects Summary:

Projects in Progress:

Student Center Renovation YSU 2324-22	***$57.3M (Capital Funds/Local/Private Gifts) AE Works, Mike Coates Construction*** Construction commenced as scheduled on May 5, 2025. Phase 1 demolition work is nearing completion and new construction / framing is underway in select areas.
M30 Parking Deck Maintenance YSU 2526-08	***$700k (Local Funds) Walker Consultants, CH&D Enterprises*** Annual maintenance on the M30 parking deck. Construction was completed in August, and the deck was opened prior to the start of the fall semester.
Bliss Pedestrian Bridge Renovations YSU 2526-09	***$800k (Local Funds) Walker Consultants, Buckeye Construction & Restoration*** Repairs were made to the pedestrian bridge that leads from the M30 parking deck to Bliss Hall. The bridge reopened in August.
Ward Beecher Hall EIFS and Roof Replacement YSU 2526-06	***$375k (Local Funds) THP Limited, RJ Kirkland Construction*** Repairs were made to the south side of Ward Beecher where storms damaged the building exterior. Construction was completed in August.
Cushwa Hall Radiologic Technology Lab YSU 2526-03	***$500k (Local Funds) Strollo Architects, Murphy Contracting*** Construction of the new radiologic technology lab was completed in August, prior to the start of the fall semester.
Cafaro Suite Renovation YSU 2122-26	***$160k (Local Funds) Alex Downie & Sons*** Renovations to the Cafaro Suite on the fifth floor of Cafaro Hall were completed in August.
Beeghly Center Booster Lounge YSU 2324-41	***$550k (Private Gifts) Strollo Architects, Buckeye Construction & Demolition*** Construction of a new Booster Lounge in the north lobby of Beeghly Center commenced in June 2025. Completion is expected by the end of September 2025.
Cushwa Hall Partial Roof Replacement YSU 2526-11	***$120k (Local Funds) RJ Kirkland Construction*** Replacement of the existing roof over the northeast quadrant of Cushwa Hall was completed in August.

Rich Center – Phase 2

YSU 2324-32

$1.5M (Capital Funds/Private Gifts) Olsavsky Jaminet Architects

Renovation of the basement level and necessary HVAC repairs are being evaluated. Design is underway and will continue through Fall 2025. Bid advertisements will begin late 2025 or early 2026.

Hot Head Burritos

YSU 2526-13

$150k (Local) YSU Staff

Renovations to the building occupied by Hot Head Burritos commenced in August 2025 and will continue through the end of the year.

Women's Basketball Locker Room

YSU 2526-14

$165k (Local) Trumbull Industries / Hively Construction

Design for renovations to the women's basketball locker room is complete. Construction is expected to commence upon plan review approval.

Projects Out for Bids:

None at this time.

Projects at Controlling Board for Release of Funds:

None at this time.

Request for Architect/Engineer Qualifications Advertisements:

None at this time.

Additional Projects in Development for 2025/26:

Garfield Building Renovations Phase 1

YSU 2324-15

$1.5M (Capital Funds) PrimeAE Group

This project was to replace/rebuild the roof on the Garfield Building, but after careful evaluation by our consultant, the building is structurally deficient and may be cost prohibitive to rebuild. Further evaluation is pending.

Emergency Generator Upgrades

YSU 2324-19

$1M (Capital Funds) YSU Staff

This project will upgrade and replace worn and failing emergency generators across campus. A bidding and construction schedule will be developed once YSU Engineering staff complete the bid documents. Start and completion dates have yet to be determined.

Building Exterior Door and Windows Phase 2

Stambaugh Stadium Roof and HVAC Replacement

Information Technology Services Update

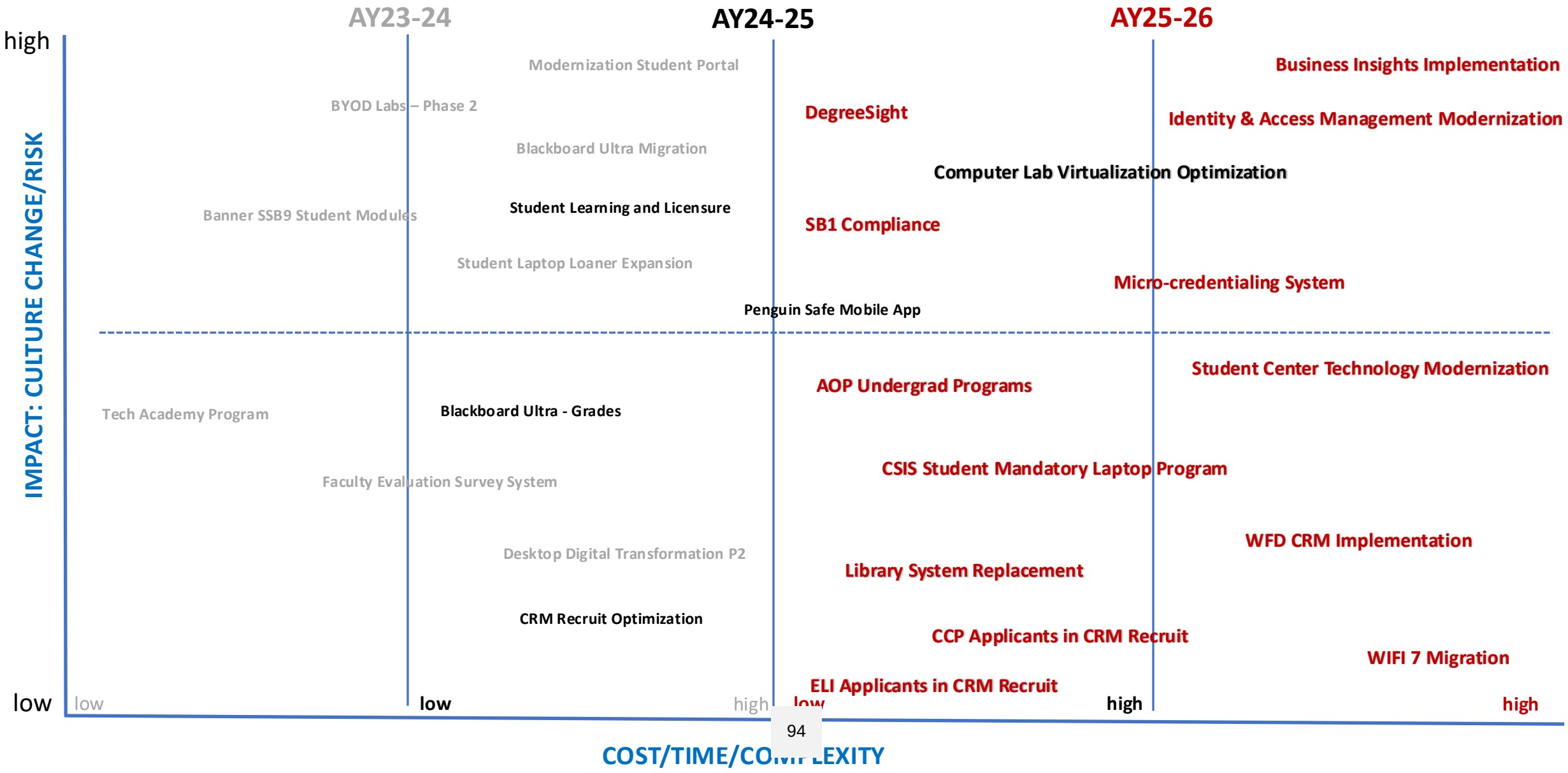
Board of Trustees

September 2025

YOUNGSTOWN STATE UNIVERSITY

AY23-24 thru AY25-26 Technological Innovation for Strategic Transformation

Student Success & Experience Technology-enabled Initiatives



Ellucian Strategic Alignment Engagement

Positioning YSU for Modernization, Efficiency & Student Success

What Is It? *A strategic review of YSU's systems, processes, and data — conducted with Ellucian, our trusted SIS/ERP partner — to uncover opportunities for modernization and long-term alignment.*

Strategic Focus Areas

People – Skills, roles, and organizational alignment
Processes – Streamlining and reducing manual work
Technology – Maximizing existing tools and identifying future investments
Data – Improving access to consistent, trusted data

Initial Opportunities Identified

- **Prepare for transition to Banner SaaS (modern Ellucian cloud platform)**
- Reduce fragmentation and duplication across systems
- Improve student and staff experience through simplified processes
- Align systems and investments with long-term institutional goals

Why It Matters

Positions YSU to increase operational efficiency, enhance student success, and make smart, future-ready technology investments

Expected Outcome

A clear roadmap to guide investment, streamline systems, and ensure future readiness across the institution.

YOUNGSTOWN STATE UNIVERSITY

ITS Key Performance Indicators (KPI'S) Summary

2024 Annual Update

Department	KPI	KPI Measure	Annual Evaluation (2024)	Comments
ITS - Overall	1	ITS Productivity	85%	80% benchmark
Customer Services**	2	CSAT Campus Survey Quality of Service *(n=560 / 292 Students)*	78%	Concerns regarding Courtyards' Wi-Fi, Reported in Feb '25 CSAT Survey. Courtyard network upgrade completed in June '25.
	3	Ticket Survey *(n= 1,783)* *Faculty & Staff (96%) *Students (89%)	93%	Survey completed post ticket closure. *Most accurate measure of satisfaction. Student satisfaction rating is 89%.*
Infrastructure Services	4	Uptime - Wi-Fi	100%	January '24 – December '24
Training Services	5	Growth %	181%	'21 to '24 Workshops, Consultations & Participants Increased an average of 181% combined

**According to the American Customer Satisfaction Index, A CSAT Benchmark of very satisfied and satisfied is >77%. (Green); Average- 70-76% (Yellow) and below 70% (Red) Considered critical and needs immediate attention.

YOUNGSTOWN STATE UNIVERSITY

ITS Security Key Risk Indicator (KRI's) Summary

2025 Annual Update

Department	KPI	KPI Measure	Annual Evaluation (2025)	Comments
Security Services	1	Operating System Compliance	93.7%	Windows devices are highly compliant (at 96%). Apple devices have improved compliance with a percentage just above 80%.
	2	Endpoint Point Protection	100%	Endpoint defense and protection agents are installed and maintained on every YSU-owned device (Security best-practice).
	3	Threat Landscape (last 30 days)	99.9%	a) Malicious Emails blocked 11,581; Out of those 11,581 threats, 7 required manual remediation during that time frame (Abnormal Security) b) 42,780 Firewall threats blocked, of threat types that were categorized as "high" or "critical" severity as Palo Alto c) 910k attempts were against our approximate 42k accounts; 5 confirmed compromised accounts (Entra ID)

YOUNGSTOWN STATE UNIVERSITY

Cybersecurity Rankings for the IUC Universities

as of 8/4/2025

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Viewing | Open | Share

Leaderboard

14 companies

Rank	Company	Security Rating	Peer Group Ranking	Industry	Sub-Industry
1	Central State University	750	Better than 68%	Education	Higher Education
2	Youngstown State University	740	Better than 61%	Education	Higher Education
3	Northeast Ohio Medical University	730	Better than 55%	Education	Higher Education
4	Wright State University	710	Bottom 44%	Education	Higher Education
5	Cleveland State University	650	Bottom 16%	Education	Higher Education
5	Miami University	650	Bottom 16%	Education	Higher Education
5	Shawnee State University	650	Bottom 16%	Education	Higher Education
8	Kent State University	640	Bottom 14%	Education	Higher Education
9	Bowling Green State University	630	Bottom 12%	Education	Higher Education
10	University of Cincinnati	610	Bottom 9%	Education	Higher Education
11	The University of Akron	600	Bottom 8%	Education	Higher Education
12	The Ohio State University System	590	Not Qualified for Peer Group	Education	Higher Education
13	Ohio University	560	Bottom 5%	Education	Higher Education
14	University of Toledo	510	Bottom 3%	Education	Higher Education

YSU IT Major Projects

Department	Project	Project Name	Health	Comments
Project Management Office	1	Blackboard Ultra Learning Management System – Final Grades		All faculty placing final grades in Bb LMS; Goal is to include all grades.
	2	Senate Bill 1 Compliance		SB1 deadline: 6/30/2026; Final review of syllabi tools, should have a signed contract by end of September 2025.
	3	Identity & Access Management Modernization		Vendor of Choice by no later than 8/31/2025. Contract signed by 9/30/2025. Phase 1: 6 months.
	4	IT Shared Services Assessment		Huron engagement with YSU, Kent, Akron and NEOMED (7/28/25-1/30/2026).
	5	YSU App Cloud: Modernized Virtualization of Engineering Computer Labs		Testing by faculty/students during Summer; Production ready for the Fall semester.
	6	Banner SSB9 – Remaining Student and Faculty Modules		Closes out Banner SSB9 Upgrade after three years.

YOUNGSTOWN STATE UNIVERSITY

YSU IT Major Projects

Department	Project	Project Name	Health	Comments
Project Management Office	7	Penguin Intelligence Migration to Ellucian Insights (Business Intelligence)		Soft target: December 2025; Hard target: February 2026. Steady progress migrating WebFOCUS reports.
	8	Micro Credentialing System Implementation for General Education and Workforce Development		Project kick-off 7/15/2025; Establishing go-live date.
	9	Windows 11 Readiness		88% Win11 Ready campus-wide; Windows 11 go-live 12/18/2025
	10	Library System Upgrade		Complete, August 2025
	11	Steubenville Site (PLACEHOLDER)		
	12	AI Program (PLACEHOLDER)		NEW-will track all AI Application Enhancements

YOUNGSTOWN STATE UNIVERSITY

Thank you!

YOUNGSTOWN
STATE
UNIVERSITY

SUMMARY OF PERSONNEL ACTIONS
Athletic Employees
4/16/2025 through 7/15/2025

Separations – 6

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

Appointments – 8

Replacement Positions – 7
- Professional Administrative Excluded – 6
    - Search Waiver Positions – 2
- Professional Administrative Externally Funded – 1

New Positions – 1
- Professional Administrative Excluded – 1

Promotions – 3

- Professional Administrative Excluded – 3
    - Search Waiver Positions – 3

Salary Adjustments – 18

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 17

Multi-Year Appointments – 1

- Professional Administrative Excluded – 1

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	TYPE OF SEPARATION
Chen, Fengting	Excluded	Assistant Coach	Swimming & Diving - Women's	4/30/2025	1.00	$ 32,313.84	Resignation
Harris, Robert	Excluded	Head Coach	Lacrosse - Women's	6/29/2025	1.00	$ 71,400.00	Non-renewal
Hultberg, Autumn	Excluded	Assistant Coach Sports Performance	Training Room	5/16/2025	1.00	$ 45,900.00	Resignation
Klekner-Alt, Kiersten	Excluded	Associate Athletic Director and Director of Compliance	Athletic Administration	6/22/2025	1.00	$ 66,856.10	Resignation
Tymkew, Jennifer	Excluded	Senior Associate Athletic Director for Integrated Healthcare and Performance	Training Room	7/11/2025	1.00	$ 83,662.81	Resignation
Daum, Sarah	Externally Funded	Assistant Director Athletics Sales and Development	Athletic Administration	6/13/2025	1.00	$ 52,000.00	Resignation

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	FTE	SALARY
Baxter, Taryn	Excluded	Assistant Coach	Soccer - Women's	7/7/2025	1.00	$ 32,500.00
DeCriscio, Kayla ¤	Excluded	Assistant Coach	Basketball - Women's	6/16/2025	1.00	$ 65,000.00
Navarra, Ronald	Excluded	Assistant Coach	Swimming & Diving - Women's	6/16/2025	1.00	$ 38,000.00
Oakley, Elizabeth ¤	Excluded	Head Coach	Lacrosse - Women's	7/7/2025	1.00	$ 78,000.00
Pond, Erin	Excluded	Assistant Coach	Softball	6/16/2025	1.00	$ 55,000.00
Allen, Charles*	Excluded	Associate Director, Athletics Sales and Development	Athletic Administration	6/25/2025	1.00	$ 65,000.00
Reese, Cody	Excluded	Assistant Athletic Director NCAA Eligibility	Athletic Administration	6/16/2025	1.00	$ 56,000.00
Smoot, Nathaniel	Externally Funded	Assistant Director, Athletics - Sales and Development	Athletic Administration	8/1/2025	1.00	$ 50,000.00

¤ *Search Waiver*

** New Position*

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
PROMOTIONS

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
Mettille, Tyler ¤	Excluded	Senior Associate Athletic Director Compliance and Integrated Healthcare/ Assistant Dean of Students	Athletic Administration/ Dean of Students	7/16/2025	1.00	$ 75,000.00	$ 71,400.00
Strollo, Ronald ¤	Excluded	Vice President and Athletic Director/Executive Director	Athletic Administration	7/1/2025	1.00	$ 200,000.00	$ 156,351.55
Vogel, John ¤	Excluded	Assistant Athletic Director/ Assistant Director for Athletic Communications	Athletic Communications	5/16/2025	1.00	$ 60,000.00	$ 52,498.24

¤ *Search Waiver*

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Hall, James	APAS	Assistant Director Athletic Communications	Athletic Communications	6/1/2025	1.00	$ 65,004.95	$ 59,095.41
Penniman, Richard	Excluded	Assistant Coach	Track - Women's	7/1/2025	0.50	$ 15,918.12	$ 15,300.00
Rupe, Eric	Excluded	Assistant Coach	Track - Men's	7/1/2025	0.50	$ 13,257.22	$ 12,742.41
Townsend, David	Excluded	Assistant Coach	Track - Women's	7/1/2025	0.50	$ 17,251.01	$ 16,581.12
Duncan, Kody	Excluded	Head Coach	Tennis - Men's	7/1/2025	1.00	$ 53,591.00	$ 51,510.00
Frederick, Noah	Excluded	Assistant Coach	Swimming & Diving - Women's	6/1/2025	1.00	$ 43,000.00	$ 36,414.00
Glass, Jacob	Excluded	Assistant Coach Throws	Track - Men's	7/1/2025	1.00	$ 48,987.49	$ 47,085.24
Gorby, Brian	Excluded	Head Coach	Track - Men's	7/1/2025	1.00	$ 81,149.50	$ 77,998.36
Gore, Shayna	Excluded	Assistant Coach	Basketball - Women's	6/16/2025	1.00	$ 65,000.00	$ 56,100.00
Johnson, Anthony	Excluded	Assistant Coach Men's Basketball	Basketball - Men's	6/1/2025	1.00	$ 89,560.00	$ 79,560.00
Kuberski, Douglas	Excluded	Head Coach	Women's Bowling	6/1/2025	1.00	$ 75,000.00	$ 55,034.63
Miklos, Nathan	Excluded	Head Coach	Golf - Women's	7/1/2025	1.00	$ 48,356.07	$ 46,478.34
Morales, Arnaldo	Excluded	Assistant Coach	Track - Men's	7/1/2025	1.00	$ 47,966.17	$ 46,103.57
Nolfi, Rocco	Excluded	Assistant Coach	Basketball - Men's	6/1/2025	1.00	$ 73,400.00	$ 71,400.00
Osborne, Jerry	Excluded	Assistant Coach	Basketball - Men's	6/1/2025	1.00	$ 92,780.00	$ 90,780.00
Richmond, Mark	Excluded	Assistant Coach	Basketball - Men's	6/1/2025	1.00	$ 72,340.00	$ 68,340.00
Sopel, Mickael	Excluded	Head Coach	Tennis - Women's	7/1/2025	1.00	$ 63,563.54	$ 61,095.29
Faulkner, Evan	Excluded	Director of Operations	Basketball - Men's	6/1/2025	1.00	$ 85,640.00	$ 83,640.00

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
MULTI-YEAR APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	FTE	SALARY
Kuberski, Douglas	Excluded	Head Coach	Women's Bowling	7/1/2025 - 6/30/2028	1.00	$ 76,500.00

YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
2023-24 FINANCIAL ANALYSIS
EXPENDITURES

MISSOURI VALLEY CONFERENCE / MVFC

	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
Average	3,134,462	1,757,869	6,323,988	23,407,887
YSU	2,161,730	1,404,261	4,968,090	21,696,473
Difference	*(972,732)*	*(353,608)*	*(1,355,898)*	*(1,711,414)*

MID AMERICAN CONFERENCE

	Men's Basketball Expenses	Women's Basketball Expenses	Football Expenses	Total Expenses
Average	2,863,205	1,935,765	10,135,863	34,868,737
YSU	2,161,730	1,404,261	4,968,090	21,696,473
Difference	*(701,475)*	*(531,504)*	*(5,167,773)*	*(13,172,264)*

HORIZON LEAGUE

	Men's Basketball Expenses	Women's Basketball Expenses	Total Expenses	League Sponsored Sports
Average	2,787,459	1,640,121	16,053,810	9,334,777
YSU	2,161,730	1,404,261	21,696,473	9,863,110
Difference	*(625,729)*	*(235,860)*	*5,642,663*	*528,333*

Source: Office of Postsecondary Education and NCAA F *al Reports*

YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS
2023-24 FINANCIAL ANALYSIS
REVENUES

MISSOURI VALLEY CONFERENCE / MVFC

	Total Football Expenses	Total Earned Football Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
Average	6,323,988	1,434,408	23%	4,889,580
YSU	4,968,090	2,364,007	48%	2,604,083
Difference	*(1,355,898)*	*929,599*	*25%*	*(2,285,497)*

HORIZON LEAGUE – MEN'S BASKETBALL

	Total Men's Basketball Expenses	Total Earned Men's Basketball Revenue	% of Earned Income vs. Total Expenses	Total Institutional Investment
Average	2,787,459	743,895	27%	2,043,564
YSU	2,161,730	767,234	35%	1,394,496
Difference	*(625,729)*	*23,339*	*8%*	*(649,068)*

HORIZON LEAGUE - TOTAL

	Total Athletically Generated Revenue	Total Expenses	% of Income vs. Total Expenses	Total Institutional Investment
Average	3,473,185	16,053,810	22%	12,580,625
YSU	5,881,052	21,696,473	27%	15,815,421
Difference	*2,407,867*	*5,642,663*	*5%*	*3,234,796*

Source: Office of Postsecondary Education and NCAA F al Reports

YOUNGSTOWN STATE UNIVERSITY

INTERCOLLEGIATE ATHLETICS

2023-24 FINANCIAL ANALYSIS

MVFC / MID AMERICAN / HORIZON LEAGUE

	Unallocated Expenses	Total Expenses
Average	7,225,809	25,449,725
YSU	5,958,973	21,696,473
Difference	*(1,266,836)*	*(3,753,252)*

	Spending Per Student-Athlete	Spending Per Student-Athlete (Less Scholarships)
MVFC Average	59,892	46,637
YSU	47,685	35,576
Difference	*(12,207)*	*(11,061)*
MAC Average	78,072	59,354
YSU	47,685	35,576
Difference	*(30,387)*	*(23,778)*

Source: Office of Postsecondary Education

YOUNGSTOWN STATE UNIVERSITY

INTERCOLLEGIATE ATHLETICS

2023-24 FINANCIAL ANALYSIS

MVC / MID AMERICAN / HORIZON LEAGUE

Men's Sports	YSU Rank	Total Sponsored		Peer Average Expenses	YSU Expenses	Difference
Baseball	21	22		1,201,992	772,712	(429,280)
Basketball	30	30		2,876,656	2,161,730	(714,926)
Track & Field / Cross	10	21		580,136	654,024	73,888
Football	16	21		7,989,721	4,968,090	(3,021,631)
Golf	21	25		348,542	254,894	(93,648)
Swimming	8	10		474,182	404,247	(69,935)
Tennis	10	11		383,862	235,555	(148,307)
Total Men				13,855,090	9,451,252	(4,403,838)

Women's Sports	YSU Rank	Total Sponsored		Peer Average Expenses	YSU Expenses	Difference
Basketball	30	30		1,805,283	1,404,261	(401,022)
Bowling	1	2		129,892	360,750	230,858
Track & Field / Cross	15	30		854,912	876,497	21,585
Golf	20	25		385,706	281,181	(104,525)
Lacrosse	6	7		707,073	545,550	(161,523)
Soccer	26	30		844,113	670,121	(173,992)
Softball	22	27		839,261	593,073	(246,188)
Swimming	14	19		768,696	510,205	(258,491)
Tennis	14	19		429,132	345,506	(83,626)
Volleyball	19	29		863,566	699,104	(164,462)
Total Women				7,627,633	6,286,248	(1,341,385)

Source: Office of Postsecondary Education

YOUNGSTOWN STATE UNIVERSITY

INTERCOLLEGIATE ATHLETICS

FOOTBALL

	MVFC RANK TOTAL EXPENSES	MVFC RANK TOTAL SALARIES	TOTAL # OF MVFC INSTITUTIONS IN SURVEY	% OF TOTAL ATHLETIC DEPARTMENT BUDGET
2023-24	6	5	11	25%
2022-23	7	4	11	26%
2021-22	8	8	11	26%
2020-21	6	7	11	29%
2019-20	6	7	11	27%
2018-19	6	6	11	26%
2017-18	6	6	11	26%
2016-17	5	4	10	27%
2015-16	5	4	10	27%
2014-15	2	4	10	27%
2013-14	3	3	10	28%
2012-13	3	1	10	30%
2011-12	2	1	10	30%
2010-11	3	1	10	29%
2009-10	3	1	9	27%
2008-09	4	4	9	26%
2007-08	4	4	9	24%
2006-07	4		9	26%
2005-06	3		7	26%
2004-05	1		7	26%
2003-04	1		7	26%
2002-03	1		7	26%
2001-02	2		7	24%
2000-01	1		7	24%

Note: The Total # of MVFC Institutions in Survey figure represents the number MVFC that we received their NCAA Financial Report and not necessarily when each institution entered the conference. The original 7 institutions include Illinois State, Indiana State, Missouri State, Northern Iowa, Western Illinois, and Youngstown State. North Dakota State and South Dakota State began competing in 2008. South Dakota entered the conference in 2012 and North Dakota followed in 2020. Murray State entered the conference in 2023 while Western Illinois departed the conference after the 2023 season.

Note: The rankings above are based upon the NCAA Financial Report. For an unknown reason, some institutions report different figures on this report than they report on the EADA Survey. This difference can change our ranking from one table to the next in this presentation.

Source: NCAA Financial Reports

YOUNGSTOWN STATE UNIVERSITY

INTERCOLLEGIATE ATHLETICS

	YSU HORIZON LEAGUE MCCAFFERTY FINISH	TOTAL # OF HORIZON LEAGUE INSTITUTIONS	TOTAL MCCAFERTY POINTS EARNED BY YSU
2024-25	2	11	46
2023-24	2	11	50
2022-23	1	11	56
2021-22	2	12	52
2020-21	1	12	45
2019-20	COVID	COVID	COVID
2018-19	4	10	37
2017-18	5	10	30
2016-17	2	10	44
2015-16	4	10	34
2014-15	3	9	45
2013-14	2	9	43
2012-13	7	9	31
2011-12	10	10	23
2010-11	8	10	17
2009-10	8	10	17
2008-09	8	10	22
2007-08	6	10	26
2006-07	9	9	14
2005-06	5	9	30
2004-05	8	9	26
2003-04	9	9	20
2002-03	7	9	22
2001-02	8	9	15

Update on *House v. NCAA* settlement and college athletics legal landscape
September 2025

***House* settlement terms took effect July 1, 2025**

- YSU began paying our student-athletes using internal NIL deals in July
    - Internal NIL total deals for '25 -'26: 47
    - Internal NIL total value for '25 -'26: $588,725
    - Funding derived via external donations and fundraising

- NCAA's "NIL GO" is up and running to approve external NIL deals
    - Nationwide total deals cleared: 6,090
    - Nationwide total value of cleared deals: $35M
    - YSU student-athletes with deals approved: 2

- NCAA Bylaws in process of review and reform to modernize

Tracking additional litigation

- *Smart v. NCAA*
    - Case related to NCAA's former rule limiting assistant coaches salaries
    - Only applied to baseball
    - Settled for $49.3 million in May 2025

- *Colon v. NCAA*
    - Case related to NCAA's former rule limiting assistant coaches salaries
    - Applies to sports other than baseball
    - Still pending

- *Brantmeier v. NCAA*
    - Case related to NCAA's rule limiting tennis players' prize money
    - Recently granted class action in July 2025

Tracking congressional legislation

- SCORE Act
    - Would codify provisions of the House settlement info federal law
    - Would provide anti-trust law exception to NCAA to govern topics such as eligibility, transfer, and NIL
    - Introduced in July, committee hearings held in July, undergoing amendments

3356-8-08 Anti-hazing.

Responsible Division/Office:	Student Affairs
Responsible Officer:	~~Associate VP Student Experience/Dean of Students and Ombudsperson~~ VP of Student Affairs and Dean of Students
Revision History:	December 2021; September 2025
Board Committee:	Academic Excellence and Student Success
Effective Date:	**~~December 2, 2021~~September 17, 2025**
Next Review:	~~2026~~2023

(A) Policy statement. Youngstown state university (university) condemns hazing and is committed to providing a safe environment in which members of the learning community may participate in experiences and activities without compromising their health, well-being, dignity, and/or rights. Prevention of hazing is the responsibility of every member of the university community, including students, student organizations, university-sponsored programs, coaches, student groups, faculty members, employees, volunteers, and alumni.

(B) Purpose. This policy governs the university's implementation of Collin's Law: The Ohio Anti-Hazing Act. The policy defines key terms; prohibits hazing and related conduct; describes reporting duties; establishes corrective action and discipline for violating the policy; details how information about hazing violations shall be shared and reported; and sets forth the requirements for anti-hazing educational and training programs.

(C) Scope.

(1) The policy shall apply to any act of hazing or violation of paragraph (G) of this policy that takes place on or off campus between two or more people who are affiliated with the university.

(2) This policy applies to all members of the university community, including faculty, staff, students, volunteers, organizations, university-sponsored programs, as well as visitors and other licensees and invitees.

(3) NCAA student-athletes shall follow the policies and guidelines set forth by the NCAA, the affiliated conference, and the university department of athletics in addition to this policy.

(D) Definitions.

(1) "Hazing," as set forth in section 2903.31 of the Revised Code, as amended, means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization, or any act to continue or reinstate membership in or affiliation with any student or other organization, that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code. Rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, "The Student Code of Conduct," which prohibits hazing).

(2) "Organization" means any university-sponsored program or registered student organization recognized by or operating under the sanction of the university, including but not limited to: registered student organizations, Greek life, club sports, athletics, honors college, student programming board, student government, student media, marching band, music ensembles and theater. "Organization" includes a national or international organization with which a fraternity or sorority is affiliated.

(3) "Student" means all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education. This includes college credit plus students and Youngstown early college students. Also included are those individuals accepted for admission or living in the residence halls, whether enrolled at the university.

(4) "Staff" means any individual employed by the university, including administrators, employees, faculty members, teachers, consultants and coaches. "Staff" does not include student employees.

(5) "Serious physical harm" means any of the following:

(a) Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment;

(b) Any physical harm that carries a substantial risk of death;

(c) Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;

(d) Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement; or

(e) Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

(E) Procedure. The division of student affairs shall be responsible for developing and enforcing anti-hazing procedures and policies at the university. The office of human resources shall assist the division of student affairs with the development and enforcement of the anti-hazing policy where it pertains to employees~~staff, coaches,~~ and volunteers who are registered with human resources.

(F) Duty to report hazing ~~violations~~ allegations.

(1) All ~~university staff, coaches,~~ administrators, employees, faculty, teachers, consultants, alumnus, and volunteers are required to immediately report the suspicion or knowledge of a hazing incident to:

(a) University police at 330-941-3527; and

(b) The law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred; and

(c) The office of community standards and student conduct in person or through the online reporting form on the website.

(2) All students, parents, and members of the community are encouraged to immediately report the suspicion or knowledge of a hazing incident to:

(a) University police at 330-941-3527; and/or

(b) The law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred; and/or

(c) The office of community standards and student conduct in person or through the online reporting form on the website.

(3) Students, parents, and members of the community may report known or suspected incidents of hazing anonymously.

(4) Amnesty. The university encourages students to report potential violations of university policies, including the anti-hazing policy. Students who report potential incidents of hazing may be exempted from the formal student conduct process for minor policy violations that arose out of, or were committed as a direct result of, the reported incident. The office of community standards and student conduct has complete discretion to determine whether to grant an exemption in such cases. Exemptions do not apply to behaviors that endanger or harm the health, safety, or well-being of others. Hazing is considered a behavior that endangers the health, safety, or well-being of others; and, therefore, students will not be exempted from any actions taken to participate in, condone, or act in complicity with hazing.

(G) Prohibited conduct.

(1) No person or organization shall commit hazing as defined in paragraph (D)(1) of this policy.

(2) No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization shall recklessly permit the hazing of any person associated with the organization.

(3) No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to university police and to the law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred.

(4) No person or organization shall retaliate against or take adverse action toward any reporting party and/or any person participating in a hazing investigation or disciplinary proceeding.

(H) Criminal sanctions.

(1) Participating in hazing. Pursuant to section 2903.31 of the Revised Code, a person who recklessly participates in the hazing of another commits a misdemeanor of the second degree. If the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to the other person, the criminal penalty is increased to a felony of the third degree.

(2) Permitting hazing. Pursuant to section 2903.31 of the Revised Code, an administrator, employee, faculty member, teacher,

consultant, alumnus, or volunteer of any organization who recklessly permits the hazing of any person associated with the organization commits a misdemeanor of the second degree. When the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to that person, the criminal penalty is increased to a felony of the third degree.

(3) Failure to report hazing. Pursuant to section 2903.311 of the Revised Code, an administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization who is acting in an official and professional capacity who recklessly fails to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred commits a misdemeanor of the fourth degree. When the hazing causes serious physical harm, the criminal penalty is increased to a misdemeanor of the first degree.

(I) University sanctions.

(1) Rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, "The Student Code of Conduct") governs student conduct investigations, hearings, and sanctions for hazing, including hazing violations by student groups and registered student organizations. See "Article IV, Student conduct procedures." The dean of students, or designee, shall coordinate the investigation of all hazing allegations.

(2) Appropriate penalties for a violation of the anti-hazing policy shall be based on the severity of the violation and may include any of the following:

(a) Educational sanctions, including but not limited to topical reflections, online modules, campus referrals, continued enrollment status agreements, and re-entry plans;

(b) The imposition of fines;

(c) Withholding of diplomas or transcripts pending compliance with the rules or payment of fines;

(d) The revocation of permission for an organization to operate on campus or to otherwise operate under the recognition or sanction of the institution; or

(e) The imposition of probation, suspension, or expulsion.

(3) Staff who violate this policy shall be subject to disciplinary proceedings under the collective bargaining agreement governing their position. Excluded professional administrative employees and excluded classified employees not covered by a collective bargaining agreement will be subject to disciplinary proceedings established by the office of human resources.

(4) A penalty imposed under this policy shall be in addition to a penalty imposed for a violation of section 2903.31 of the Revised Code, the criminal laws of Ohio, or for a violation of any other rule of the university to which the individual or organization who committed the violation may be subject.

(J) Reporting/posting requirements.

(1) The university shall provide a copy of the anti-hazing policy and policy 3356-8-01.1, "The Student Code of Conduct" to each organization within the university (rule 3356-8-01.1 of the Administrative Code).

(2) The university shall post the anti-hazing policy on the website of the division of student affairs.

(3) Beginning in the 2022-2023 academic year, the university shall maintain a report of all violations of the anti-hazing policy or other state law regarding hazing that are reported to the university. The report shall be posted on the website of the office of community standards and student conduct.

(4) Each report referenced in paragraph (J)(3) of this policy shall include all of the following:

(a) The name of the subject of the report;

(b) The date when the subject of the report was charged with a violation of the anti-hazing policy or other state law regarding hazing;

(c) A general description of the violation, any investigation and findings by the university, and any penalties imposed on the subject of the report; and

(d) The date on which the matter was resolved.

(5) The initial report required by paragraph (J) of this policy shall be posted on the website of the office of community standards and student conduct not later than January 15, 2023 and shall include information concerning hazing violations that have been reported to the university for the five consecutive years prior to October 7, 2021 to the extent that the university retained information concerning the violations.

(6) After the posting of the initial report referenced above, the university shall update the report on the first day of January and August of each year and shall post the updated report on the website of the office of community standards and student conduct.

(7) The university shall retain reports for five consecutive years.

(8) Reports issued under paragraph (J) of this policy shall not include personal identifying information of an individual and shall be subject to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g.

(K) Educational program and training requirements.

(1) Students.

(a) The university shall provide all students with a mandatory educational program on hazing (educational program), which may be offered online or in person. The educational program shall include information regarding hazing awareness, prevention, intervention, and this anti-hazing policy. Newly admitted students will be provided training at the time of orientation.

(b) The university shall offer at least one opportunity for students to complete the educational program during new student orientation.

(c) Each student's attendance at the educational program shall be verified.

(d) Students are prohibited from participating in an organization recognized by or operating under the sanction of the university until the student attends the educational program. Students who participate in organizations without completing the required educational program will be referred to the office of community standards and student conduct for failure to comply with the anti-hazing policy.

(2) Staff, alumnus, and volunteers.

(a) The university shall provide annually at least one program on hazing prevention education to all employees and volunteers. The training may be provided in person, electronically, or both. The university will maintain a record of individuals who have completed the program. ~~No administrators, employees, faculty members, teachers, consultants, staff, alumni, and volunteers shall recklessly permit hazing or fail to immediately report it to university police and to the law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. See paragraphs (G)(2) and (G)(3) of this policy. The university shall encourage these individuals to take the online hazing awareness training provided to students.~~

(b) The university shall provide mandatory training on hazing, which shall include information on hazing awareness, hazing prevention, and this anti-hazing policy, to all staff and volunteers that:

(i) Advise or coach an organization recognized by or operating under the sanction of the university; and

(ii) Have direct contact with students.

(3) Organizations.

(a) Organizations, including university-sponsored programs, recognized by or operating under the sanction of the university shall conduct mandatory training on hazing for any volunteer who has contact with students. The division or department responsible for the organization shall ensure that the training is completed by all volunteers.

(b) No organization shall accept or initiate any student who has not attended the mandatory anti-hazing educational program identified in paragraph (K)(1)(a) of this policy.

(c) No organization shall permit a volunteer, staff, coach, or faculty to assist if they have not completed the mandatory training.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
ANTI-HAZING POLICY, 3356-8-08

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
September 17, 2025
YR 2026-

YOUNGSTOWN STATE UNIVERSITY

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

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-8-09 Religious accommodations of students.

Responsible Division/Office: Academic Affairs
Responsible Officer: ~~Vice Provost for Academic Administration and Student Outreach Support~~Provost and Vice President of Academic Affairs
Revision History: March 2023; September 2025
Board Committee: Academic Excellence and Student Success
Effective Date: ~~**March 2, 2023**~~ **September 17, 2025**
Next Review: ~~2028~~ 2030

(A) Policy statement. It is the policy of Youngstown state university (university) to recognize that diversity comes in many forms including religious diversity. In order to support our students and their diverse beliefs, the university adopts a policy consistent with section ~~3345.024~~ 3345.026 of the Revised Code, "The Testing Your Faith Act."

(B) Purpose. The purpose of this policy is to establish procedures to reasonably accommodate the sincerely held beliefs and practices of individual students with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

(C) Parameters. Students may be absent for up to three days each academic semester to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. The university shall not impose an academic penalty as a result of a student being absent as permitted under this policy.

(1) The university will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements missed due to an absence described in this policy if both of the following apply:

(a) The student's sincerely held religious belief or practice severely affects the student's ability to take an examination or meet an academic requirement; and

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

(D) Procedures.

(1) Instructors' responsibilities.

(a) Instructors will accept without question the sincerity of a student's religious or spiritual belief system.

(b) Instructors shall keep requests for alternative accommodations confidential.

(c) Instructors shall schedule a time and date for an alternative examination, which may be before or after the time and date the examination or other academic requirement was originally scheduled, but shall do so without prejudicial effect.

(d) All instructors must include in each course syllabus a statement referencing this policy that shall include:

(i) A description of the general procedure for requesting accommodations from the course instructor;

(ii) Contact information for an individual whom students may contact for more information about this policy; and

(iii) The procedure under which a student may notify the university with any complaint with regard to the implementation of this policy.

(2) This policy shall be posted in a prominent location on the university web site. The posting shall include the contact information of an individual who can provide further information about this policy.

(3) A non-exhaustive list of major religious holidays or festivals for the next two academic years shall be posted in a prominent location on the university web site. The list shall explicitly state that it is non-exhaustive and shall not be used to deny reasonable accommodation to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list.

(4) Students may notify the university of any complaint under this policy by contacting the office of equal opportunity, policy development and title IX.

3356-8-04 Privacy and release of student education records: The Family Educational Rights and Privacy Act (FERPA).

Responsible Division/Office:	~~Registrar~~Student Enrollment and Institutional Effectiveness
Responsible Officer:	~~VP for Institutional Effectiveness and Board Professional~~Associate Vice President for Strategic Enrollment
Revision History:	September 2012; September 2016; December 2021; September 2025
Board Committee:	Academic Excellence and Student Success
Effective Date:	**~~December 2, 2021~~September 17, 2025**
Next Review:	~~2026~~2030

(A) Policy statement. This policy governs the confidentiality of educational records and provides processes for students and parents to access their records.

(B) Purpose. The Family Educational Rights and Privacy Act ("FERPA") of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. A notice regarding the rights of students with respect to records maintained by the university and the university's procedures to comply with these requirements are available on the university's electronic catalog and on the ~~at http://cms.ysu.edu/administrative-offices/registrar/undergraduate-and-graduate-policies~~ registrar's webpage.

(C) Definitions.

(1) "Education records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by any employee or agent of the university. The following categories of information are exempted and are not considered to be education records:

(a) Records made by university personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.

(b) Records maintained by the Youngstown state university police for law enforcement purposes.

(c) Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)

(d) Records created or received after a student is no longer in attendance, i.e., alumni records.

(e) Grades or peer-graded papers before they are collected and recorded by a professor.

(2) All records pertaining to students which are maintained by university offices are official university records and, as such, remain the property of the university. University employees are not permitted to access, utilize, share or copy student educational records for their personal use.

(3) Each university unit has an obligation to keep a record of requests and disclosures of student education records except when the request is from the student, a university official with a legitimate educational interest, someone requesting directory information, or related to a request with consent from the student. Students have the right to review this record of requests and disclosures of student record information.

(D) Right to inspect and review. Students are granted the right to inspect and review all of their educational records except the following:

(1) Financial records of parents.

(2) Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.

(3) Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975 for which students have waived their right of access.

(E) Waiver of rights of access. Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver upon request, the names of all persons making confidential

recommendations will be made available. Employees or agents of the university may not require a student to waive their right of access for receipt of university benefits or services.

(F) Procedures for inspection and review.

(1) Requests to review one's own records must be made separately, in writing, to each office maintaining records. That office has forty-five days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.

(2) Information contained in education records will be fully explained and interpreted to students by university personnel assigned to and designated by the appropriate office.

(3) Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

(G) Right to request amendment of information in records.

(1) Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or otherwise in violation of their privacy rights.

(2) This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.

(3) The right to challenge grades does not apply under FERPA unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

(H) Procedures for hearing to challenge records.

(1) Students challenging information in their records must submit in writing a request for a hearing to the office of the university registrar listing the specific information in question and the reasons for the challenge. If the responsible office denies the request for amendment, the university will notify the student, in writing, and advise of a right to a hearing.

(2) Hearings will be conducted by a university official who does not have a direct interest in the outcome of the hearing.

(3) Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in paragraph (G) of this rule.

(4) The hearing officer will render a decision in writing noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.

(5) Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made in writing and submitted to the university registrar within ten days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an appeals board of three disinterested senior university officials and a decision rendered in writing within a reasonable period of time.

(6) Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the board's decision as long as the student's record is maintained by the university.

(I) Consent for release required. Consent must be obtained from students for the release of education records or information contained in education records, specifying what is to be released, the reasons for release and to whom, with a copy of the record sent to the student if he or she desires.

(J) Release without consent.

(1) The university reserves the right to verify the accuracy of any information contained in what purports to be an official university document (e.g., a transcript or diploma) or that is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.

(2) The requirement for consent does not apply to the following:

(a) Requests from faculty and staff of Youngstown state university who have a legitimate education interest on a need-to-know basis, including student employees or agents of the institution, if necessary to conduct official business. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, maintaining safety and security of the campus, or performing any function of the university.

(b) Requests by officials of another institution where the student seeks to enroll or is already enrolled for purposes related to enrollment or transfer.

(c) Requests in compliance with a lawful subpoena or judicial order.

(d) Requests in connection with a student's application for or receipt of financial aid.

(e) Requests by state authorities and agencies specifically exempted from the prior consent requirements by FERPA conducting studies on behalf of the university, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.

(f) Information submitted to accrediting organizations.

(g) Requests by parents of a dependent student when claimed by a parent on one's federal income tax return.

(h) In the case of a health or safety emergency, the university may release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

(i) To authorized federal officials who have need to audit and

evaluate federally-supported programs.

(j) The results of any disciplinary proceeding conducted by the university against an alleged perpetrator of a crime of violence or non-forcible sex offense to the alleged victim of that crime.

(k) Disclosure to a parent of an underage student in violation of university policy governing the use or possession of alcohol or drugs.

(l) Request for directory information, as referenced in paragraph (K) of this rule.

(K) Directory information.

(1) Youngstown state university, in accordance with FERPA, has designated the following information about students as public (directory) information:

(a) Name.

(b) Address (local, home, and email).

(c) Telephone (local and home).

(d) Program of study (including college of enrollment, major, and campus).

(e) Enrollment status (full-time, part-time, withdrawn).

(f) Dates of attendance and graduation.

(g) Degrees, honors, and awards received.

(h) Previous educational agencies or institutions attended.

(i) Participation in officially recognized activities and sports.

(j) Weight and height of members of intercollegiate athletic teams.

(2) Students have the right to have this directory information withheld

from the public if they so desire. Each student who wants all directory information to be withheld shall so indicate by completing a "Student Privacy Hold Form," which can be obtained from the office of the university registrar. At least ten days should be allowed for processing of these requests.

(3) Youngstown state university receives many inquiries for directory information from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold directory information. The university, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the university will be refused unless the student provides written consent for the release.

~~(4) The university publishes email student directory information on its website.~~

(L) Complaints, concerns, or suggestions. Any student who has reason to believe that the university is not complying with FERPA or this policy should inform the office of the university registrar in writing. The university registrar shall promptly review all such allegations.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
PRIVACY AND RELEASE OF STUDENT EDUCATION RECORDS: THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY, 3356-8-04

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE EMPLOYMENT OF UNDERGRADUATE AND GRADUATE STUDENTS (INCLUDING FEDERAL WORK-STUDY PROGRAM) POLICY, 3356-9-03

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 rescind the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-9-03 Employment of undergraduate and graduate students (including federal work-study program).

Responsible Division/Office:	Student Success, Office of Research Services and Graduate Studies, Financial Aid and Scholarships
Responsible Officer:	Provost and VP for Academic Affairs, Associate Provost, Student Success, AVP Strategic Enrollment
Revision History:	June 1999; January 2000; March 2007; March 2010; December 2010; March 2011; March 2013; June 2015; June 2016; June 2017; September 2018; March 2020; June 2022; September 2023; March 2025; September 2025
Board Committee:	University Affairs, Academic Excellence and Student Affairs
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement concerning employment of undergraduate and graduate students (including federal work-study (FWS) program).

While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.

Undergraduate and graduate students are eligible to be employed by the university according to federal and state laws and university policy.

Youngstown state university (university) participates in the FWS program in order to provide eligible students with part-time employment to help meet academic costs and to provide work experience.

Unless otherwise specified, this policy applies to the employment of undergraduate and graduate students in student employment positions at the university.

(B) Employment of undergraduate students.

(1) Purpose. This policy is designed to create a fair and equitable process for the employment of students on campus. All procedures are in compliance with federal and state of Ohio law, including Ohio public employment retirement system (OPERS) guidelines and university policy. Information on the student employment process is available on the university's division of student success website.

(2) Definitions. For the purpose of this policy:

(a) "Domestic student" – a student that is a citizen of the United States, a permanent resident of the United States, or a refugee or asylee, as determined by the U.S. government.

(b) "International student" – a student that is not a citizen of the United States and is not a permanent resident of the United States.

(c) "Student employee" – individuals enrolled at the university who meet the requirements of this policy and work part-time jobs in support of university offices and departments.

(d) "Student employee supervisor" – the individual directly responsible for the hiring recommendation and day-to-day supervision of the student employee, including but not limited to, establishing work schedules, monitoring adherence to established work schedules, approving timesheets, and providing guidance, training, and instructions relative to the student employee's assigned tasks.

(3) Parameters.

(a) The office of student success will work with the office of human resources to process the employment of students.

(b) Student employees are responsible for abiding by general university policies at all times, including but not limited to, the student code of conduct, rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, "The Student Code of Conduct").

(c) As employees of an Ohio public university, student employees are required to contribute to OPERS unless the student opts to waive contributions and elects not to participate in OPERS. Students must do so within thirty days of their hire date. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS. Once a student employee makes their OPERS election, i.e., exempt or nonexempt, the student's OPERS status is maintained until terminated by the university, as defined in this rule or changes by operation of law.

(d) The associate provost for student success is responsible for the final approval of all student employees except for those employees participating in the employment programs administered by the graduate school (see paragraph (C) of this rule).

(4) Eligibility for student employment.

(a) To be eligible for employment during the fall or spring semesters, a student must be enrolled for a minimum of two courses and no fewer than six credit hours and be in good academic standing. Audited classes do not count toward either the two-course or six-credit-hour requirements.

(b) To be employed during the summer semester without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester, and be in good academic standing.

(c) Domestic student employees may not work more than twenty-five hours per week. International students may not work more than twenty hours per week during the academic year and may not work more than twenty-five hours per week during official university breaks and vacations. Student employees may work in more than one department; however, the total hours worked in one week by domestic students may not exceed twenty-five and the total hours worked in one week by international students may not exceed twenty hours during the academic year and

may not exceed twenty-five hours per week during official university breaks and vacations.

(d) Students may not work as both a university employee (full- or part-time) and a student employee at the same time.

(5) Leave and time off without pay.

(a) Student employees are not eligible to receive vacation, sick leave, or holiday pay.

(b) Arrangements for time off without pay are discussed with and approved by the student employee supervisor, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not pertain to the student employee work assignment.

(c) Time used by a student in the performance of jury duty, or when summoned as a witness, shall be treated as an excused absence without pay.

(d) A student employee who is a member of any reserve component of the United States armed forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time off without pay.

(6) Termination of employment.

(a) Status as a student employee is continuous from the date of initial appointment until student employment is terminated by the university.

(b) A student's employment will cease under any of the following circumstances:

(i) Non-enrollment. A student who has not been enrolled for two consecutive semesters will be considered terminated.

(ii) End of appointment. A student is effectively terminated on the end date specified at the time of

the student's appointment unless a new appointment is issued.

(iii) Voluntary resignation. Student employees may resign from their university appointment at any time and should provide timely notification to their supervisor of their resignation decision.

(iv) Involuntary termination. The student employee supervisor may terminate the employment of a student employee. No reason is required to substantiate the action. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.

(7) Procedures.

(a) Recruitment and application for all student employment positions will follow the procedures developed by the office of student success.

(b) Actual employment may begin only after the required documents have been processed and approved by the student employment office.

(c) Wage level and pay rates are based upon the nature of the job and required experience and/or credentials and are approved by the student employment office.

(d) The student employee supervisor is responsible for ensuring that student employees whose position requires interaction with minors complete a background check as pursuant to human resources "Background Checks for Employees and Volunteers" policy found on the administrative policies webpage.

(e) The student employee and student employee supervisor should attempt to informally resolve any issues or concerns, such as supervision, work schedule, or duties. If an issue or concern cannot be resolved informally at the

department or unit level, it may be referred, by either the student or the student employee supervisor, to the office of student success. If the issue or concern involves a university policy administered by a separate department or unit, such as rule 3356-2-03 of the Administrative Code (university policy 3356-2-03, "Discrimination/harassment") or rule 3356-2-05 of the Administrative Code (university policy 3356-2-05, "Title IX sexual harassment policy"), the student must follow the requirement of the applicable policy.

(C) Employment of graduate students.

(1) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty and staff, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. The assistantship must enhance the student's education, and the enhancement must be apparent.

(2) Parameters.

(a) A graduate assistant (GA) will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties but should not be the instructor of record. A graduate research assistant (GRA) will be assigned duties focused on the conduct of research/scholarly activity. A graduate assistant/intern (GA/I) is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in professional experiences in support of their fields of study. A teaching assistant (TA) will be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class.

(b) A student appointed as a graduate assistant (GA, GRA, GA/I and TA) will be paid a stipend and receive tuition remission (up to eighteen semester hours per semester and

up to twelve semester hours for the summer term). Parking fee and out-of-state surcharge will be remitted.

(c) The associate provost office of research services and graduate studies is responsible for the administration of the program and appointment of graduate assistants.

(d) The total number of graduate assistantships and teaching assistantships shall be allocated annually as part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. Colleges, departments, or external sources can also provide funds to support additional assistantships.

(e) Additional assistantship positions may be created by the associate provost office of research services and graduate studies when external funding has been obtained. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

(f) GA, TA, and GA/I are typically two-semester appointments and a GRA is a twelve-month appointment.

(g) Student employees are not eligible to receive vacation, sick leave, or holiday pay.

(3) Procedures.

(a) The associate provost office of research services and graduate studies shall allocate graduate assistants approved within the university budget across the institution.

(b) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the associate provost office of research services and graduate studies with

sufficient justification from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.

(c) Recommendations to appoint a GA, GRA, GA/I and/or TA must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the associate provost office of research services and graduate studies, who makes the official appointment. No department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GRA, GA/I, or TA. The college of graduate studies supports the "April 15th Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools (CGS). Appointments and communications regarding appointments will adhere to said resolution as described on the CGS webpage.

(d) Appointment as a GA, GRA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. Graduate research assistant appointments may begin in the summer term. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.

(e) Graduate assistants (GA, GRA, GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the associate provost office of research services and graduate studies.

(f) A faculty member within the department to which the graduate assistant is assigned will be designated to be

directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GRA, GA/I, and TA positions.

(g) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.

(h) Additional information about GAs, GRAs, GA/Is, and Tas may be found in the "College of Graduate Studies Policy Book" or online at: college of graduate studies assistantships and fellowships webpage.

(D) Federal work-study program.

(1) Purpose. To provide information and guidance to university students, staff, and faculty regarding the United States department of education FWS program.

(2) Parameters.

(a) The office of financial aid and scholarships is responsible for administering and awarding FWS funds, university compliance with FWS regulations, and determination of student eligibility in accordance with federal regulations and university policy. University policy requires students to be reviewed for FWS eligibility on first-come, first-served basis.

(b) In addition to on-campus employment, FWS funds may also be used for community service opportunities, such as "America Reads" and other community-based programs.

(c) Students receiving FWS funds are not eligible for fringe benefits, including paid vacation and sick time.

(d) FWS payments are administered by the office of payroll.

(e) FWS awards are cancelled or reduced when students default on federal loans, become over-awarded due to

changes in aid eligibility, or do not maintain satisfactory academic progress.

(3) Procedures.

(a) The office of financial aid and scholarships applies annually for FWS funding by submitting the appropriate forms and paperwork to the United States department of education.

(b) In order to be considered for FWS funds, students must annually complete the "Free Application for Federal Student Aid (FAFSA)" form after October first for the following year.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
EMPLOYMENT OF STUDENTS POLICY, 3356-9-03

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 rescind University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-9-03 Employment of students.

Responsible Division/Office:	Student Success
Responsible Officer:	Associate Provost, Student Success
Revision History:	June 1999; March 2007; December 2010; March 2013; June 2017; June 2022; September 2025
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. Students are eligible to be employed by the university according to federal and state laws and university policy.

(B) Purpose. This policy is designed to create a fair and equitable process for employment of students on campus. All procedures are in compliance with federal and state of Ohio law, including Ohio public employment retirement system (OPERS) guidelines and university policy. Information on the student employment process is available on the university's division of student success website.

(C) Scope. Unless otherwise specified, this policy applies to the employment of undergraduate and graduate students in student employment positions at the university.

(D) Definitions. For the purpose of this policy:

(1) "Domestic student" – a student that is a citizen of the United States, a permanent resident of the United States, or a refugee or asylee, as determined by the U.S. government.

(2) "International student" – a student that is not a citizen of the United States and is not a permanent resident of the United States.

(3) "Student employee" – individuals enrolled at the university who meet the requirements of this policy and work part-time jobs in support of university offices and departments.

(4) "Student employee supervisor" – the individual directly responsible for the hiring recommendation and day-to-day supervision of the student employee, including but not limited to, establishing work schedules, monitoring adherence to established work schedules, approving timesheets, and providing guidance, training, and instructions relative to the student employee's assigned tasks.

(E) Parameters.

(1) The division of student success will coordinate the student hiring process with the office of human resources.

(2) Student employees are responsible for abiding by general university policies at all times, including, but not limited to, the student code of conduct, rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, "The Student Code of Conduct").

(3) As employees of an Ohio public university, student employees are required to contribute to OPERS unless the student opts to waive contributions and elects not to participate in OPERS. They must do so within thirty days of their hire date. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS. Once a student employee makes their OPERS election, i.e., exempt or nonexempt, the student's OPERS status is maintained until terminated by the university, as defined in this rule or changes by operation of law.

(4) The associate provost for student success is responsible for the final approval of all student employees except for those employees participating in the employment programs administered by the graduate school (graduate assistants, teaching assistants, graduate research assistants, graduate assistant interns) as per rule 3356-9-03.1 of the Administrative Code (university policy 3356-9-03.1, "Appointment of graduate assistants, graduate research assistants, and teaching assistants").

(F) Eligibility for student employment.

(1) To be eligible for employment during the fall or spring semesters, a student must be enrolled for a minimum of two courses and no fewer than six credit hours and be in good academic standing. Audited classes do not count toward either the two-course or six-credit hour requirements.

(2) To be employed during the summer semester without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester, and be in good academic standing.

(3) Domestic student employees may not work more than twenty-five hours per week. International students may not work more than twenty hours per week during the academic year and may not work more than twenty-five hours per week during official university breaks and vacations. Student employees may work in more than one department; however, the total hours worked in one week by domestic students may not exceed twenty-five and the total hours worked in one week by international students may not exceed twenty hours during the academic year and may not exceed twenty-five hours per week during official university breaks and vacations.

(4) Students may not work as both a university employee (full- or part-time) and a student employee at the same time.

(G) Leave and time off without pay.

(1) Student employees are not eligible to receive vacation, sick leave, or holiday pay.

(2) Arrangements for time off without pay are discussed with and approved by the student employee supervisor, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not pertain to the student employee work assignment.

(3) Time used by a student in the performance of jury duty, or when summoned as a witness, shall be treated as an excused absence without pay.

(4) A student employee who is a member of any reserve component of the United States armed forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time off without pay.

(H) Termination of employment.

(1) Status as a student employee is continuous from the date of initial appointment until student employment is terminated by the university.

(2) A student's employment will cease under any of the following circumstances:

(a) Non-enrollment. A student who has not been enrolled for two consecutive semesters will be considered terminated.

(b) End of appointment. A student is effectively terminated on the end date specified at the time of the student's appointment unless a new appointment is issued.

(c) Voluntary resignation. Student employees may resign from their university appointment at any time and should provide timely notification to their supervisor of their resignation decision.

(d) Involuntary termination. The student employee supervisor may terminate the employment of a student employee. No reason is required to substantiate the action. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.

(I) Procedures.

(1) Recruitment and application for all student employment positions will follow the procedures developed by the division of student success.

(2) Actual employment may begin only after the required documents have been processed and approved by the student employment office.

(3) Wage level and pay rates are based upon the nature of the job and required experience and/or credentials, and are approved by the student employment office.

(4) The student employee supervisor is responsible for ensuring that student employees whose position requires interaction with minors complete a background check as pursuant to rule 3356-7-44 of the Administrative Code (university policy 3356-7-44, "Background checks for employees and volunteers").

(5) The student employee and student employee supervisor should attempt to informally resolve any issues or concerns, such as supervision, work schedule, or duties. If an issue or concern cannot be resolved informally at the department or unit level, it may be referred, by either the student or the student employee supervisor, to the office of student success. If the issue or concern involves a university policy administered by a separate department or unit, such as rule 3356-2-03 of the Administrative Code (university policy 3356-2-03, "Discrimination/harassment") or rule 3356-2-05 of the Administrative Code (university policy 3356-2-05, "Title IX sexual harassment"), the student must follow the requirement of the applicable policy.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
APPOINTMENT OF GRADUATE ASSISTANTS, GRADUATE RESEARCH ASSISTANTS, GRADUATE ASSISTANT INTERNS, AND TEACHING ASSISTANTS POLICY, 3356-9-03.1

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-9-03.1 Appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.

Responsible Division/Office:	Office of Research Services and Graduate Studies
Responsible Officer:	Provost and VP for Academic Affairs
Revision History:	January 2000; March 2010; June 2015; June 2016; June 2017; March 2020; March 2025; September 2025
Board Committee:	Academic and Student Affairs
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.

(B) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty and staff, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. How the assistantship enhances the student's education must be apparent.

(C) Parameters.

(1) A graduate assistant ("GA") will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties~~,~~ but should not be the instructor of record. A graduate research assistant ("GRA") will be assigned duties focused on the conduct of research/scholarly activity. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in professional experiences in support of their fields of study. A teaching assistant

("TA") will be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class.

(2) A student appointed as a graduate assistant (GA, GRA, GA/I and TA) will be paid a stipend and receive tuition remission (up to eighteen semester hours per semester and up to twelve semester hours for the summer term). Parking fee and out-of-state surcharge will be remitted.

(3) The associate provost is responsible for the administration of the program and appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.

(4) The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. Colleges, departments, or external sources can also provide funds to support additional assistantships.

(5) Additional assistantship positions may be created by the associate provost when external funding has been obtained. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

(6) GA, TA, and GA/I are typically two semester appointments and a GRA is a twelve-month appointment.

(D) Procedures.

(1) The associate provost shall allocate graduate assistants approved within the university budget across the institution.

(2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the associate provost with sufficient justification

from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.

(3) Recommendation to appoint a GA, GRA, GA/I and/or TA must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the associate provost, who makes the official appointment. No department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GRA, GA/I, or TA. The college of graduate studies supports the "April 15th Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools ("CGS"). Appointments and communications regarding appointments will adhere to said resolution as described on the CGS webpage.

(4) Appointment as a GA, GRA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. Graduate research assistant appointments may begin in the summer term. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.

(5) Graduate assistants (GA, GRA, GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the associate provost.

(6) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GRA, GA/I, and TA positions.

(7) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.

(8) Additional information about graduate assistants, graduate research assistants, graduate assistant interns, teaching assistants may be found in the "College of Graduate Studies Policy Book" or online at: college of graduate studies assistantships and fellowships webpage.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
EMPLOYMENT OF STUDENTS UNDER THE FEDERAL WORK-STUDY PROGRAM POLICY, 3356-9-03.2

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-9-03.2 Employment of students under the federal work-study program.

Responsible Division/Office:	Financial Aid and Scholarships
Responsible Officer:	AVP for Student Enrollment & Business Services
Revision History:	June 1999; March 2007; March 2011; March 2013; September 2018; September 2023; September 2025
Board Committee:	Academic Excellence and Student Success
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. Youngstown state university (university) participates in the federal work-study program in order to provide eligible students with part-time employment to help meet academic costs and to provide work experience.

(B) Purpose. To provide information and guidance to university students, staff, and faculty regarding the United States department of education federal work-student (FWS) program.

(C) Scope. This policy applies to undergraduate and graduate students seeking employment through the FWS program.

For non-FWS student employment, refer to rule 3356-9-03 of the Administrative Code, "Employment of students," and rule 3356-9-03.1 of the Administrative Code, "Appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants." (See corresponding university policies 3356-9-03, "Employment of students," and 3356-9-03.1, "Appointment of graduate assistant graduate research assistants, graduate assistant interns, and teaching assistants.")

(D) Parameters.

(1) While the president has overall responsibility for the management of the university, the responsibility for hiring student employees is delegated to the provost, vice presidents, and divisional executive officers, or designees.

(2) The office of financial aid and scholarships is responsible for administering and awarding federal work-study funds, university compliance with FWS regulations, and determination of student eligibility in accordance with federal regulations and university policy. University policy requires students to be reviewed for FWS eligibility on a first-come, first-served basis.

(3) In addition to on-campus employment, FWS funds may also be used for community service opportunities such as "America Reads" and other community-based programs.

(4) Students receiving FWS funds are not eligible for fringe benefits, including paid vacation and sick time.

(5) Federal work-study payments are administered by the office of payroll.

(6) Federal work-study awards are cancelled or reduced when students default on federal loans, become over-awarded due to changes in aid eligibility, or do not maintain satisfactory academic progress.

(E) Procedures.

(1) The office of financial aid and scholarships applies annually for FWS funding by submitting the appropriate forms and paperwork to the United States department of education.

(2) In order to be considered for FWS funds, students must annually complete the "Free Application for Federal Student Aid (FAFSA)" form after October first for the following aid year.

(3) In order to prevent student over-awards and to timely notify the employing department when work-study funding has been exhausted, student year-to-date FWS earnings are monitored by the office of financial aid and scholarships.

(4) Community service is tracked to monitor compliance with United States department of education requirements.

(5) All federal work-study earnings are reconciled between the office of financial aid and scholarships and the controller's office.

(6) The office of financial aid and scholarships annually compiles and reports required federal work-study information to the United States department of education.

(7) Information regarding financial assistance is available on the university's office of financial aid and scholarships and federal work-study webpages. See also studentaid.gov for more information.

RESOLUTION RELATED TO FULFILLING THE REQUIREMENTS OF O.R.C. 3345.382 REGARDING THE AMERICAN CIVIC LITERACY COURSE REQUIREMENT

WHEREAS, ORC 3345.382 stipulates that, "Each state institution of higher education as defined by ORC 3345.011 shall develop a course with not fewer than three credit hours in the subject area of civic literacy;"

WHEREAS, said legislation specifies the reading requirements for the course, secures that students must be suitably proficient regarding the course content, specifies the process and perspectives by which a president or designate may exempt a student from the course, and indicates that said legislation does not apply to associate degree programs;

WHEREAS, each board of trustees of each institution of higher education is required to "...adopt a resolution approving a plan to offer the course developed under this section" of O.R.C.;

WHEREAS, this course will satisfy one Arts and Humanities domain requirement of the General Education Curriculum.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the plan proposed by the Office of Academic Affairs to meet the requirements of O.R.C. 3345.382 regarding the American Civic Literacy course requirement;

IT IS FURTHER RESOLVED, that attached hereto is the syllabus for HIST 2650, a new course that will meet the requirements and will replace HIST 1501, the existing course, following the institution's curriculum review process.

Board of Trustees Meeting
September 17, 2025
YR 2026-

Section 3345.382 | American civic literacy course requirement.

You are viewing a new version of this section that is not yet in effect

View Current Version

Effective: *September 30, 2025* ***Latest Legislation:*** *House Bill 96 - 136th General Assembly*

(A) As used in this section, "state institution of higher education" has the same meaning as in section 3345.011 of the Revised Code.

(B) Each state institution of higher education shall develop a course with not fewer than three credit hours in the subject area of American civic literacy. The course shall include a study of the American economic system and capitalism. The course shall comply with the criteria, policies, and procedures established under section 3333.16 of the Revised Code. The course may be offered under the college credit plus program established under Chapter 3365. of the Revised Code. The course shall, at a minimum, require each student to read all the following:

(1) The entire Constitution of the United States;

(2) The entire Declaration of Independence;

(3) A minimum of five essays in their entirety from the Federalist Papers. The essays shall be selected by the department chair.

(4) The entire Emancipation Proclamation;

(5) The entire Gettysburg Address;

(6) The entire Letter from Birmingham Jail written by Dr. Martin Luther King Jr;

(7) The writings of Adam Smith, including a study of the principles written in The Wealth of Nations.

Any student who takes the course shall be required to pass a cumulative final examination at the conclusion of the course that assesses student proficiency about the documents described in divisions (B)(1) to (7) of this section.

Each state institution of higher education board of trustees shall adopt a resolution approving a plan to offer the course developed under this section. Each state institution shall submit that plan to the chancellor of higher education. The chancellor shall review and approve each plan. Prior to approving a plan, the chancellor may require a state institution to revise the plan and the course.

Each state institution of higher education board of trustees also shall adopt a resolution specifying the conditions under which the state institution's president or designee may exempt a student under division (D)(3) of this section.

(C) Beginning with students who graduate from a state institution of higher education in the spring semester, or equivalent quarter, of the 2029-2030 academic year, no state institution of higher education shall grant a bachelor's degree to any student unless the student completes a course described in division (B) of this section. A state institution may require students to complete the course as part of the institution's general education courses of study.

(D) The president of a state institution of higher education, or the president's designee, may exempt a student from the requirement to complete a course described in division (B) of this section, if the president or designee determines that the student has completed at least one of the following:

(1) A course offered under the college credit plus program established under Chapter 3365. of the Revised Code that satisfies the content requirements described in division (B

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section and is approved by the chancellor;

(2) An advanced placement course and examination that satisfy the content requirements described in division (B) of this section and are approved by the chancellor, and the student receives a score of three or higher on that examination;

(3) At least three credit hours, or the equivalent, in a course in the subject area of American history or American government which includes the study of the documents described in divisions (B)(1) to (7) of this section.

Division (D)(3) of this section does not apply after the 2030-2031 academic year.

(E) This section does not apply to associate's degree programs.

Last updated July 23, 2025 at 12:37 PM

Available Versions of this Section

June 27, 2025 – Enacted by Senate Bill 1 - 136th General Assembly

September 30, 2025 – Amended by House Bill 96 - 136th General Assembly

Top

History of American Democracy

CODE: 2650 (CRN: XXXX)
Semester 20XX; Start Date – End Date
Course Modality, Meeting Times, and Location (# cr.)

Contact Information

Professor:
Office:
Phone:
Email:
Preferred Contact Method:
Student Support Hours:
Communication Expectations:

Catalog Description

A one semester survey of the American past focusing on history and civic literacy. The emphasis will be on important developments in American political, economic, and social history; particularly on the emergence and evolution of the concepts of democracy and capitalism. No prerequisite.

Course Materials

No required purchases; all materials are open-access.

Technology

To successfully complete this course, you will need access to a computer with internet and Microsoft Office Suite (available free). I will be utilizing Blackboard regularly for this course. It is free to use with your YSU login here. Please let me know the first day of class if you do not have the appropriate access to technology and/or anticipate having trouble navigating Blackboard. We will work together to make sure technology is not a barrier to your success in this course.

Blackboard: Please be sure to login to Blackboard at least weekly during the duration of the course. Blackboard will be regularly used to share important course information.

Course Learning Outcomes/Objectives

In addition to acquiring a greater understanding of the American past, this course will also focus on the development of skills necessary for "good historical practice." These include the following outcomes:

LO1: Students will demonstrate the skills necessary for the historian to analyze information and report findings effectively, by recognizing the difference between primary and secondary sources and being able to critically read and analyze their content; by effectively communicating in written and oral media; and by exhibiting satisfactory critical-thinking and synthesis skills.

LO2: Students will demonstrate comprehension of the basic concepts that guide the historian's work, by understanding: the concept of historiography and that historical interpretation is not fixed but changes over time; the significance of chronologies and the impact of cause and effect; and the importance and impact of demographic, economic, and technological change on the past and its relevance in the present.

YSU General Education Learning Goals

Core Competencies: Students will demonstrate the ability to write and speak effectively, reason quantitatively, and think critically so they are prepared to perform appropriately in their professions upon graduation.

Arts and Humanities: Students will interpret significant writings and works of art, with a focus on aesthetics, historical responses, and the nature of the human condition.

Ohio Transfer Module (OT36) Learning Outcomes: Arts and Humanities

LO1: Basic Knowledge: Employ principles, terminology, and methods from disciplines in the arts and humanities.

LO2: Textual Analysis: Analyze, interpret, and/or evaluate primary works that are products of the human imagination and critical thought.

LO3: Contextual Examination: Reflect on the creative process of products of the human imagination and critical thought.

LO4: Breadth: Explain relationships among cultural and/or historical contexts.

LO5: Communication: Convey concepts and evidence related to humanistic endeavors clearly and effectively.

How to Succeed in This Course

Understanding Early Alerts

In all your classes, your professors can create a "flag" related to your performance in a class. Professors may indicate that you are having difficulty understanding course material, not attending class, missing assignments, etc. These alerts do NOT stay on a permanent record, and they are NOT used in any way as a penalty against you. The alerts are used to help you find a solution that is realistic and helps you succeed.

How to Get Help

YSU is committed to your success. As a student you have access to several resources that may be instrumental in helping you succeed in this course and others. Please do not hesitate to utilize any of these free support services to support your academic success, physical and mental health, and help you navigate your time as a YSU student.

Attendance Expectations

It is important that you attend class, as much of the learning that occurs is facilitated through class lecture, discussions, and activities. Your contribution in class greatly contributes to your learning processes as well as your classmates' learning. Classroom participation and discussion is part of your grade and can only be earned through participation that happens in person. I reserve the right to lower your final grade based on lack of attendance without appropriate excuses. The YSU Attendance Policy defines excused absences. Attending class is important and will lead to your success in this course. Please make all efforts to **safely** be at class and to arrive on time. Please contact me to work on an individual basis should your attendance to class become difficult.

Late Work Submission Policy

(Delete before finalizing): Include your course-specific late-work policy.

Additional Course Expectations

A positive learning environment involves commitment of both instructor and students in a course. Reciprocal Responsibilities for Undergraduate Students and Instructors was developed jointly with the Student Government Association and YSU Academic Senate to outline mutual responsibilities in the classroom, and our class will follow these guidelines.

Artificial Intelligence Policy Statement

*(Delete before finalizing): **The YSU common syllabus offers three AI policy statements, you should select and edit the one that best fits your preferences**. Instructors are encouraged to think how their policy statement aligns with the Senate-endorsed YSU AI Principles Statement, available here.*

Assignments/Assessments

*(Delete before finalizing): **All sections of 2650 must include the following assignments/assessments.***

Quiz:

- *(Revise before finalizing):* One each module; *format at instructor's discretion; must assess student understanding of the historical context*

Comparative Source Assignment:

- *(Delete before finalizing):* One each module; students will provide a brief analysis of each assigned primary source; identifying creator, purpose, audience, and relevant connections to the historical context

Primary Source Analysis:

- One over each mandatory source; students will provide a critical analysis of each source; explaining the creation of the source, identifying and reviewing its key ideas, assessing its significance and impact

- Students will be required to use direct evidence from the source in support of their response

Cumulative Final Exam:

- Must assess student proficiency in mandatory sources
- Exam will include matching and multiple choice sections assessing student proficiency over each mandatory source, as well as an essay requiring students to explain their understandings of how American democracy has evolved using evidence from all required sources
- **Students are required to pass the Cumulative Final Exam to pass the course**

Grading and Grading Scale

(Delete before finalizing): Include assignment, points, percentage, and final grade scale with point totals. Be sure to indicate whether you are using a weighted or non-weighted grading scale. Consider including the link to the YSU Grading System, which includes information about grading options, withdrawals, and repetition of courses.

University Policies

University policies can be found online and provide you guidance on your rights as a student in this course. The links below take you directly to a specific policy. Should you have any questions about a policy, please do not hesitate to contact me using the information at the top of the syllabus.

- Statement of Non-Discrimination from the University
- Academic Integrity/Honesty
- Student Accessibility
- Incomplete Grade Policy
- Academic Grievances and Complaints
- Attendance Policy

Tentative Course Schedule (Subject to Change)

(Delete before finalizing): Sample syllabus statement below. READING SELECTIONS IN RED ARE MANDATORY; others may be substituted at instructor preference.

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.

Dates	Topics & Readings	Due/To Prepare for Class
Fill in your course dates; check the semester calendar	*Write in proposed topics to be covered in your course with the corresponding date. Consider indicating which course learning outcome aligns with the given topic.*	*Let students know what is due or how to prepare for the course session; Press "tab" on your keyboard to add new rows*
	1: Origins of the United States John Winthrop, "A City on a Hill" (1630) Maryland's "Act of Religious Toleration" (1649) from Statues of Virginia (1667-1682) from Haudenosaunee "Great Law of Peace" (c. 1750) The Declaration of Independence (1776)	Quiz Comparative Source Assignment Primary Source Analysis
	2: Founding the Republic Constitution of the United States The Federalist Papers (1787-1788) No. 10: faction/partisanship No. 39: republicanism No. 42: powers of Congress/states No. 51: federalism/checks and balances No. 78: independent judiciary	Quiz Comparative Source Assignment Primary Source Analysis
	2: Founding the Republic (con't) **for 15 week courses; split above readings over two units*	Quiz Comparative Source Assignment Primary Source Analysis
	3: American Capital Adam Smith, *The Wealth of Nations* (1776) *McCulloch v. Maryland* (1819) from De Tocqueville, *Democracy in America* (1835) "Declaration of Rights & Sentiments" (1848) *Dred Scott v. Sandford* (1857)	Quiz Comparative Source Assignment Primary Source Analysis
	4: Union and Liberty in Crisis Alexander Stephens, "Cornerstone Speech" (1861) The Emancipation Proclamation (1863) The Gettysburg Address (1863) The Reconstruction Amendments (1865-1870) Chief Joseph, "An Indian's View on Indian Affairs" (1879)	Quiz Comparative Source Assignment Primary Source Analysis

Dates	Topics & Readings	Due/To Prepare for Class
	5: Democracy at Home and Abroad from Jacob Riis, *How the Other Half Lives* (1890) [images] from Frederick Jackson Turner, "The Significance of the Frontier" (1893) WEB DuBois, "Returning Soldiers" (1919) Franklin Delano Roosevelt, "The Four Freedoms" (1941) [audio] Richard Nixon, "The Kitchen Debate" (1959) [audio/visual]	Quiz Comparative Source Assignment Primary Source Analysis
	6: Pursuit of the American Promise *Hernandez v. Texas* (1954) The Port Huron Statement (1962) Martin Luther King, Jr., "Letter from a Birmingham Jail" (1963) from Betty Friedan, *The Feminine Mystique* (1963) selections of protest music [audio]	Quiz Comparative Source Assignment Primary Source Analysis
	7: Modern America Phyllis Schlafly, "What's Wrong with 'Equal Rights' for Women" (1972) Jimmy Carter, "Crisis of Confidence" (1979) [audio/visual] Ronald Reagan, First Inaugural Address (1981) [audio/visual] Pat Buchanan, "Address to the RNC" (1992) [audio/visual] George W. Bush, State of the Union (2002) [audio/visual]	Quiz Comparative Source Assignment Primary Source Analysis
Final Exam		

AMERICAN CIVIC LITERACY COURSE
REQUEST FOR APPROVAL

State institutions of higher education shall develop a course in the subject area of American civic literacy that meets the requirements of ORC Section 3345.382 and complies with the criteria, policies, and procedures established under ORC Section 3333.16. Complete the following process for course approval:

- New American civic literacy course - submit this form, the syllabus, and other supplemental materials required for Ohio Transfer 36 (OT36) approval, through the Course Equivalency Management System (CEMS).
- Existing OT36 approved course with the ***same*** course learning outcomes - create a new course name and number, submit this form, and the syllabus, through the CEMS.
- Existing OT36 approved course with ***different*** course learning outcomes - create a new course name and number, submit this form, the syllabus, and other supplemental materials required for OT36 approval, through the CEMS.

Non-Ohio state institutions of higher education seeking the approval of a CCP American civic literacy course should submit this form, and the syllabus to SB1@highered.ohio.gov.

OVERVIEW

Name of Institution of Higher Education:

Youngstown State University

Date of Submission:

September 18, 2025

Primary Institutional Contact for This Request:

Name	Kevin Ball
Title	Associate Provost
Phone number	330-941-1560
E-mail	keball@ysu.edu

New Course:

Course Name/Number:	Credit Hours
HIST 2650CL	3

Existing Course:

Current Course Name/Number:	**Credit Hours**
HIST 1501: Discovering American History	3
New Course Name/Number:	**Credit Hours**
HIST 2650: History of American Democracy	3

OT36:

Is this course an OT36 approved course?	☒ YES ☐ NO
If yes, have the course learning outcomes changed?	☐ YES ☒ NO

SECTION 1: COURSE DEVELOPMENT

1.1 Describe the internal process for development of a course in American civic literacy.

In January 2025, the YSU History Program US Survey Committee began revising HIST 1501 to meet the requirements of SB1. The committee added additional readings from the Federalist Papers and the Emancipation Proclamation to the schedule of required readings. These were the only readings then required by SB1 that were not already a part of the course.

In March 2025, the committee shared its provisional syllabus with the Deans of the College of Liberal Arts, Social Sciences, and Education, the YSU Office of Academic Programs and Planning, the YSU Office of College Access and Transition, and the YSU General Education Committee.

In April 2025, the committee proposed renaming HIST 1501 from “Discovering American History” to “History of American Democracy” to make it more clear that the course fulfills the requirements of SB1. It also added the writings of Adam Smith to the schedule of required readings, per the revisions to the legislation.

In May 2025, the committee then met with the YSU Office of College Access and Transition and all current HIST 1501 CCP instructors. The committee solicited their feedback on the working syllabus. This feedback resulted in the revision of all course assignments to maximize student proficiency in the required readings through a three-step process:

1) a “surface-level” analysis requiring students to correctly identify the creator and historical context of each reading;
2) a “deep-dive” analysis requiring students to identify the important ideas in each reading and write an interpretation of the reading using textual evidence; and
3) a final, cumulative exam over all of the required readings.

In June 2025, the committee shared its provisional syllabus and plans for implementing the course with the YSU Office of Academic Affairs and the Board of Trustees.

SECTION 2: COURSE CONTENT

2.1 Attach the syllabus for the course(s) that includes all of the following elements in division (B) of ORC Section 3345.382.

☒ Minimum of 3 credit hours.
☒ A study of the American economic system and capitalism.
☒ Requirement for the student to read all of the following:
  ☒ The entire Constitution of the United States;
  ☒ The entire Declaration of Independence;
  ☒ A minimum of five essays in their entirety from the Federalist Papers.
  ☒ The entire Emancipation Proclamation;
  ☒ The entire Gettysburg Address;
  ☒ The entire Letter from Birmingham Jail written by Dr. Martin Luther King Jr;
  ☒ The writings of Adam Smith, including a study of the principles written in The Wealth of Nations.
☒ Final Cumulative Exam Requirement that assesses student proficiency of the documents listed above with a requirement that the student receives a passing score.

SECTION 3: VERIFICATION AND SIGNATURE

Youngstown State University verifies that the information provided is truthful and accurate.

Bill Johnson, President
Youngstown State University

YOUNGSTOWN STATE UNIVERSITY
1 Tressel Way, Youngstown, OH 44555

August 7, 2025

Dear President Johnson:

On behalf of the YSU History Program US Survey Committee, I'm pleased to present our "History of American Democracy" course for your review. This course satisfies the mandate in SB No. 1, Sec. 3345.382 (A), requiring an OT-36 approved course in American civic literacy (including a study of American economics and capitalism) and requiring students to read and pass a final exam over 7 specific selections of primary sources.

We are especially proud that, as we understand it, our course is the only one in the entire state system that is immediately ready to run. It is also ready to run in-person and online, as well as in both 15-week and 7-week versions. Finally, I'd like to note that we included our History CCP instructors in the course development process and they are ready to implement it in their classrooms.

Inside, you'll find our "History of American Democracy" course materials, including the following:

1. Section 3345.382 (A) of SB1
2. the American Civic Literacy Course Request for Approval form, which details our course development process
3. the syllabus
4. a screenshot illustrating how the course appears in Blackboard
5. the required readings and assignments for each module
6. the cumulative final exam.

Please let us know if we can answer any questions or provide any clarification about the course.

Thank you,

Amy Laurel Fluker
Reeder Associate Professor of History
Chair, US Survey Committee

and the members of the US Survey Committee:
Martha I. Pallante, Darling Professor of History
Kyle Starkey, Instructor

cc: Provost Jennifer Pintar; Assoc Provost Kevin Ball; Dean Charles Howell; Assoc Dean Alan Tomhave; HSS Chair Loren Lease; History Program Coordinator Brian Bonhomme

Beeghly College of Liberal Arts, Social Sciences & Education
Department of Humanities & Social Sciences
Phone: 330.941.3456

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www.ysu.edu

RESOLUTION TO APPROVE CURRICULAR APPROVAL POLICY, 3356-10-25

WHEREAS, the legislation specified in the title of this Resolution indicates that "the board of trustees of each state institution of higher education has ultimate authority to establish new academic programs, schools, colleges, institutes, departments and centers" and that "board of trustees may not delegate the board's authority to adopt a curricular approval process...or to approve or reject academic programs";

WHEREAS, the curricular approval process adopted by the board of trustees must grant some representative body the opportunity to provide advice, feedback and recommendations on academic and curricular matters, clarify that the feedback is advisory, and that the board retains full authority to approve or reject any such changes.

NOW THEREFORE BE IT RESOLVED, that the "Youngstown State University Board of Trustees Curricular Approval Policy", so attached, was reviewed for compliance with the relevant legislation by the Academic Excellence and Student Success Committee on September 16, 2025, that recommended the Policy be adopted by the Board of Trustees;

BE IT FURTHER RESOLVED, that said Policy will be reviewed every five years hereafter, and that the board of trustees will convey the Policy to the chancellor of higher education.

Board of Trustees
September 17, 2025
YR 2026 -

3356-10-25 Curricular approval policy.

Responsible Division/Office:	Office of Academic Affairs
Responsible Officer:	Provost and Vice President for Academic Affairs
Revision History:	N/A
Board Committee:	Academic Excellence and Student Success
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement. This policy governs the curricular approval process at Youngstown State University (university) pursuant to Section 3345.457 of the Revised Code. It affirms the collaborative role of faculty, academic leadership, and the Board of Trustees (board) in program and curricular review while underscoring the Board's statutory authority as the decision-making body. This process reflects Youngstown State University's mission and ensures that decisions align with student success, regional workforce needs, and academic excellence.

(B) Scope. This policy applies to all academic programs, curricula, courses, general education requirements, degree programs, and organization units, including schools, colleges, institutes, departments, and centers.

(C) Parameters.

(1) Authority of Board. The Board retains the authority to approve or reject any establishment or modification of:

(a) Academic programs;

(b) Curricula;

(c) Courses;

(d) General education requirements;

(e) Degree programs; and

(f) Organization units, including schools, colleges, institutes, departments and centers.

(D) Role of the Academic Senate. The Academic Senate provides advice and recommendations on proposals. Such recommendations are advisory only and do not limit the authority of the Board.

(E) Curricular approval process. Proposals must be reviewed through appropriate governance and administrative channels prior to submission to the Board.

Categories of curricular action include:

(1) Curricula and courses.

(2) General education requirements.

(3) Academic and degree programs.

(4) Organizational units.

(F) Approval process overview. The approval process follows defined pathways depending on the category of action under consideration. Each pathway preserves the advisory nature of Academic Senate recommendations. Final approval authority resides exclusively with the Board.

(G) Curriculum and course approval process.

(1) Department proposal. Faculty within a department, department chairpersons, or the Office of Academic Affairs (OAA), will identify curricular or course additions, deletions, or revisions and prepare a proposal with information required by the Provost's office and in compliance with Ohio Revised Code Section 3345.029. For cross-listed courses, acknowledgement from each department is required. For new courses, the proposal must include a statement demonstrating how the course advances intellectual diversity.

(2) Department curriculum committee recommendation. The department curriculum committee will review the proposal and provide recommendations.

(3) Department chair recommendation. The department chair will be responsible for evaluating the proposal ensuring consultation with any affected units is documented.

(4) College curriculum committee recommendation. The college curriculum committee will review the proposal. Committee minutes and recommendations should be recorded and transmitted to the Dean.

(5) Dean recommendation. The dean will review the proposal and provide a recommendation.

(6) Academic Senate general education committee recommendation (if applicable). Proposals for courses with a general education designation must be referred to the Academic Senate General Education Committee. The committee will review compliance with general education criteria and statewide transfer standards (e.g., OTM/TAG) and make a recommendation. The role of the committee is advisory.

(7) Academic Senate undergraduate curriculum committee or graduate council endorsement. The appropriate committee within Academic Senate (undergraduate) or graduate council (graduate) will evaluate the proposals. Recommendations for undergraduate courses must be documented and forwarded to the Academic Senate following the required ten-day circulation period.

(8) Academic Senate recommendation. The Academic Senate chairperson or graduate council chairperson will review committee recommendations and provide advisory feedback in accordance with Ohio Revised Code Section 3345.457.

(9) Provost endorsement. The Provost or designee will review course and curricula proposals, including advisory feedback. Proposals endorsed by the Provost will continue through the Approval Process Timeline outlined below. Those proposals not endorsed by the Provost will be returned to the initiating unit.

(a) Approval process timeline. Curricular proposals that have been endorsed by the Provost but submitted during months without a scheduled Board of Trustees meeting or outside of the deadlines for Board consideration may proceed within the University's curriculum approval process. Curricular proposals that have received the Provost's endorsement will be prepared for presentation at the next regularly scheduled Board meeting. Pending Board action, preparatory steps may be completed, but no proposal becomes official until formally reviewed and approved by the Board.

(10) Board of Trustees approval. The Provost will present any endorsed curricula or course proposals to the Board of Trustees for final action. The Board shall exercise sole authority to approve or reject course proposals. In addition, the Board may defer a decision if modifications to a proposal are required. The Provost or designee will communicate approvals to stakeholders. If modifications are requested by the Board, the Provost or designee will inform the initiating unit. If the Board does not approve the proposal, the Provost or designee will communicate this decision to all relevant stakeholders. All actions by the Board constitute final actions.

(H) General education requirements approval process. All general education courses shall follow the course approval process outlined above in (G). However, proposals that impact general education requirements shall proceed as follows:

(1) Dean or Provost office proposal. Deans or members of the Provost's office may submit proposals that impact general education requirements.

(2) Academic Senate advisory review. The Academic Senate or its designated committee will have the opportunity to review proposals impacting

general education requirements and provide advisory recommendations. Recommendations are advisory and do not limit the authority of the Board.

(3) Provost endorsement. The Provost or designee will review general education requirement proposals including all advisory feedback. Proposals that are endorsed by the Provost will continue through the Approval Process Timeline outlined below. Those proposals that are not endorsed will be returned to the initiating unit.

(a) Approval process timeline. General education requirement proposals endorsed by the Provost but submitted in months without a scheduled Board of Trustees meeting or outside of the deadlines for Board consideration may proceed within the University's established approval process. General education requirement proposals that have received the Provost's endorsement will be prepared for presentation at the next regularly scheduled Board meeting. Pending Board action, preparatory steps may be completed, but no proposal becomes official until formally reviewed and approved by the Board.

(4) Board of Trustees approval. The Provost will present any endorsed general education requirement proposal to the Board of Trustees for final action. The Board shall exercise sole authority to approve or reject the proposal. In addition, the Board may defer a decision if modifications to a proposal are required. The Provost or designee will communicate approvals to stakeholders. If modifications are requested by the Board, the Provost or designee will inform the initiating unit. If the Board does not approve the proposal, the Provost or designee will communicate this decision to all relevant stakeholders. All decisions by the Board constitute final actions.

(I) Academic and degree programs approval process.

(1) Faculty or OAA proposal. A proposal for a new program or modifications to an existing program, minor, or certificate typically originates with faculty at the department level or with the Office of Academic Affairs (OAA). The initiating unit will prepare a proposal with the information required by the Provost's office. If the proposal involves modification or teach-out, the initiating unit will explain how current students will be served and how catalog obligations will be met.

(2) Provost preliminary review and support. The Provost or designee will conduct a preliminary review and may solicit input from relevant offices. A member of the Provost's office will ensure the proposal is scheduled for discussion among deans. The Provost will determine a proposal's readiness to proceed.

(3) Board of Trustees preliminary review. The Provost or designee may brief the Board of Trustees or its committees on proposals of significant scope or strategic importance. Such briefings are informational only and do not constitute approval. The purpose of the briefing is to align expectations for timing, decision materials, and the Board's review process.

(4) Department chair recommendation. The department chair will be responsible for evaluating an academic or degree program proposal and ensuring that consultation with affected units is documented.

(5) College curriculum committee recommendation. The college curriculum committee must review the proposal. If multiple colleges are involved, a lead college shall be designated for governance routing.

(6) Dean recommendation. The dean will either recommend, reject, or if modifications are warranted, roll back the program.

(7) Academic Programs Committee recommendation. This committee will review and make recommendations regarding undergraduate academic and degree programs for the Academic Senate.

(8) Academic Senate advisory recommendation. The proposal will advance to the Academic Senate (undergraduate) or Graduate Council (graduate) for advisory review. Recommendations for undergraduate programs must be documented and forwarded to the Academic Senate following the required ten-day circulation period.

All Academic Senate or Graduate Council feedback is advisory in nature and does not limit the authority of the Board of Trustees.

(9) Provost endorsement. The Provost or designee will review the proposal, including all advisory feedback. Proposals that are endorsed by the Provost will continue through the Approval Process Timeline outlined below. Unendorsed proposals will be returned to the initiating unit.

(a) Approval process timeline. Curricular proposals that have been endorsed by the Provost but submitted during months without a scheduled Board of Trustees meeting or outside of the deadlines for Board consideration may proceed within the University's established approval process. Curricular proposals that have received the Provost's endorsement will be prepared for presentation at the next regularly scheduled Board meeting. Pending Board action, preparatory steps may be completed, but no proposal becomes official until formally reviewed and approved by the Board.

(10) Board of Trustees approval. The Provost will present any endorsed academic or degree program proposal to the Board of Trustees for final

action. The Board shall exercise sole authority to approve or reject a proposal. In addition, the Board may defer a decision if modifications to a proposal are required. The Provost or designee will communicate approvals to stakeholders. If modifications are requested by the Board, the Provost or designee will inform the initiating unit. If the Board does not approve the proposal, the Provost or designee will communicate this decision to all relevant stakeholders. All actions by the Board constitute final actions.

(J) Academic and degree programs deletion process.

(1) Dean or Provost's office proposal. Deans or members of the Provost's office may submit proposals to delete an existing program, minor, or certificate.

(a) Programs identified for deletion because of ORC 3345.454 (i.e., fewer than five graduates over a three-year average, will follow the process outlined in the OAA policy 10-C-04.

(2) Academic Senate advisory review. The Academic Senate, or its designated committee, will have the opportunity to review proposals and provide advisory recommendations. Such recommendations are advisory and do not limit the authority of the Board.

(3) Provost endorsement. The Provost or designee will review academic and degree program deletion proposals, including all advisory feedback. Proposals that are endorsed by the Provost will continue through the Approval Process Timeline outlined below. Unendorsed proposals will be returned to the initiating unit.

(a) Approval process timeline. Deletion of an existing program, minor, or certificate that has been endorsed by the Provost but submitted in months without a scheduled Board of Trustees meeting or outside of the deadlines for Board consideration may proceed within the University's established approval process. Deletions that have received the Provost's endorsement will be prepared for presentation at the next regularly scheduled Board meeting. Pending Board action, the preparatory steps may be completed, but no proposal becomes effective until formally reviewed and approved by the Board.

(4) Board of Trustees approval. The Provost will present any endorsed deletions to the Board of Trustees for final action. The Board shall exercise sole authority to approve or reject the proposal. In addition, the Board may defer a decision if modifications to a proposal are required. The Provost or designee will communicate approvals to stakeholders. If modifications are requested by the Board, the Provost or designee will inform the initiating unit. If the Board does not approve a proposal, the

Provost or designee will communicate this decision to all relevant stakeholders. All actions by the Board constitute final actions.

(K) Schools, colleges, institutes, departments, and centers approval process.

(1) Initiating unit proposal. A proposal to establish, modify, or discontinue an organizational unit should originate at the chair/director level or above. The Provost's office will dictate the required information to accompany the proposal.

(2) Provost review and endorsement. The Provost or designee will review the proposal and may consult with the President's Cabinet as appropriate. If revisions are required, the proposal will be returned to the initiating unit with written feedback. The Provost will bring endorsed proposals forward to the Board of Trustees.

(3) Board of Trustees final approval. The Board of Trustees will review the proposal and exercise final authority to approve or reject. If a proposal is approved, a Board resolution will be recorded. Rejection by the Board constitutes final action, although resubmission after revision may be permitted at the Board's discretion.

(4) Implementation. Upon Board approval, the initiating unit, in consultation with the Office of the Provost, will be responsible for implementing the new or modified unit.

(L) Records and transparency. The University shall submit the adopted approval process to the Chancellor of the Ohio Department of Higher Education and resubmit every five years following Board of Trustees readoption, consistent with Ohio Revised Code Section 3345.457.

(M) Effective date and supersession. This policy supersedes all prior procedures related to curricular, program, and organizational unit approvals and shall remain in effect until amended or repealed by the Youngstown State University Board of Trustees. This policy affirms Youngstown State University's responsibility to steward curricular quality and innovation in service to its students.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #366048

Ohio Revised Code

Section 3345.457 Curricular approval process.

Effective: September 30, 2025
Legislation: House Bill 96 - 136th General Assembly

(A) As used in this section, "state institution of higher education" has the same meaning as in section 3345.011 of the Revised Code.

(B) The board of trustees of each state institution of higher education has ultimate authority to establish new academic programs, schools, colleges, institutes, departments, and centers at the institution. Notwithstanding anything in section 3333.0420 of the Revised Code to the contrary, the board of trustees may not delegate the board's authority to adopt a curricular approval process under this section or to approve or reject academic programs.

(C) The board of trustees of each state institution of higher education shall adopt a curricular approval process to establish and modify academic programs, curricula, courses, general education requirements, and degree programs. The process developed under this division shall do all of the following:

(1) Grant the faculty senate, or comparable representative body, the opportunity to provide advice, feedback, and recommendations on the establishment and modification of academic programs, curricula, courses, general education requirements, and degree programs;

(2) Clarify that all feedback and recommendations by the faculty senate, or comparable representative body, is advisory in nature;

(3) Retain the board's final, overriding authority to approve or reject any establishment or modification of academic programs, curricula, courses, general education requirements, and degree programs.

(D) Each board of trustees shall complete the initial curricular approval process developed under this section not later than six months after the effective date of this section, unless the institution's president grants a one-month extension, and every five years thereafter. The board of trustees shall

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #366048

submit each completed version of the approval process developed under this section to the chancellor of higher education.

Youngstown State University
Board of Trustees
September 17, 2025

RESOLUTION ASSOCIATED WITH ORC 3345.35 RELATED TO LOW ENROLLED COURSES AND LOW ENROLLED AND DUPLICATIVE ACADEMIC PROGRAMS

Whereas, in accordance with ORC 3345.35, the board of trustees of each state institution of higher education in Ohio shall evaluate all courses and programs the institution offers based on enrollment and duplication of its courses and programs with those of other state institutions of higher education within a geographic region, as determined by the chancellor of higher education, and;

Whereas, for courses and programs with low enrollment, as defined by the chancellor, the board of trustees shall provide a summary of recommended actions, including consideration of the benefits of collaboration with other state institutions of higher education to deliver the program(s), and;

Whereas, each board of trustees shall submit its findings under this section to the chancellor not later than thirty days after the completion of the evaluations or as part of submitting the annual efficiency report pursuant to ORC 3333.95.

Now therefore it is resolved that the Youngstown State University Board of Trustees does hereby endorse the process used to identify courses and programs that meet the Chancellor's definition of low enrollment, as per the attached documents;

Be it further resolved that the recommendations described in the attached documents are endorsed by this Board of Trustees;

Be it also resolved that attached to this resolution are two documents:

- Executive Summary - ORC 3345.35: Low Enrollment Courses and Program and Duplicate Program Reports
- Board of Trustees Evaluation of Low Enrollment Course and Program and Duplicate Program Report, Youngstown State University, ORC 3345.45.

Finally be it resolved that this Resolution and the attached documents are to be submitted to the Chancellor of the Ohio Department of Higher Education shortly following the meeting of the Board at which this Resolution is approved.

Board of Trustees
September 17, 2025
FY 2026 -

EXECUTIVE SUMMARY

ORC 3345.35: Low Enrollment Course and Program and Duplicate Program Report
Youngstown State University – September 2025

In compliance with Ohio Revised Code (ORC) 3345.35, Youngstown State University has prepared its formal report on low-enrollment courses and programs, as well as examining duplicative programs at other state institutions. While YSU maintains its own thresholds for internal planning, this submission reflects the Chancellor's definitions of low enrollment courses and programs and applies the criteria outlined in state guidance. The review builds on YSU's Academic Program Enhancement and Effectiveness Initiative (APEEI), which considers mission alignment, student demand, workforce outcomes, and cost-effectiveness. For this report, the Chancellor defines low-enrolled courses as sections that fall below 20% above the institutionally defined threshold for two or more semesters over the course of the three-year period. Definitions of low enrolled courses have been established for Bachelor's courses (<18 students) and Master's courses (<11 students) and Bachelor's programs (<48 students) and Master's programs (<18 students).

Low-Enrollment Course Analysis
From Fall 2022–Spring 2025, 7,616 sections were reviewed; 1,578 met the Chancellor's definition of low enrollment. A total of 347 unique bachelor's level courses were identified. Actions for the courses moving forward include reducing frequency of course offering (77), elimination (34), reducing sections within a given semester (90), merging/cross-listing (18), and delivery changes (8). "No action" was justified in 120 cases, primarily for graduation requirements or pedagogical reasons.185 unique master's level courses were also identified. Actions include reducing the frequency of course offerings (42), eliminating (13), reducing sections within a given semester (36), merging (6), and changing delivery methods (8). "No action" was justified in 80 cases.

Low-Enrollment Program Analysis Of 62 bachelor's programs, 30 were low-enrolled (<48 students). Actions: sunset (6), restructure (19), merge (2), maintain (3). Of 35 master's programs, 14 were low-enrolled (<18 students). Actions: suspension/collaboration (3), restructuring (2), targeted marketing (6), maintain (3).

Duplicate Program Analysis
25 bachelor's programs were both duplicative and low-enrolled; 24 of these programs are targeted for action. Strategies include inactivation (e.g., BA in Biological Sciences, Chemistry, Physics), restructuring (Anthropology, History), and aggressive recruitment/marketing (Engineering Technology, Public Health, Mathematics). Waivers were requested to retain BS Chemistry and BS Physics. 10 master's programs were duplicative and low-enrolled; 9 are targeted for action. Actions include curriculum redesign, recruitment campaigns, or collaboration with other institutions, particularly in Engineering, Chemistry, Environmental Science, and Music.

Conclusion
This report, prepared under ORC 3345.35, utilizing the Chancellor's definitions of low enrollment courses and programs, demonstrates YSU's commitment to academic quality, student success, and fiscal responsibility. By aligning programs with state expectations, market demand, and institutional mission, YSU is ensuring an academic portfolio that strengthens its regional and statewide impact while preparing for ongoing compliance in future reporting cycles.

ORC 3345.35
Low Enrollment Course and Program and Duplicate Program Report
Youngstown State University
September 2025

I. Low-enrollment thresholds

a. Description of the process and data to identify courses and programs that meet the Chancellor's definition of low enrollment

Courses

In prior years, a threshold for low-enrolled courses existed in YSU/YSU-OEA collective bargaining agreements (CBA). In Fall 2018, the ratified CBA indicated, "In accordance with the requirements of Ohio Revised Code §3345.45, the Board of Trustees has established a "Faculty Workload" policy (3356-10-20) consistent with standards developed by the Ohio Department of Higher Education."

The BOT Faculty Workload policy (3356-10-20: Faculty workload) was written to "establish parameters and procedures for the determination and assignment of faculty workload hours which are in compliance with section 3345.45 of the Revised Code and consistent with the standards developed by the board of regents." It references the use of "a formula determined by the dean and approved by the provost/vice president for academic affairs."

As such, a low-enrollment standard is defined in our current Office of Academic Affairs policy (Policy 10-C-01) as courses that are taught "despite not having a minimum enrollment of either 15 undergraduate or 9 graduate students (excluding IS/IN/CO)." This formula is aligned with what had been in the CBA for decades with one modification regarding the calculation of workload for undergraduate low enrolled courses.

To this end, the YSU low-enrollment thresholds have been defined for years with administration and faculty member agreement (via the CBA) and, in 2018, through formal approval by the Board of Trustees. To meet the Chancellor's definition of a low-enrolled course, sections that fall below 20% above the institutionally defined threshold for that course section over two or more semesters, we analyzed all sections with enrollment less than 18 for bachelor's degree level or less than 11 for master's degree level courses during each Fall and Spring terms over the past three years (Fall 2022 through Spring 2025). We do not have three years of data for most of our associate degree courses because they are offered in new programs. As such, we did not include courses specific to only associate degrees in this report. We will be including associate degree courses in the 2028 report.

The data for courses and course sections is provided from Ellucian Banner, our ERP/SIS system.

Programs

Unlike low-enrolled courses, program minimum enrollment thresholds at YSU have not been specifically prescribed by Board policy or collective bargaining; however, there is a relationship between program enrollment and the ability to consistently offer program-related courses above the low-enrollment course threshold. Discussions with academic deans indicated that program enrollments in the low forties would not consistently fill program-specific courses above low-enrollment thresholds. Using this logic, YSU's definition for low-enrolled bachelor's degree programs was set at 40 students. After applying the Chancellor's 20% increment, YSU's low-enrolled bachelor's degree program threshold was set at 48. For graduate programs, a similar process conducted with YSU's Graduate Council identified the low-enrollment master's degree threshold as 15. After applying the Chancellor's 20% increment, YSU's low-enrolled master's degree program threshold was set at 18.

These thresholds have become a primary determining factor in our Academic Program Enhancement and Effectiveness Initiative (APEEI) classification system for programs. APEEI is a process that considers markets, economics, competition, and academic metrics associated with each program, programs within each department, college, and academic affairs. The data for programs is provided from Ellucian Banner, our ERP/SIS system.

II. Low-enrollment course identification

a. A summary of recommended actions for each identified low enrollment course

The Office of Academic Affairs met with every department chairperson and dean during each academic year to review sections considered to be low enrolled to determine section efficiency strategies. With the final Fall schedules set, courses considered low enrolled were again pulled for analysis. Courses for this analysis were identified using the HEI classification such that only courses marked as lecture, seminar, practicum or recitation, or any combination of these, were considered. These HEI classifications constitute 60% of sections offered at YSU. Courses that were excluded from the analysis were those identified as lab, studio, clinical, field experiences, co-ops, individual studies, or internship.

Deans worked with their chairpersons to determine a recommendation and rationale for the courses included in this analysis. Recommendations had to be selected from a drop-down box with the following options: (1) change future curricular rotation to offer the course less often; (2) course is eliminated now or will be eliminated in the future; (3) merge class with another on campus or cross list; (4) reduce number of sections within a given term in the future; (5) Change future course delivery modality; (6) course is a candidate for sharing with another Ohio institution in the future; and (7) no action. Academic Affairs will continue to monitor that the actions (options 1-6 above) selected by the chairpersons and deans are completed during future semesters.

Because other recommendations that could be selected provided direction for future course of action, deans and chairpersons were instructed to only provide a rationale if a recommendation of "No Action" was selected. Rationales for "No Action" could only be selected from a list in the drop-down menu and included the following options: (1) Pedagogically appropriate class size; (2) Course needed for on-time graduation; (3) Program is on a teach out or the course has already been eliminated; (4) Course HEI category needs changed (indicating it should be classified as something other than LE, SE, PR or RE); (5) Recent course revision; (6) The course is part of a consortium with other Ohio institutions; and (7) The course bears no cost to YSU (it is CCP, volunteers teach the course, etc.).

Although all courses in the file were saved for future comparison, only sections or courses that were low enrolled in at least two of the six previous semesters (Fall term of the 2022 through Spring term of 2025) remained in the analysis per the *Ohio Department of Higher Education Guidance* (p. 2) that, "the Chancellor defines low-enrollment courses as course sections that fall below 20% above the institutionally defined threshold for that course section **over two or more semesters** (emphasis added)."

A total of 7,616 sections with the included HEI classifications (LE, PR, RE, SE, DI and any combination) were evaluated over the past six terms (Fall 2022, Spring 2023, Fall 2023, Spring 2024, Fall 2024, Spring 2025). Of those, 1,578 sections were determined to have met the Chancellor's definition of low-enrolled over two or more semesters.

III. Low-enrollment course analysis

The two tables below provide a high-level overview of courses suggesting a recommended action (Table 1 for bachelor's and Table 3 for master's) and rationale for courses that suggest no action (Table 2 for bachelor's and Table 4 for master's). The complete table, including course names/numbers, number of sections/average enrollment, is in Appendix A (**Low Enrolled Course Report, Bachelor's degree programs**).

a. **Low-enrollment course analysis – bachelor's courses.**

There were 347 unique low-enrolled undergraduate courses accounting for 1,033 of the 1,578 low enrolled sections over the past six semesters from Fall 2022 through Spring 2025.

Table 1. Recommended actions for courses for all instances where action would be taken in future semesters (227 bachelor's courses).

Number of Courses	Recommendation
77	Change future curricular rotation to offer less often
34	Course is eliminated now or will be eliminated in the future
18	Merge class with another on campus or cross list
90	Reduce number of sections within a given term in the future
8	Change future course delivery modality
0	Targeted candidate for sharing with another institution*

* YSU is currently in talks with other regional institutions for several courses not yet identified

Table 2. Summary of the rationale when "No Action" for altering the low enrolled course was selected (120 bachelor's courses).

Number of Courses	Rationale
25	Pedagogically appropriate class size
62	Course needed for on-time graduation
12	Program is on a teach out or the course has already been eliminated
2	Course HEI category needs changed
8	Recent course revision
0	Consortium course
11	Course bears no cost to YSU (CCP, volunteer instructor, etc)

b. **Low-enrollment course analysis – master's courses.**

There were 185 unique low enrolled undergraduate courses accounting for 545 of the 1,578 low enrolled sections over the past six semesters from Fall 2022 through Spring 2025. The complete table, including course names/numbers, number of sections/average enrollment, is in Appendix B (**Low Enrolled Course Report, Master's degree programs**).

Table 3. Recommended actions for courses for all instances where action would be taken in future semesters (105 master's courses)

Number of Courses	Recommendation
42	Change future curricular rotation to offer less often
13	Course is eliminated now or will be eliminated in the future
6	Merge class with another on campus (or cross list)
36	Reduce number of sections within a given term in the future
8	Change future course delivery modality

Table 4. Summary of the rationale when "No Action" for altering the low enrolled course was selected (80 master's courses).

Number of Courses	Rationale
16	Pedagogically appropriate class size
27	Course needed for on-time graduation
5	Program teach out or course already eliminated
0	Course HEI category needs changed
21	Recent course revision
11	Consortium course

IV. Low-enrollment program analysis

a. Summary of recommended actions for each low enrollment program

Our Office of Academic Affairs regularly engages deans, chairs, and faculty in a comprehensive program review process referred to as Academic Program Enhancement and Effectiveness Initiative (APEEI). Through shared faculty governance, all academic programs were assessed on mission alignment, student demand, potential employment outcomes, enrollment patterns over time, market competition, and program cost effectiveness. APEEI established the necessary foundation to assess programs on the six factors identified in the Chancellor's guidance report: quality, centrality of mission, cost effectiveness, demand, potential for collaboration with other institutions, and potential for restructuring. These factors, along with the program enrollment threshold and number of graduates, were used to set recommendations for low-enrolled and regional duplicate analyses. Separate analyses were conducted for both bachelor's (Table 5) and master's (Table 6) degree programs. The two tables below provide a high-level overview of our low-enrolled programs. The complete table, including individual program names and annual number of graduates, is in Appendix C (Low Enrolled Program Report, Bachelor's degree programs) and Appendix D (Low Enrolled Program Report, Master's degree programs).

YSU currently offers 62 bachelor's degree programs; 30 are considered low enrolled as defined by fewer than 48 majors as of Fall 2024.

Table 5. Recommended actions for low-enrolled Bachelor's degree programs (N=30).

Number of Programs	Recommendation
6	Suspending admission/sunset
3	Maintain programs as is
19	Restructure / curriculum redesign
2	Merge / Combine with another program (pending State waiver approval)

In addition, YSU has 35 graduate programs, 14 of which are considered low-enrolled as defined by fewer than 18 majors as of Fall 2024.

Table 6. Recommended actions for low-enrolled Master's degree programs (N=14).

Number of Programs	Recommendation
3	Consider suspending admission/sunset or collaboration with other Ohio institutions
3	Maintain programs as is
2	Restructure / curriculum redesign
6	Increase marketing– invest in program specific marketing

V. Duplicate program analysis

Of the 56 bachelor's degree programs, 25 are both duplicative and low-enrolled. Of the 35 master's degree programs, ten are both duplicative and low-enrolled. The tables below provide a review of regionally duplicative programs where action is not recommended for bachelor's (Table 7) and master's (Table 8) degree programs and where action is recommended for bachelor's (Table 9) and master's (Table 10) degree programs. We have three bachelor's degree programs not targeted for action yet are low enrolled. Of these, one is also duplicative. This table lists rationale for no action at this point.

Table 7. For each duplicative Bachelor's degree program not targeted for action, a rationale for continuing the program in its current form (N=1).

Program: Duplicative, Low-enrolled, No action	Rationale
Bachelor of Engineering in Industrial and Systems Engineering	Last year this program was revamped and marketed due to the workforce shortage in this area. The program had an unfortunate setback with all but one faculty member retiring at the same time. With our recent new hires, a fresh look at the curriculum is currently underway. The program coordinator and the faculty started an aggressive recruitment campaign to ensure a steady increase in enrollment in the program. The first indicators are very promising.

We have three master's degree programs not targeted for action yet are low enrolled. Of these, one is also duplicative (Table 8). This table lists rationale for no action at this point.

Table 8. For each duplicative Master's degree program not targeted for action, a rationale for continuing the program in its current form (N=1)

Program: Duplicative, Low-enrolled, No action	Rationale
Educational Specialist in School Psychology	Enrollment is limited by state allocation of internship stipends. Authorized by the state to meet staffing needs for eastern Ohio. This degree program is paired with the Master of Education Intervention Services. As such, students graduate with both degrees. Combined, these two programs have over 30 students.

YSU hosts 24 bachelor's degree programs that are both duplicative and low-enrolled that we have considered for action. Table 9 includes the CIP code, regional institutions with duplicate programs, program name, and action to be taken. Data provided by the state is by CIP code and does not delineate between a Bachelor of Arts and a Bachelor of Science degree. Assuming the Bachelor of Arts programs being closed are duplicative, they have been included in this table.

Table 9. Regional duplicative Bachelor's degree programs where action is recommended (N=24).

CIP code	Other Institutions	Bachelor's program	Action
260101	Cleveland State, Kent State, U of Akron	Bachelor of Arts in Biological Sciences	Inactivate
400501	Cleveland State, Kent State, U of Akron	Bachelor of Arts in Chemistry	Inactivate
400801	Cleveland State, Kent State, U of Akron	Bachelor of Arts in Physics	Inactivate
400601	Kent State, U of Akron	Bachelor of Arts in Geology	Inactivate
500501	Cleveland State, Kent State, U of Akron	Bachelor of Arts in Theatre Studies, Film Studies	Inactivate
400601	Kent State, U of Akron	Bachelor of Science in Geology	Inactivate

400801	Cleveland State, Kent State, U of Akron	Bachelor of Science in Physics	We requested a waiver from the State to keep the BS in Physics active and to changing Astronomy to a track
450201	Cleveland State, Kent State, U of Akron	Bachelor of Arts in Anthropology	Reviewing opportunities to merge with another YSU program
230101	Cleveland State, Kent State, U of Akron	Bachelor of Arts in English	Fall 2025 is the start of the new curriculum for this program; hosting additional events, such as, writing workshops.
540101	Cleveland State, Kent State, U of Akron	Bachelor of Arts in History	Reviewing opportunities to merge with another YSU program
090401	Kent State	Bachelor of Arts in Journalism	Updated and streamlined curriculum, developing articulation agreements with local feeder schools
380101	Cleveland State, Kent State, U of Akron	Bachelor of Arts in Philosophy	Increased marketing to highlight the new 3+3 program in conjunction with law schools; promoting high school ethics bowl competitions to increase outreach
451101	Cleveland State, Kent State, U of Akron	Bachelor of Arts in Sociology	Just launched an accelerated online program which has started to produce increased enrollment; increased marketing to some college, no degree students. Planning for a 90-credit hour program pending state and HLC accreditation approval
500501	Cleveland State, Kent State, U of Akron	Bachelor of Fine Arts in Theatre	With the inactivation of Bachelor of Arts, Theatre studies, we believe students will focus on earning the BFA in Theatre. A new curriculum was implemented with a Fall 2025 roll out. We will focus on a strong push to market this program and consider collaborations for the future.
500903	U of Akron	Bachelor of Music in Music Performance	We are considering collaboration with other institutions.
150303	Cleveland State, U of Akron	Bachelor of Science in Applied Science in Electrical Engineering Technology	There is a critical workforce shortage of electrical engineers both for the engineering technology and electrical engineering bachelor's degrees in the US. Microelectronic CHIPS design and fabrication in the USA are a national security issue. Action Plan: The program coordinator and the faculty will lead an aggressive recruitment campaign to ensure a steady increase in enrollment.
512201	Kent State	Bachelor of Science in Applied Science in Public Health	Program revamped to an accelerated seven-week program and marketed to students with some college and no degree. Exploring option of 90 credit hour degree.
520601	Cleveland State	Bachelor of Science in Business Administration in Business Analytics and Economics	In addition to an on-campus program, this program was revamped to an accelerated seven-week online program and marketed to students with some college and no degree.
030104	Cleveland State	Bachelor of Science in Environmental Science	The BS degree needs to undergo a serious curriculum revamp to sustain. If there is no critical change in enrollment trend for these programs after the 14-day enrollment data for AY 25-26, we probably will consider sunsetting both the BS and MS degree.
400501	Cleveland State, Kent State, U of Akron	Bachelor of Science in Chemistry	We requested a waiver from the State to keep the BS Chemistry active despite low enrollment. The program coordinator and the faculty are re-evaluating the current curriculum and are pursuing an aggressive recruitment campaign.

270101	Cleveland State, Kent State, U of Akron	Bachelor of Science in Mathematics	Although the BS degree in Math has 39 majors, the faculty are teaching a massive amount of service courses for the entire university. The chair and the faculty will lead an aggressive recruitment campaign to ensure a steady increase in enrollment in the program. Offering the program online is also being explored.
511005	Kent State	Bachelor of Science in Medical Laboratory Science	This program meets a critical healthcare need in the region and is important to our hospital partnerships.
150805	Kent State, U of Akron	Bachelor of Science in Applied Science in Mechanical Engineering Tech	There is a workforce shortage of Mechanical Engineering Techs in the US. The program coordinator and the faculty will lead an aggressive recruitment campaign to ensure a steady increase in enrollment in the program.
520201	Cleveland State, Kent State, U of Akron	Bachelor of Science in Business Administration in Management	In addition to an on-campus program, this program was revamped to an accelerated seven-week online program and marketed to students with some college and no degree.

In addition, YSU hosts 9 Master's degree programs that are both duplicative and low-enrolled that we have considered for action. Table 10 includes the CIP code, regional institutions with duplicate programs, program name, and action to be taken.

Table 10. Regional duplicative graduate programs where action is recommended (N=9).

CIP code	Other institutions	Master's program	Action
141001	Cleveland State, U of Akron	Master of Science in Engineering Electrical Engineering	There is a critical workforce shortage of electrical engineers both at the engineering technology bachelor and electrical engineering bachelor and master level in the US. When it comes to CHIPS development and fabrication this is even a national security issue. The graduate students are all involved in research projects with our faculty. The graduate program coordinator and the faculty will lead an aggressive recruitment campaign to ensure a steady increase in enrollment in the program.
140701	Cleveland State, U of Akron	Master of Science in Engineering Chemical Engineering	There is workforce shortage in chemical engineers. The graduate students are all involved in research projects with our faculty. We will have a critical look at the curriculum and the graduate program coordinator, and the faculty will lead an aggressive recruitment campaign to ensure a steady increase in enrollment in the program.
030104	Cleveland State	Master of Science in Environmental Science	The MS Environmental Science, as well as the BS degree need to undergo a serious curriculum revamp to sustain. If there is no critical change in enrollment trend for these programs after the 14-day enrollment data for AY 25-26, we probably will consider sunsetting both the BS and MS in the next year.
140101	U of Akron	Master of Science in Engineering Industrial and Systems Engineering	There is a workforce shortage in this area. The program had an unfortunate setback. All but one faculty member retired at the same time. In addition, the curriculum needs updated. Fortunately, we were able to hire new faculty and are currently redesigning the curriculum. The program coordinator and the faculty started an aggressive recruitment campaign to ensure a steady increase in enrollment in the program. The first indicators are very promising.
141901	Cleveland State, U of Akron	Master of Science in Engineering Mechanical Engineering	There is a workforce shortage in this area. The program has been graduating 16 students in the past two years which brought the enrollment number below the reporting threshold. The graduate program coordinators and the faculty will lead an aggressive recruitment campaign to ensure a steady increase in enrollment in the program.
400501	Cleveland State, U of Akron, Kent State	Master of Science in Chemistry	There is a workforce shortage in this area. We are also predicting an enrollment increase for the next academic years. The graduate students are all involved in research projects with our faculty and are also teaching a massive amount of Chemistry labs and recitations that are service courses for other colleges or programs. The graduate program coordinator and the faculty will lead an aggressive recruitment campaign to ensure a steady increase in enrollment in the program.
510913	Kent State	Master of Athletic Training	High demand for graduates. Nationwide, the profession recently switched from a Bachelor's to a Master's degree requirement. We expect our enrollment to improve now that a Master's degree is required.
131312	Kent State, Cleveland State	Master of Music, Music Education	Considering collaboration or closing program once all other measures of improving enrollment have been exhausted.
500903	Kent State, U of Akron	Master of Music, Music Performance	Considering collaboration or closing program once all other measures of improving enrollment have been exhausted.

VI. Program Portfolio Changes
There have been deactivations and additions to the portfolio of programs offered since the previous report (Table 11).

Table 11. Deactivations and Additions to the bachelor's and master's portfolio at YSU.

Undergraduate Deactivations	Graduate Deactivations	New Bachelor's Programs	New Master's Programs
BA in Economics	Master of Music in Music Composition	Bachelor of Science in Education in Special Education: Intervention Specialist (IS-K-12)/Integrated Social Studies (ISS 7-12) in June 2023	MS in Data Science and Statistics
BA in Geography	Master of Music in Jazz Studies	Bachelor of Fine Arts in Graphic + Interactive Design (June 2024)	
BA in Spanish	MFA in Creative Writing	BS in Geographic Information Science	
BSAS in Family and Consumer Studies	Master of Accountancy		
BSAS in Long-term Care Administration	MA in Art Education		
BSAS in Merchandising: Fashion and Interiors	MA in Gerontology		
BSAS in Hospitality Management			
BA in Music History and Literature			
BA in Music Theory			
BM in Music Composition			
BA in Public and Professional Writing			
BSBA in Advertising and Public Relations			

Appendix A: Low Enrolled Course Report, Bachelor's degree programs

Table A1. Key for recommendation column in Appendix A and Appendix B

#	Recommendation
1	No action *(if selected, also refer to table A2)*
2	Change future curricular rotation to offer less often
3	Course will be eliminated in the future
4	Merge class with another on campus
5	Reduce number of sections within a semester/term
6	Change course delivery modality in the future
7	Targeted candidate for sharing with another institution

Table A2. Key for rationale column in Appendix A and Appendix B when "No Action" was selected in Recommendation

#	Rationale
1	Pedagogically appropriate class size
2	Course needed for on-time graduation
3	Program is in teach out or course was eliminated
4	Course HEI category needs changed
5	Accreditation requirements
6	Consortium course
7	Course bears no cost to YSU (CCP, volunteer instructor, etc)

Course Name	Course #	# Sections Offered	# Low Enrolled Sections	Recommendation	Rationale
Elementary Accounting / Essentials of Accounting	1503	6	4	6	
Income Tax Preparation 1	4817	2	2	1	1
Nonprofit Community Service 1	3740	2	2	3	
CE Nonprofit Community Service 1	3740C	4	4	1	4
CE Nonprofit Leadership Seminar	4841C	4	4	1	4
Organizational Cultures	4859	3	2	6	
Sports Comm Message Design	4879	4	2	3	
Intermed Microeconomic Theory	3712	6	4	1	2
Hon Principles Macroeconomics	2630H	3	2	1	2
Adv Journalism Edit and Design	3723	2	2	5	
Advising Student Media	4821	2	2	5	

News Reporting 2	4860	2	2	3	
Comm Tech Photo and Video	2624	8	2	2	
Supply Chain Management	4820	6	5	1	2
CE Strategic Humn Resource Mgt	4844C	2	2	1	1
Sales and Account Management	3745	6	3	1	2
Spec Tpcs Ohio Export Project	48420	2	2	1	1
Special Topics Procurement	4842R	3	3	1	1
Practicum Telecommunication	3787	2	2	3	
Heritage and Values	1501	3	3	2	
Quantitative Methods Hlth Sci	3704	6	6	5	
HealthCare Information Systems	3711	4	2	5	
Directed Research	4820	9	5	5	
Crim Just Management Concepts	3715	2	2	5	
Criminal Law	3719	11	8	5	
Legal Research	3720	2	2	5	
Evidence	3721	6	4	5	
Criminal Victimization	3736	3	2	5	
Senior Seminar	4800	4	4	5	
Correctional Case Mgt Treatmnt	4803	2	2	3	
Food Science and Management	1553	5	4	2	
Food Systems	2612	6	6	2	
Nutritional Biochemistry	3735	3	2	2	
Advanced Nutrition	3759	3	3	2	
Medical Nutrition Therapy 2	3760	3	3	2	
Science of Nutrition Exercise	3761	3	3	2	
Experimental Foods	4810	3	3	2	
Food Service System Management	4858	3	3	2	
Medical Nutrition Therapy 3	4860	3	3	2	
Med Nut 3 Discussion	4863	2	2	2	
Maternal and Child Nutrition	4872	3	3	2	
Nutrition and Aging	4873	3	3	2	
Community Nutr and Wellness	4874	3	3	2	
Med Nutr Ther 2 Lab Recitation	3760R	3	3	2	
Intro to Hospitality Industry	1500	2	2	3	
Hotel Management	2622	2	2	3	
Food and Beverage Management	3725	2	2	3	
Front Office Operation	3734	2	2	3	
Event Management	4846	2	2	3	

Flight Student Athlete Exp	1503	8	3	2	
Life After Sports	1504	10	7	2	
Kinesiology and Applied Anat	3720	12	4	1	1
Mindfulness	3725	3	2	5	
Exercise Prescription	3730	6	2	1	1
Medical Insurance Forms	2600	2	2	2	
Advanced Clinical Chemistry	4807	3	3	5	
Advanced Hematology	4808	2	2	5	
Advanced Microbiology	4810	2	2	5	
Medical Laboratory Seminar	3706	3	3	6	
Clinical Microbiology Interp	3717	6	6	6	
Materials and Methods	2663	2	2	3	
Fashion Promotion	3715	2	2	3	
Social Psych Clothing Appear	3730	2	2	3	
Family Housing and Technology	3764	2	2	3	
Fashion Industry Tour	3795	4	4	3	
Global Fashion Economy	4870	3	3	3	
History of Fashion	4877	3	3	3	
Merchandising Management	4880	3	3	3	
Introduction to ROTC	1510	8	8	1	7
Introduction to Leadership	1520	6	6	1	7
Self Team Development	2610	3	3	1	7
Indiv Team Military Tactics	2620	3	3	1	7
American Military Operations	2650	4	4	1	7
Leading Small Organizations 1	3710	7	7	1	7
Leadership Challenge Goal Set	4810	3	3	1	7
Transition to Lieutenant	4820	3	3	1	7
Nursing 3 Medical-Surgical	3715	4	3	5	
Nursing Informatics	3725	3	3	3	
Nursing Summary Seminar	3760	4	3	5	
Nursing Leadership	4854	5	5	1	1
Evaluation Hlth Promotion Prgm	4827	3	3	6	
Public Health Senior Seminar	4899	3	3	6	
Social Work Processes	2622	11	2	5	
American Social Welfare	2641	7	2	5	
Humn Behavior Social Environ 1	2642	7	2	5	
Humn Behavior Social Environ 2	2644	8	2	5	
Child Welf Assess and Case Pln	3726	4	3	5	
Child Welfare Perm Planning	3727	3	2	5	
Social Work Methods Groups	3737	5	2	5	
Methods with Communities	3739	9	5	5	

Elementary ASL 1	1550	6	5	2	
Elementary ASL 2	1551	5	5	2	
Intermediate ASL 1	1552	3	2	2	
Intermediate ASL 2	2600	3	2	2	
Exploring Majors and Careers	1520	19	15	5	
Assessment of Young Children	2650	3	2	5	
Managing Classroom Behavior	2664	3	3	2	
Directed Practice in Pre K Ed	3790	4	4	1	1
Pre K Practicum	3733L	4	4	1	1
Directed Practice Seminar	3790S	6	6	1	1
Introduction to Education	1501	23	3	1	2
Education and Society	3708	19	6	5	
Academic English Int'l Student / Academic English Non Native Speakers	1509	12	4	5	
Intro to College Writing	1541	17	5	5	
Ingtermed Writing for Teachers	2601	3	3	1	2
Introduction to Language	2651	17	2	5	
Lit for Middle School Reader	3704	3	3	2	
Teaching Language Arts	3730	3	3	2	
Writing Middle School Teacher	3739	3	3	2	
Advanced Writing for Teachers	3741	3	3	2	
Poetry Writing Workshop	3747	3	3	2	
Principles of Linguistic Study	3755	3	2	2	
Major Figures in British Literature	4830	2	2	2	
British Genre Circles Movement	4831	2	2	2	
Shakespeare and His World	4881	3	3	2	
Senior Seminar	4890	3	3	1	2
Pub Prof Wr Senior Project	4899	3	3	1	2
Geography Capstone	4890	3	3	3	
Senior Research Seminar	4870	5	5	1	2
Intermediate Italian 1	2607	2	2	3	
Intermediate Italian 2	2608	2	2	3	
Special Topics in Italian	3770	2	2	3	
Parilegal Practicum	3750	2	2	1	1
Biomedical Ethics	3725	2	2	2	
Moot Court 1	3707	6	6	1	1
Asia Politics	3767	2	2	2	
Senior Research Seminar	4801	5	2	1	1
Honors General Psychology	1560H	10	3	1	2
Principles Teaching Adolescent	3706	6	5	5	

English Methods for AYA	4800E	3	3	1	2
Stud Tchng Seminar Secondary Ed	4842A	3	2	1	2
Intensive Spanish Review	3702	2	2	3	
Intro to Spanish Linguistics	3736	2	2	3	
Advanced Spanish Conversation	3755	2	2	3	
Spanish Culture America	3766	2	2	3	
Special Topics in Spanish	3770	3	3	2	
Span Conv and Comp Capstone	4880	3	3	3	
Class Mgt Except Child Youth	4835	3	3	5	
Beh & Classrm Mang K-12	4837	2	2	5	
Coll & IEP Writing K-12	4838	2	2	5	
Trans Plan SS Dev Hlth Rel Iss	4851	3	3	5	
Diagnosis and Interventn Math	4853	4	4	5	
Cross Curricular Interventions	4854	3	3	5	
Serv Coordinatn Collab Consult	4864	3	3	5	
Intervntn and Remed Lang Dys	4867	6	6	5	
Student Teaching Seminar	4869	6	6	5	
Undergrad Capstone Educ Majors	4830	6	5	1	2
Teaching and Learning Mid Schs	3702	3	2	1	3
Teach Language Arts Mid School	3706	2	2	1	3
Science Technology Society	3707	3	3	1	3
Middle School Learn Community	4801	3	2	1	3
Student Teaching Seminar MCE	4803	3	3	1	3
Phon Awareness and Phonics	3700	14	4	5	
Dev Reading Instruction	3720	12	5	5	
Freshman Seminar Portfolio Rev	1503	3	3	1	2
Senior Seminar	4803	5	3	1	2
20th Century Art to 1960	5881	3	2	1	3
Super Stud Tch Art/Music K 12	4844	4	4	1	5
Stud Tch Seminar Art/Music Edu	4842A	4	4	1	5
Computer Applic in Music Educ	2611	2	2	1	3
Introduction to Music Ed	2622	4	2	1	5
Music Tch Early Child PreK 3	4823	2	2	1	5
Music Teaching Middle School	4824	2	2	1	5
Music Teaching in High School	4825	2	2	1	5
Student Teaching in Music	4844	2	2	1	5
Vocal Pedagogy	5880	2	2	6	
Digital Sound Production	3762	3	3	6	
Digital Recording and Editing	3763	2	2	1	3

Advanced Microphone Techniques	3764	3	2	1	3
Advanced Recording Techniques	3765	2	2	1	3
Music Theory 2	1532	4	3	5	
Aural Theory 1	1541	9	7	5	
Aural Theory 2	1542	8	8	5	
Music Theory 3	2631	5	4	5	
Music Theory 4	2632	4	3	1	3
Aural Theory 3	2641	6	6	5	
Aural Theory 4	2642	4	3	1	3
Jazz Arranging 1	3712	2	2	1	5
Professional Preparation	3701	2	2	2	
Script Analysis Stage Screen	3768	3	2	2	
Observational 1	4811	2	2	5	
Observational 2	4812	2	2	1	2
Animal Diversity	3741	3	2	2	
Plant Physiology	3745	3	2	2	
General Ecology	3780	3	3	1	1
Bioinformatics	4800	3	3	1	2
Environmental Microbiology	4801	6	5	1	1
Properties Strength Materials	2604	6	5	1	1
Transportation Technology	2620	3	2	1	2
Construction Management	3740	3	2	1	2
Masonry Design	4815	2	2	1	2
Civil Structural Facilities	4884	3	3	1	2
Statics	2601	11	2	5	
Strength of Materials	2602	9	3	5	
Introduction to Chemistry	1501	13	3	1	2
Allied Health Chemistry OLP	1520	2	2	2	
Inorganic Chemistry	3729	3	3	1	2
Physical Chemistry 2	3740	2	2	5	
Biochemistry 2	3786	3	3	5	
Chemistry Research	4850	6	6	5	
Chemical Engr Thermodynamics 1	3771	3	2	5	
Transport Phenomena 1	3786	3	2	5	
Transprt Phenomena Unit Oper 1	3787	3	2	1	2
Unit Operations 2	4815	3	2	2	
Chemical Reactor Design 1	4880	3	2	1	2
Process Dynamics	4882	3	3	1	2
Process and Plant Design 1	4887	3	2	1	2

Process and Plant Design 2	4888	3	2	1	2
Unit Operations 2 Applications	4815R	3	2	1	2
Reactor Design Applications	4880R	3	2	1	2
Spec Tpc Thermo Dynamics Lab	5800A	3	2	1	2
Syst Configuration Maintenance	2620	6	3	1	2
Database Application	4822	2	2	1	2
Digital Circuit	1521	6	2	1	2
Basics of Electrical Engineer	2614	8	3	1	2
Basic Circuit Theory 1	2632	6	2	1	1
Digital and Analog Circuits 2	3772	3	3	1	2
VLSI System Design	3772	2	2	1	2
Circuit Theory 1	1501	3	3	5	
Circuit Theory 2	1502	3	3	1	2
Electronics 1	2605	3	2	1	2
Digital Electronics	2620	3	2	5	
Electrical Machines	3710	3	2	1	2
Logic Systems Design	3730	2	2	2	
Microprocess Architecture Prgm	3735	3	3	1	1
Microprocessor Systems 2	3745	3	3	2	
Power System Protectn Control	4820	2	2	2	
Foundations of Environ Science	2600	6	2	2	
Environmental Chemistry	3700	2	2	1	2
Seminar	3750	3	3	5	
Forensic Firearms Examination	4853	4	3	2	
Practice Ethics Forensic Sci	5814	2	2	2	
Geological Field Methods	3708	2	2	2	
Geoscience Seminar	3750	2	2	5	
GIS Application to Geology	4812	2	2	2	
Information Technology Mgt	2663	3	2	2	
Business Communication	3704	6	6	2	
Info Tech Analysis and Design	4880	5	2	2	
Engineering Statistics	2610	4	2	1	2
System Analysis and Design	2616	2	2	1	2
Engineering Economy	2624	4	3	1	2
Statistical Quality Control	3720	3	3	1	2
Simulation Industrial Engr Sys	3727	3	2	1	2
Found Middle School Math 1	1564	2	2	2	
Math for Elem Teachers 1	2661	7	4	1	1
Math for Elem Teachers 2	2662	10	4	1	1
Found Middle School Math 2	2665	2	2	1	1
Applied Calculus 2	2670	3	2	1	2

Linear Discrete for Engineers	3718	3	2	1	2
Algebra Geometry Mid Sch Tch 1	3767	3	3	2	
Func Calc App Mid Sc	4869	2	2	2	
Math Conc Mid School Teachers	4870	2	2	2	
Mathematical Biology Research	4882	3	3	5	
Math Support Calculus 2	1500R	4	4	1	1
Accelerated Honors Calculus 1	1585H	3	2	3	
Honors Calculus Lab 1	1586H	3	2	3	
Accelerated Honors Calculus 2	2686H	3	3	3	
Honors Calculus Lab 2	2687H	3	3	3	
Engineering Materials	2606	9	3	1	2
Statics and Dynamics	2620	6	3	5	
Dynamics	2641	9	3	1	2
ST Fundamentals of Engineering	4800F	5	2	1	2
Mechanics 1	1515	6	4	1	2
Mechanics 2	2616	6	3	5	
Manufacturing Techniques	2630	3	3	1	2
Thermodynamics	3705	3	3	1	2
Machine Design 1	3706	3	2	1	2
Machine Design 2	3707	3	3	1	2
Fluid Mechanics	3714	3	2	1	2
Manufacturing Systems Analysis	4810	3	2	1	2
Machine Systems	4820	5	5	1	2
Applied Finite Element Method	4870	3	2	1	2
Manufacturing Processes	3723	3	3	1	2
Physical Science Middle Second	2607	3	3	2	
Sound	2608	2	2	2	
Class Mechanics and Dynamics	3703	2	2	5	
Electromagnetic Field Theory 1	3741	3	3	5	
Electromagnetic Field Theory 2	3742	2	2	5	
STEM Career Planning	1551	6	3	2	
STEM Prof Career Plan	3751	6	6	2	
Hon Sem Mag Editing Production	2601E	4	4	1	7
Honor Sem Current Issues	2602F	7	5	5	
Hon Sem Peer Learning Training	2602T	3	3	1	7
Hon Sem Undergraduate Research	2602Y	2	2	1	1
Honors Sem Food and Spirits	3701G	3	3	5	
Hon Sem MCAT Test Preparation	3702T	3	2	3	
Special Topic Independent Stds	3799C	6	6	1	7
Strong Start Success Seminar	1500	12	6	5	
Strong Start Success Seminar	1500S	9	3	5	

Social Statistics	anth 3701	4	3	4	
Ecology of Lakes	biol 4802	2	2	2	
Stream Ecology	biol 4803	2	2	2	
The Human Microbiome	biol 4809	5	5	5	
Comparative Biomechanics	biol 4811	3	3	5	
Forest Ecology	biol 4866	2	2	2	
Spec Tpc Renew Energy Sys Proc	chem 4891	3	3	5	
Spec Tpc Renew Energy Sys Proc	chem 4891D	2	2	5	
ST Organometallics	chem 4891K	2	2	2	
Special Topics Sex Crimes	crjs 4850X	2	2	5	
Adv Database Design and Admin	csci 4850	2	2	2	
Data Science and Machine Learn	csci 4851	3	3	5	
Deep Learning	csci 4852	3	3	5	
Server Web Develop and Prog	csci 4862	3	3	5	
Cloud Computing and Big Data	csci 4871	2	2	2	
Grant Writing	engl 4845	2	2	2	
TESOL Methods	engl 4856	3	3	2	
TESOL Practicum	engl 4857	3	3	1	1
Seminar Investment Security Mk	fin 4841	3	3	5	
Introduction to GIS	geo 3701	2	2	2	
Honors Physical Geology	geol 1505H	6	6	5	
Practicum Historic Preservatn	hist 4811	3	3	2	
Abstract Algebra 1	math 3721	4	3	5	
Real Analysis 1	math 3751	4	2	2	
Intro Medical Lab Profession	mls 1501	3	2	4	
Immunohematology	mls 1503	3	3	4	
Clinical Chemistry 1	mls 2601	3	2	4	
Molecular Diagnostics	mls 2605	3	3	4	
Clinical Hematology 2	mls 3702	3	3	4	
Clinical Immuno and Sero	mls 3704	6	6	4	
Diagnostic Microbiology	mls 3787	3	3	4	
Intro Medical Lab Profession	mlt 1501	3	2	4	
Immunohematology	mlt 1503	3	3	4	
Clinical Chemistry 1	mlt 2601	3	2	4	
Molecular Diagnostics	mlt 2605	3	3	4	
Clinical Hematology 2	mlt 3705	3	3	4	
Clinical Immunology Serology	mlt 3704	4	4	4	
Diagnostic Microbiology	mlt 3787	3	3	4	
Selected Topics in Music Hist	muhl 5878	2	2	2	
Theory Seminar	mutc 5833	3	3	2	
Nursing Informatics	nurs 3725	20	3	3	

Senior Capstone	nurs 4852	7	4	2	
Nursing Leadership	nurs 4854	7	5	5	
Fund of Physics 1 Recitation	phys 1501r	6	5	5	
General Physics 1 Recitation	phys 2601r	6	5	5	
ST Comp Methods Phys Sciences	phys 5850g	2	2	5	
Humn Behavior Social Environ 2	scwk 2644	3	3	1	1
Social Work Methods Groups	scwk 3737	3	2	5	
Social Policy	scwk 3770	3	2	5	
Science Methods for AYA	sed 4800c	2	2	4	
Mathematics Methods for AYA	sed 4800m	3	2	4	
Stud Tch Seminar Secondary Ed	sed 4842a	3	2	1	2
Social Statistics	soc 3701	5	3	4	
Applied Statistics	stat 4817	2	2	2	
Theory of Probability	stat 4843	2	2	2	
Teaching Math in Middle School	temc 3704	3	2	5	
Teaching Science Middle School	tem 3705	3	3	5	
Student Teaching Seminar MCE	temc 4803	3	2	5	

Appendix B: Low Enrolled Course Report, Master's degree programs

Course Name	Course #	# Sections Offered	# Low Enrolled Sections	Recommendation	Rationale
AT Health Administration	6937	2	2	1	2
Gen Med Eval & Mgmt	6946	4	4	1	2
Clinical Practice 4	6948	2	2	1	2
Advanced Medical Procedures	6949	2	2	1	2
Comp Appr to Healthcare	6976	2	2	1	2
AT Healthcare Seminar	6977	2	2	1	2
Clinical Practice 5	6978	2	2	1	2
Public Health Concepts	6901	3	3	1	6
Social and Behavior Science	6902	3	3	1	6
Epidemiology in Public Health	6903	2	2	1	6
Biostatistics in Public Health	6904	2	2	1	6
Health Services Admin	6905	2	2	1	6
Policy and Environ Health Sci	6906	2	2	1	6
Grant Writing in Public Health	6907	3	3	1	6
Public Health Practice Issues	6908	3	3	1	6
Public Hlth Research and Eval	6909	6	6	1	6
Special Topics	6995	2	2	1	6

MPH Practicum	6996	2	2	1	6
Capstone Practicum	7005	2	2	1	1
Orient and Ethical Iss School	6961	3	3	1	5
Counseling Practicum 1	7001	12	12	1	5
Clin Mental Hlth Practicum 2	7002	12	12	1	5
Internship in Student Affairs	7005	6	6	1	5
School Counseling Practicum 2	7007	5	5	1	5
School Counseling Internship	7009	2	2	1	5
Counseling Supervision	7040	2	2	1	5
Guided Group Counseling	6973L	12	12	1	5
Clin Practice Admin Specialist	7040	5	5	1	1
Dissertation Defense	8196	10	10	1	1
ST Prog Eval and Data Mining	8180C	2	2	1	1
Teaching of Writing	6907	3	2	1	1
Teaching Practicum	6989	6	6	1	1
Practicum 1	6968	2	2	1	5
Practicum 2	6969	4	4	1	5
Seminar ABA Grad	6990B	2	2	1	3
Field-based Practicum K-6	6931	4	2	1	1
Field based Practicum 7 to 12	6932	2	2	1	1
Practicum M/I Grades K-6	6933	6	6	1	1
Practicum, M/I Grades 7-12	6934	5	5	1	1
Dynamic Assessment 1	7500	3	2	1	5
Dynamic Assessment Practicum 1	7501	3	2	1	5
Cognitive Ability Practicum	7502	3	2	1	5
Dynamic Assessment 2	7503	3	3	1	5
Beh Assessment Int Practicum	7504	3	3	1	5
Acad Assessment Int Prac	7505	3	3	1	5
Beh Assessment Practicum 2	7506	3	2	1	5
Prin of ABA in SPSY	7507	3	2	1	5
Prin of Neuropsych	7508	3	3	1	5
Adv Seminar School Psychology	7515	2	2	1	5
Adv Seminar Sch Psychology 2	7516	2	2	1	5
Foun STEM Ed Theory Practice	6940	5	5	1	3
Environmental Inquiry	6942	2	2	1	3
STEM Integ P to 12 Classroom	6943	2	2	1	3
A Global Perspective	6944	2	2	1	3
Prac Coach Eff Literacy Instr	6927	3	3	1	1
Practicum Reading and Lang Art	6928	5	4	1	1
Computational Bioinformatics	BIOL 5858	2	2	1	1
Advanced Bioinformatics	BIOL 6900	3	3	1	1

Neuropharmacology	BIOL 6975	2	2	1	1
Seminar in Biological Sciences	BIOL 6988	4	3	1	2
Research Methods for Thesis	BIOL 6991	6	6	1	2
Research Methods for NonThesis	BIOL 6994	2	2	1	2
Topics in Ecology	BIOL 6996	2	2	1	2
Advanced Biochemistry 1	CHEM 6921	2	2	1	2
Introduction to Teaching Chem	CHEM 6975	3	3	1	2
Teaching Practicum Gen Chem	CHEM 6976	2	2	1	2
Introduction Chemical Research	CHEM 6980	2	2	1	2
Seminar 1	CHEM 6981	5	5	1	2
Seminar 2	CHEM 6982	3	3	1	2
ST Quantum Chemistry	CHEM 6991Q	2	2	1	2
Adv Transport Phenomena	CHEN 5811	2	2	1	2
Prin Computer Programming	CSCI 6901	3	2	1	2
Control Systems 2	ECEN 6902	2	2	1	2
Digital Systems VHDL Design	ECEN 6933	3	3	1	2
Competitive Manufacturing Mgt	ISEN 5881	2	2	1	2
Seminar Material Sci and Engin	MATL 6990	3	3	1	2
Thermodynamics and Phase Beh	MATL 8030	2	2	1	2
Kinetics Diffusion Rate Proc	MATL 8040	2	2	1	2
Research Seminar	6998	3	3	1	2
TESOL Practicum	ENGL 6957	3	3	1	1
Addictions Counseling Tx	6903	2	2	2	
Research in Counseling	6968	2	2	2	
Diagnosis Treatment Child Adol	7018	2	2	2	
School Counseling Prog Devel	7019	2	2	2	
Legal Ethical Issues Stud Aff	7021	2	2	2	
Orient Functions Stud Affairs	7026	2	2	2	
Leadership and Admin in SA	7044	2	2	2	
Assessment Student Affair	7046	2	2	2	

Instruc Ldrshp Beyond Class	6901	5	5	2	
Bld Capacity Adult Learn	6903	6	6	2	
Cult Resp Teach Learning	6905	6	6	2	
Data Coach Dec Making	6906	5	5	2	
Community Engagement	6954	2	2	2	
Special Educ Law and Policy	7019	6	6	2	
Soc Emotional Wellness	8131	2	2	2	
Sem in Curr Educational Issues	8155	2	2	2	
Studies in Linguistics	6960	3	3	2	
Behavior Theory and Philosophy	6962	2	2	2	
Beh Intvn Ethical Consdratns	6963	2	2	2	
Behavioral Systems Analysis	6965	2	2	2	
Issues Tr Prof Guid SPED	6900	3	3	2	
Understand Char and Behavior	6906	3	3	2	
Positive Behav Supports	6914	2	2	2	
Leadership for 21st Century	6910	2	2	2	
Gaming for Educators	6912	5	5	2	
Org and Managing Dvrs Lit Env	6922	2	2	2	
Content Literacy	6924	2	2	2	
Ecology of Lakes	6902	2	1	2	
Stream Ecology	6903	2	1	2	
Forest Ecology	6961	2	1	2	
Spec Tpc Renew Energy Sys Proc	6991	2	1	2	
Deep Learning	CSCI 6952	2	2	2	
Sem in Curr Educational Issues	EDAD 8155	4	1	2	
Grant Writing	ENGL 6945	1	1	2	
TESOL Methods	ENGL 6956	2	2	2	
The Writing of Prose	ENGL 6967	2	2	2	
Intro Geographic Info Science	6901	3	3	2	
Intro to Remote Sensing	6902	2	2	2	
Adv Geographic Information Sci	6903	2	2	2	
Topics Abstract Algebra	5851	2	2	2	
Advanced Data Analysis	6940	2	2	2	
Mathematical Statistics 2	6944	2	2	2	
Capstone Experience	6970	3	2	3	
Macroeconomic Theory	6922	2	2	3	
Health Assessment School Child	6907	2	2	3	
Health Management in Schools	7014	3	3	3	

School Nurse Role	7016	3	3	3	
School Nurse Role Practicum	7017	3	3	3	
Nursing Curriculum Design	7018	6	6	3	
Teaching Practicum Gen Chem 2	CHEM 6976B	2	2	3	
Estate Planning	6915	2	2	3	
Forensic Acct and Fraud Exam	6950	1	1	3	
Advanced Financial Analysis	6953	2	2	3	
Readings in American History	6910	2	2	3	
Research Sem World History	6980	2	2	3	
Clinical Practice 1	6910	2	2	4	
Eval Lwr Ext Path	6915	2	2	4	
Therapeutic Interventions 1	6916	2	2	4	
Clinical Practice 1	MAT 6910	2	2	4	
Eval Lwr Ext Path	MAT 6915	2	2	4	
Therapeutic Interventions 1	MAT 6916	2	2	4	
Clinical Informatics	6935	2	2	5	
Health Care System Analysis	6945	2	2	5	
Community Health Practice	6949	3	3	5	
Health Behavior	6958	2	2	5	
Teaching in Health Sciences	8961	2	2	5	
Nursing Instructional Methods	7019	3	3	5	
Evaluation in Nursing Educ	7020	3	3	5	
Nurse Educator Role	7021	5	5	5	
Nurse Ed Practicum 1	7022	4	4	5	
Nurse Educator Practicum 2	7023	4	4	5	
Adult Gero Acute Care 1 Pract	7038	5	5	5	
Adult Gero Acute Care 2 Pract	7040	6	6	5	
Adult Gero Acute Care 3 Pract	7042	6	6	5	
Fam Nurse Prac 4 Practicum	7051	2	2	5	
Social Work and the DSM	7008	4	4	5	
Capstone	7013	5	5	5	
MSW Independent Study	7021	2	2	5	
Tch Pract Allied Hlth Sci Lab	CHEM 6977	2	2	5	
Tch Practicum Organic Chem	CHEM 6978	2	2	5	
Teaching Methods	ENST 6905	6	6	5	
ST History of Mathematics	MATH 6995Q	2	2	5	
The Human Microbiome	6909	5	4	5	
Comparative Biomechanics	6911	3	3	5	

ST Organometallics	6991K	2	2	5	
Special Topics: Sex Crimes	6950X	2	2	5	
Data Analytics Project	6996	4	4	5	
Nursing Instructional Methods	7019	3	3	5	
Evaluation in Nursing Educ	7020	2	2	5	
Adult Gero Acute Care 1 Pract	7038	4	3	5	
Adult Gero Acute Care 2 Pract	7040	3	3	5	
Adult Gero Acute Care 3 Pract	7042	3	3	5	
Family Nurse Practitioner 1	7045	6	2	5	
Oppression Cultural Competency	6901	2	2	5	
Social Work Found Practice 1	6903	3	2	5	
Social Work Found Practice 2	6907	2	2	5	
Integrated Foundation	6910	3	2	5	
Microeconomic Theory	6912	3	3	6	
Econ Financial Mrkts and Inst	6939	3	3	6	
Econometrics	6976	3	3	6	
Criminal Justice Practicum	6995	3	3	6	
Current Nutrition Concepts	5825	3	3	6	
Special Topics	6900	4	4	6	
Capstone 1	6927	3	3	6	
Special Topics in PT	8938	8	8	6	

Appendix C: Low Enrolled Program Report, Bachelor's degree programs

Recommendation	Bachelor Program	Average # of graduates (AY 23, 24 & 25)
Suspending admission/sunset	Bachelor of Arts in Biological Sciences	6
	Bachelor of Arts in Chemistry	2
	Bachelor of Arts in Physics	0
	Bachelor of Arts in Geology	0
	Bachelor of Arts in Theatre Studies, Film Studies	5
	Bachelor of Science in Geology	3
Maintain programs as is	Bachelor of Music, Audio & Music Production	4
	Bachelor of Science in Chemistry	4
	Bachelor of Engineering in Industrial and Systems Engineering	10
	Bachelor of Science in Applied Science in Civil and Construction Engineering Technology	12
Restructure / curriculum redesign	Bachelor of Arts in Anthropology	13
	Bachelor of Arts in English	10
	Bachelor of Arts in History	14
	Bachelor of Arts in Journalism	11
	Bachelor of Arts in Philosophy	5
	Bachelor of Arts in Sociology	6
	Bachelor of Fine Arts in Theatre	6
	Bachelor of Music in Music Performance	6
	Bachelor of Science in Applied Science in Dietetics	12
	Bachelor of Science in Applied Science in Electrical Engineering Technology	7
	Bachelor of Science in Applied Science in Public Health	6
	Bachelor of Science in Business Administration in Business Analytics and Economics	5
	Bachelor of Science in Environmental Science	9
	Bachelor of Science in Geographic Information Science	New Program as of Fall 2025
	Bachelor of Science in Mathematics	17
	Bachelor of Science in Medical Laboratory Science	9
	Bachelor of Science in Applied Science in Mechanical Engineering Tech	15
	Bachelor of Science in Business Administration in Management	12
Merge / Combine with another program*	Bachelor of Science in Physics	2
	Bachelor of Science in Physics and Astronomy	2

*(pending State waiver approval)

Appendix D: Low Enrolled Program Report, Master's degree programs

Recommendation	Bachelor Program	Average # of graduates (AY 23, 24 & 25)
Consider suspending admission/sunset or collaboration with other Ohio institutions	Master of Science in Environmental Science	0.7
	Master of Music, Music Education	2.3
	Master of Music, Music Performance	8.0
Maintain programs as is	Master of Science in Data Science and Statistics	New program
	Educational Specialist in School Psychology	11.0
	Master of Science in Business Analytics	2.7
Restructure / curriculum redesign	Master of Science in Engineering, Chemical Engineering	3.7
	Master of Science in Engineering, Industrial and Systems Engineering	2.7
Increase marketing for program – invest in program specific marketing	Master of Science in Engineering, Electrical Engineering	4.0
	Master of Science in Engineering, Electrical and Computer	4.0
	Master of Science in Engineering, Mechanical Engineering	7.3
	Master of Athletic Training	5.7
	Master of Science in Engineering Management	4.7
	Master of Science in Chemistry	5.7

Reduced Credit Hour Bachelor's Degree Proposals 2025

Two new Bachelor of Arts programs will be submitted to the Higher Learning Commission (HLC) and the Ohio Department of Higher Education (ODHE) for consideration in alignment with Section 3345.001 of the Revised Code. These include the **Bachelor of Arts in Psychology** and the **Bachelor of Arts in Communication**, both of which will be offered in the traditional 120-credit-hour format as well as in a new reduced-credit-hour format. Consideration will also be made to offer both in a face-to-face and online modality.

Both programs have been carefully reviewed and developed by faculty in the disciplines, with the Bachelor of Arts in Psychology additionally endorsed by the Academic Senate. Pending approval from the YSU Board of Trustees, the programs will move forward through the required HLC and ODHE review processes.

"HLC recognizes the desire among our institutions to meet students' needs with more flexible degree options," said HLC President Barbara Gellman-Danley. "Our aim at HLC is to ensure that reduced-credit degrees will have as much rigor and quality as traditional degrees. We are confident that the new guidelines will help institutions in achieving their goals."

The HLC review process is expected to take approximately eight months. In evaluating these proposals, HLC will consider:

- The rigor and quality of the program.
- Resources available to support student success.
- Evidence that the program advances the institution's mission and serves its student populations.
- Evidence that the institution has assessed implications of the reduced-credit format (e.g., transfer, licensure, employment) and developed strategies to mitigate potential limitations.
- Plans for transparent communication with prospective and current students.
- Plans for ongoing review and assessment of student learning outcomes.

https://download.hlcommission.org/HLC_Reduced-Credit_Guidelines_9-3-24.pdf

YOUNGSTOWN STATE UNIVERSITY
1 Tressel Way, Youngstown, OH 44555

Proposed Reduced Credit Hour B.A. in Communication

AY 2025-26 B.A. Communication

First Year Requirement	
YSU 1500	1 s.h.
General Education Requirements	
ENGL 1500	3 s.h.
ENGL 1551	3 s.h.
GE: MATH	3 s.h.
Arts and Humanities	6 s.h.
Natural Sciences	7 s.h.
CMST 2610: Intercultural Comm (SS)	3 s.h.
MCOM 1595: Media Literacy (SS)	3 s.h.
CMST 1545: Found of Comm (GEE)	3 s.h.
CMST 2600: Comm Theory (GEE)	3 s.h.
General Education Elective	3 s.h.
Major Core Requirements	
CMST 1500: Exploring Comm	3 s.h.
CMST 2655: Comm in Groups	3 s.h.
CMST 2656: Interpersonal Comm	3 s.h.
CMST 3700: Quant Comm Research	3 s.h.
CMST 3710: Qual Comm Research	3 s.h.
CMST 3756: Interviewing	3 s.h.
CMST 3790: Personal Brand Comm	3 s.h.
CMST 4896: Internship or CMST 4859: Org Cultures	3 s.h
CMST 4899: Senior Project	3 s.h.
Required Support Courses	
JOUR 2602: Media Writing	3 s.h.
MCOM 3711: Social Media Content	3 s.h.
ENGL 3743: Intro to Public Writing	3 s.h.
Concentration Requirements	18 s.h.
Free Electives	28 s.h.
Total	**120 s.h.**

AY 26-27 RCH B.A. Communication

First Year Requirement	
YSU 1500	1 s.h.
General Education Requirements	
ENGL 1500	3 s.h.
ENGL 1551	3 s.h.
GE: MATH	3 s.h.
Arts and Humanities	6 s.h.
Natural Sciences	7 s.h.
CMST 2610: Intercultural Comm (SS)	3 s.h.
MCOM 1595: Media Literacy (SS)	3 s.h.
CMST 1545: Found of Comm (GEE)	3 s.h.
CMST 2600: Comm Theory (GEE)	3 s.h.
General Education Elective	3 s.h.
Major Core Requirements	
CMST 1500: Exploring Comm	3 s.h.
CMST 2655: Comm in Groups	3 s.h.
CMST 2656: Interpersonal Comm	3 s.h.
CMST 3700: Quant Comm Research	3 s.h.
CMST 3710: Qual Comm Research	3 s.h.
CMST 3756: Interviewing	3 s.h.
CMST 3790: Personal Brand Comm	3 s.h.
CMST 4896: Internship or CMST 4859: Org Cultures	3 s.h
CMST 4899: Senior Project	3 s.h.
Required Support Courses	
JOUR 2602: Media Writing	3 s.h.
MCOM 3711: Social Media Content	3 s.h.
ENGL 3743: Intro to Public Writing	3 s.h.
Concentration Requirements	18 s.h.
Total	**92 s.h.**

Beeghly College of Liberal Arts, Social Sciences & Education
Strategic Communication and Media Department
330.941.3638

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92 CH Psychology BA Degree

STUDENT SUCCESS	CH
YSU 1500 - Success Seminar	1
or HONR 1500 - Intro to Honors	
GER	
ENGL 1550 - Writing 1	3
or ENGL 1549 - Writing 1 with Support	
ENGL 1551 - Writing 2	3
Mathematics Requirement	3
Arts and Humanities (6 CH)	6
Natural Sciences (6-7 CH)	7
Social Science (6 CH)	3
GER Electives (Select 6 CH)	6
CMST 1545 - Communication Foundations	3
Major Requirements	
PSYC 1560 - General Psychology	3
PSYC 2617 - Research Methods	3
PSYC 2618 - Intro to Statistics	3
PSYC 2629 - Data-Based Decision Making	3
PSYC 3702 - Abnormal Psychology	3
PSYC 2600 - Social Psychology	3
PSYC 3758 - Lifespan Development	3
PSYC 3728 - Biopsychology	3
or PSYC 3766 - Cognitive Neuroscience	
PSYC 3761 - Cognition	3
or PSYC 3705 - Psychology of Learning	
PSYC 4850 Seminar	3
Major Electives	9
Minor Requirement	18
Total Semester Hours	92

Traditional Psychology BA Degree

STUDENT SUCCESS	CH
YSU 1500 - Success Seminar	1
or HONR 1500 - Intro to Honors	
GER	
ENGL 1550 - Writing 1	3
or ENGL 1549 - Writing 1 with Support	
ENGL 1551 - Writing 2	3
Mathematics Requirement	3
Arts and Humanities (6 CH)	6
Natural Sciences (6-7 CH)	7
Social Science (6 CH)	3
GER Electives (Select 6 CH)	6
CMST 1545 - Communication Foundations	3
Major Requirements	
PSYC 1560 - General Psychology	3
PSYC 2617 - Research Methods	3
PSYC 2618 - Intro to Statistics	3
PSYC 2629 - Data-Based Decision Making	3
PSYC 3702 - Abnormal Psychology	3
PSYC 2600 - Social Psychology	3
PSYC 3758 - Lifespan Development	3
PSYC 3728 - Biopsychology	3
or PSYC 3766 - Cognitive Neuroscience	
PSYC 3761 - Cognition	3
or PSYC 3705 - Psychology of Learning	
PSYC 4850 Seminar	3
Major Electives	9
Minor Requirement	18
Electives	28
Total Semester Hours	120

Beeghly College of Liberal Arts, Social Sciences & Education

Psychological Sciences & Counseling

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RESOLUTION RELATED TO ACCELERATED COLLEGE AND CAREER PATHWAY PROGRAMS (ORC 3345.89)

WHEREAS, each state university (section 3345.001 Revised Code) "shall establish at least one accelerated ninety-hour degree program aligned to an in-demand career area by the 2027-2028 academic year";

WHEREAS, "each state university shall determine the number and types of accelerated degrees to be offered," and in so doing, must adhere to the stipulated publication, accreditation, alignment with in-demand jobs, and reporting requirements, while providing information as required by the chancellor;

WHEREAS, such accelerated programs "shall (be) develop(ed) in consultation with local and regional primary and secondary education partners, model college credit plus pathways that are aligned with the accelerated ninety-hour degree programs offered."

NOW THEREFORE BE IT RESOLVED that the Board of Trustees does hereby approve the accelerated degree program(s) as described in the attached document titled "Reduced Credit Hour Bachelor's Degree Proposals 2025," and authorizes the Office of Academic Affairs to proceed with responding to the requirements of ORC 3345.85 in an accelerated fashion.

Board of Trustees
September 17, 2025
YR 2026 -

DRAFT

Higher Learning Commission

Form

Reduced-Credit Bachelor's Degree Program

Substantive Change Application

Institution

Institution: City, State:

Person Completing This Application

If the person completing this application is not the institution's CEO or the Accreditation Liaison Officer, it is understood that they have consulted with those individuals and are authorized to submit this form on the institution's behalf.

Name:

Title: Email:

Date Submitted:

This completed application will constitute your institution's request for approval of a substantive change. This form will be the basis for review of this request.

Note: HLC updates its applications annually, on or about September 1 of each year. However, if an application was accessed more than 90 days prior to filing, please visit hlcommission.org/change to ensure that there have been no changes to the form in the intervening time.

When to Apply for Approval of a Reduced-Credit Bachelor's Degree Program

An institution should submit this application when it is planning to offer a new reduced-credit bachelor's degree program, or it is planning to offer an existing bachelor's degree program in a new reduced-credit format. HLC defines a reduced-credit degree program as a program in which the number of credit hours required to complete the program is less than the minimum program lengths specified in HLC's Assumed Practices. For a bachelor's degree, the typical minimum program length is 120 semester credits.

Institutions should submit a separate application for each requested program. Institutions planning to request approval for more than one program should contact their HLC staff liaison.

Note: Institutions considering offering a reduced-credit degree other than a bachelor's degree that is less than the typical minimum program length in HLC's Assumed Practices should contact their HLC staff liaison. For associate's degrees, the typical minimum program length is 60 semester credits. For master's degrees, the typical minimum program length is 30 semester credits beyond the bachelor's degree.

Application Length and Attachments

The application questions are designed to elicit brief, succinct, detailed information, rather than a narrative or references to extensive supporting documents. Do not attach other documents unless they are specifically requested in the questions and are germane to the request.

Excluding attachments, the completed application form should be no more than 15–20 pages on a single classification of change. The total submission, including attachments, should not exceed 200 pages.

Submission Instructions

Submit the completed application as a single PDF file at hlcommission.org/upload. Select "Change Requests" from the list of submission options to ensure the application is sent to the correct HLC staff member.

Part 1: General Questions

1. **Requested Change.** Provide the following details for the proposed reduced-credit bachelor's degree program.

   Full program name:

   Instructional level:

   Six-digit CIP code (XX.XXXX):

   Academic calendar (semester or quarter):

   Total number of clock or credit hours required to complete the program:

2. **Does another characteristic of the change requested in this application also require prior HLC approval?** (See list of topics below.)

   ☐ No

   ☐ Yes

   If yes, please briefly explain the second type of substantive change requiring prior HLC approval and submit the relevant application separately (or indicate the date on which it was submitted):

Change requests may be related to the topics below. Visit hlcommission.org/change to make certain that current HLC policy requires the institution to seek approval. An institution submitting more than one change request should complete multiple applications, one for each type of change.

- New educational programs, including degree and certificate programs
- New Pell-eligible prison education programs (also referred to as PEPs)
- New reduced-credit bachelor's degree programs
- Changes to existing academic programs involving credit/clock hours, method of delivery or length of term
- Opening or closing additional locations or branch campuses
- Provisional plans (with or without teach-out agreements, as applicable)
- Teach-out agreement if closing a campus or additional location that provides 100% of at least one program
- Access to HLC's Notification Program for Additional Locations
- Initiating or expanding distance education offerings
- Initiating or expanding correspondence education offerings
- Offering programs through competency-based education (credit-based, direct assessment or hybrid)
- Initiating or modifying contractual arrangements
- Change in mission
- Change in student body

3. **Special conditions.** Indicate whether any of the conditions identified below fit the institution (Yes or No). If Yes, explain the situation in the space provided.

   a. Is the institution, in its relations with other institutional or specialized accrediting agencies, currently under or recommended for a negative status or action (e.g., withdrawal, probation, sanction, warning, show-cause, etc.)?

   b. Is the institution now undergoing or facing substantial monitoring, special review, or financial restrictions from the U.S. Department of Education or other federal or state government agencies?

c. Has the institution's senior leadership or board membership experienced substantial resignations or removals in the past year?

d. Is the institution experiencing other pressures that might affect its ability to implement the proposal (e.g., a collective bargaining dispute or a significant lawsuit)?

4. **Internal and External Approvals. All required approvals must be obtained before submitting this application.**

a. Internal Approvals

Attach one of the following:

i. Documentation of internal (faculty, board) approvals for the proposed change; or

ii. Evidence that approval is not needed (e.g., applicable regulation, statute or correspondence).

☐ I confirm that the required documentation is attached to this application.

b. State Approvals

Attach one of the following:

i. Documentation of state approvals for the proposed change; or

ii. Evidence that approval is not needed (e.g., applicable regulation, statute or correspondence).

☐ I confirm that the required documentation is attached to this application.

c. System Approvals

Attach one of the following:

i. Documentation of system approval for the proposed change; or

ii. Evidence that approval is not needed (e.g., applicable regulation, statute or correspondence).

☐ I confirm that the required documentation is attached to this application.

☐ Not applicable, because the institution is not part of a system.

d. Foreign Country Approval(s). *Note:* Documentation must be written in or translated to English. Attach one of the following:

i. Documentation of foreign country approval(s) for the proposed change; or
ii. Evidence that approval is not needed.

☐ I confirm that the required documentation is attached to this application.

☐ Not applicable, because the proposed change is not related to offerings in a foreign country.

5. **Specialized Accreditation.** Complete this section only if specialized accreditation is required for licensure or practice in program(s) covered by this change application.

☐ The institution has already obtained the appropriate specialized accreditation. Attach a copy of the letter from the agency granting accreditation.

☐ The institution has begun the process of seeking or plans to seek specialized accreditation. Specify the name of the agency and the timeline for completing the process in the space below. (If approval is a multi-stage process, the institution should contact the HLC staff liaison to discuss the timeline before submitting this change application form.)

☐ The institution does not plan to seek specialized accreditation. Provide a rationale for not seeking this accreditation in the space below.

☐ Not applicable

6. **For change requests that require a Change Visit.** Complete this section only if the institution has confirmed that the proposed change will need to be reviewed through a Change Visit (rather than a Change Panel or Desk Review). Otherwise, leave this section blank and submit the full application. HLC will advise the institution based on the information provided.

   HLC identifies the possible review processes for specific types of change requests in the substantive change section of our website.

If a Change Visit is required, the institution may submit Part 1 of the application to begin the process of scheduling a Change Visit or embedding a Change Visit into an already scheduled visit. The full application must be submitted at a later date.

Note: This section is not for scheduling follow-up visits after a change request has been approved, such as additional location confirmation visits or campus evaluation visits.

a) Select the type of Change Visit the institution is requesting:

☐ Request to schedule a stand-alone Change Visit.

Change Visits typically are scheduled approximately four months from the date an institution submits its change request. The full change application and other required materials will be due to HLC and the peer review team eight weeks before the visit date. See Change Visit: Required Materials and Submission Procedures for more information.

☐ Request to embed a Change Visit into an already scheduled visit.

Note: Such requests must be submitted at least six months before the visit date. HLC staff will determine whether to embed a Change Visit based on peer reviewer availability and the complexity of the scheduled visit, among other factors. HLC may not be able to accommodate all requests.

Specify type of visit and date scheduled:

The institution's full change application should be submitted along with other materials required for the already scheduled visit.

b) Provide URLs to the institution's faculty/staff handbook and catalog below. If the URLs are not available, please provide PDF versions of these documents when submitting other required materials prior to the visit.

Faculty/Staff Handbook URL:

Catalog URL:

Part 2: Topic-Specific Questions

If the institution is unsure whether prior HLC approval for the proposed program is required, complete the New Degree Program Screening Form.

An institution should submit a separate application for each requested program. The proposed program should be identified by using the *Classification of Instructional Programs* terminology (CIP codes). CIP codes are established by the U.S. Department of Education's National Center for Education Statistics as a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completion activity.

Section A. Characteristics of the Change Requested

1. Identify the basic characteristics of the proposed educational program as indicated below:

a. The full official name of the program, the specific degree and the six-digit 2020 CIP code (XX.XXXX) of the program (CIP code, program name and additional description [optional])

b. Total credit hours (indicate whether semester or quarter) required for completion of the program.

c. Normal or typical length of time for students to complete the program.

d. Proposed initial date for implementation of the program.

e. Primary target audience for the program (e.g., full-time, part-time, traditional college age, working adults, transfer students, military personnel, etc.):

f. Will the program require a contractual arrangement for its implementation?

☐ No

☐ Yes

If yes: Complete the Contractual Arrangement Screening Form for each planned involvement to determine whether additional HLC approval is required.

- **If contractual approval is required:** Complete the full contractual application and submit it in conjunction with this application.
- **If approval is not required:** Attach the confirmation email from HLC to this application.

g. Will the program require a consortial arrangement for its implementation?

☐ No

☐ Yes

If yes: Describe the consortial arrangement:

h. Will the program be offered via distance education or correspondence education?

☐ No

☐ Yes

If yes: check the institution's distance delivery stipulation in its Institutional Status and Requirements Report in Canopy. If this program does not fit within the institution's current stipulation, submit a distance education or correspondence education application in conjunction with this application.

i. Will the program be offered as a competency-based education (CBE) program?

☐ No

☐ Yes

If yes, select the type of CBE approach the program will use:

☐ Direct assessment or hybrid direct assessment

Prior HLC approval is required for all direct assessment or hybrid programs. Submit the CBE program application in conjunction with this application.

☐ Credit-based

Check the institution's competency-based education stipulation in its Institutional Status and Requirements Report in Canopy. If this program does not fit within the institution's current stipulation, submit the CBE program application in conjunction with this application.

Section B. Institution's History With Programs

2. Has HLC previously approved the institution to offer the proposed program in a traditional credit format?

☐ No

☐ Yes

If yes, complete questions #2a–c and skip to question #5 (do not answer #3–4.)

2a. How many credit hours are required to complete the traditional program?

2b. Will the proposed reduced-credit program replace the traditional program or be offered in addition to that program?

2c. Will the tuition and cost to degree of the proposed reduced-credit program differ from the traditional program?

3. Does the institution currently offer one or more programs at the bachelor's level with the same 4-digit 2020 CIP code (XX.XX) as the proposed program?

☐ No

☐ Yes

If yes, complete questions #3a–b.

3a. Identify the programs currently offered and whether they are degree programs.

3b. Will the proposed program replace any of the programs currently offered? If so, specify the program that will be replaced.

4. Does the institution currently offer two or more programs at the bachelor's level with the same 2-digit 2020 CIP code (XX.) as the proposed program?

☐ No

☐ Yes

If yes, complete question #4a.

4a. Identify the two such programs with the highest numbers of graduates during the past year, along with their numbers of graduates.

Section C. Institutional Planning to Offer a Reduced-Credit Degree Program

5. What is the institution's overall rationale for offering the program, particularly as related to its mission and student populations? Describe the planning process for the program, including the role of faculty in the planning and approval processes. Describe how the benefits of offering the program in a

reduced-credit format were discussed and addressed in the planning process. Identify who is involved in the institution's governance for determining whether and when to offer reduced-credit programs.

6. What is the evidence that a market for the new program(s) has been considered , both in terms of student demand and post-graduation opportunities? How has estimated program demand been factored into realistic enrollment projections? How have these considerations been used in planning and budgeting processes to develop a quality program that is viable and can otherwise be sustained as intended by the institution? Specifically, include information about market research, federal data and any other data sources that were examined to explain why the program should be offered in a reduced credit hour format.

7. If the program request is approved, what future growth is anticipated (e.g., in the next six months, three years) and how does the institution plan to manage this growth?

8. How does this proposed program fit into the current and expected financial picture of the institution? If the program will replace a program that was offered in a traditional credit format, how will the change to a reduced-credit format impact enrollment projections for the other program, tuition revenue as a whole, and the institution's overall financial situation? In particular, does the institution intend for the program to be financially self-sustaining? If not, please explain. Submit a five-year budget projection for the proposed program with the application.

9. What are the physical facilities, technology and equipment needed to support the program? Are these facilities, technology and equipment currently available or will they need to be obtained? Indicate the impact that the proposed change will have on the physical resources and laboratories that currently accommodate existing programs and services, or identify new laboratory and preceptor needs.

10. What are the admission requirements for this program? If the institution plans to offer the same program in traditional and reduced-credit formats, explain any differences in admission requirements between the traditional program and the reduced-credit program. If the institution plans to offer the program in both traditional and reduced-credit formats, how will the institution address admission for students who wish to change programs from one version of the program to the other?

11. Describe any limitations to offering the program in a reduced-credit format.

    a. Are there limitations to offering the program in a reduced-credit format? Explain the evaluation that the institution has done regarding any limitations related to student transferring to other institutions after participating in the program, graduate school admissions, specialized accreditation, licensure, or other aspects.

    b. What strategies will the institution use to mitigate against these limitations?

    c. If this program is intended to prepare students to sit for licensure or certification examinations, explain how the reduced credit hour approach to the program enables students to still qualify.

12. Describe the institution's planned communications about this program.

    a. How does the institution plan to manage communications to prospective and enrolled students related to this program to ensure transparency as to all aspects of the program, including aspects such as admissions, prerequisites, program requirements, program learning outcomes, and transfer pathways? Outline the types of communication that will be used to advertise for the program.

    b. How will the institution communicate any limitations to offering the program in a reduced-credit format to prospective and enrolled students?

    c. If the institution plans to offer the same program in traditional and reduced-credit formats, detail the intentional strategies that the institution will use to differentiate between the traditional program and the reduced-credit program.

Section D. Curriculum and Instructional Design

13. Explain how the proposed program will maintain requirements (such as prerequisites) that conform to commonly accepted academic standards or the equivalent.

14. Explain how this program is suitable for a reduced-credit format. What informed the development of the curriculum for the program? How will the program maintain appropriate rigor? How does the curricular arc of the program build understanding and mastery of discipline-specific standards that are applicable to the program? How will the format impact the objectives, structure and time involved in each course?

15. Describe the program learning outcomes for the proposed program.

    a. List all intended program learning outcomes.

    b. If applicable, do these program learning outcomes differ from the program learning outcomes for the same program offered in a traditional credit format? If so, describe the difference and the rationale for this difference, and whether the end result is comparable or differentiated learning outcomes.

16. Please list all the courses that comprise the program and identify if the program will include any new courses. Include course descriptions and number of credit hours for each course, and explain how each course links to program learning outcomes.

    If the proposed program is replacing a program offered in a traditional credit format, or if the institution plans to offer the program in traditional and reduced-credit formats: Identify the specific courses and content that have been removed from the proposed reduced-credit program and describe how the overall rigor and quality of the program is affected by removing this content.

17. How will the institution ensure instructional design principles are utilized to develop the courses? How will the institution ensure that the modalities used to deliver the program are appropriate?

Section E. Institutional Faculty, Staffing and Student Support

18. What are the institution's policies and procedures to ensure qualified faculty for this program? Does the institution possess qualified faculty for the program? If not, what are the institution's plans and budget to ensure qualified faculty?

19. What are the institution's policies and procedures to ensure sufficient faculty for this program, both at the development stage and then on an ongoing basis? Does the institution possess sufficient faculty for the program? If not, what are the institution's plans and budget to ensure sufficient faculty?

    If the proposed program will replace a program that was offered in a traditional credit format: how will the change to a reduced-credit format impact the number of faculty involved in providing instruction for the program?

20. How will the institution ensure that there are sufficient student support services available for students in this program?

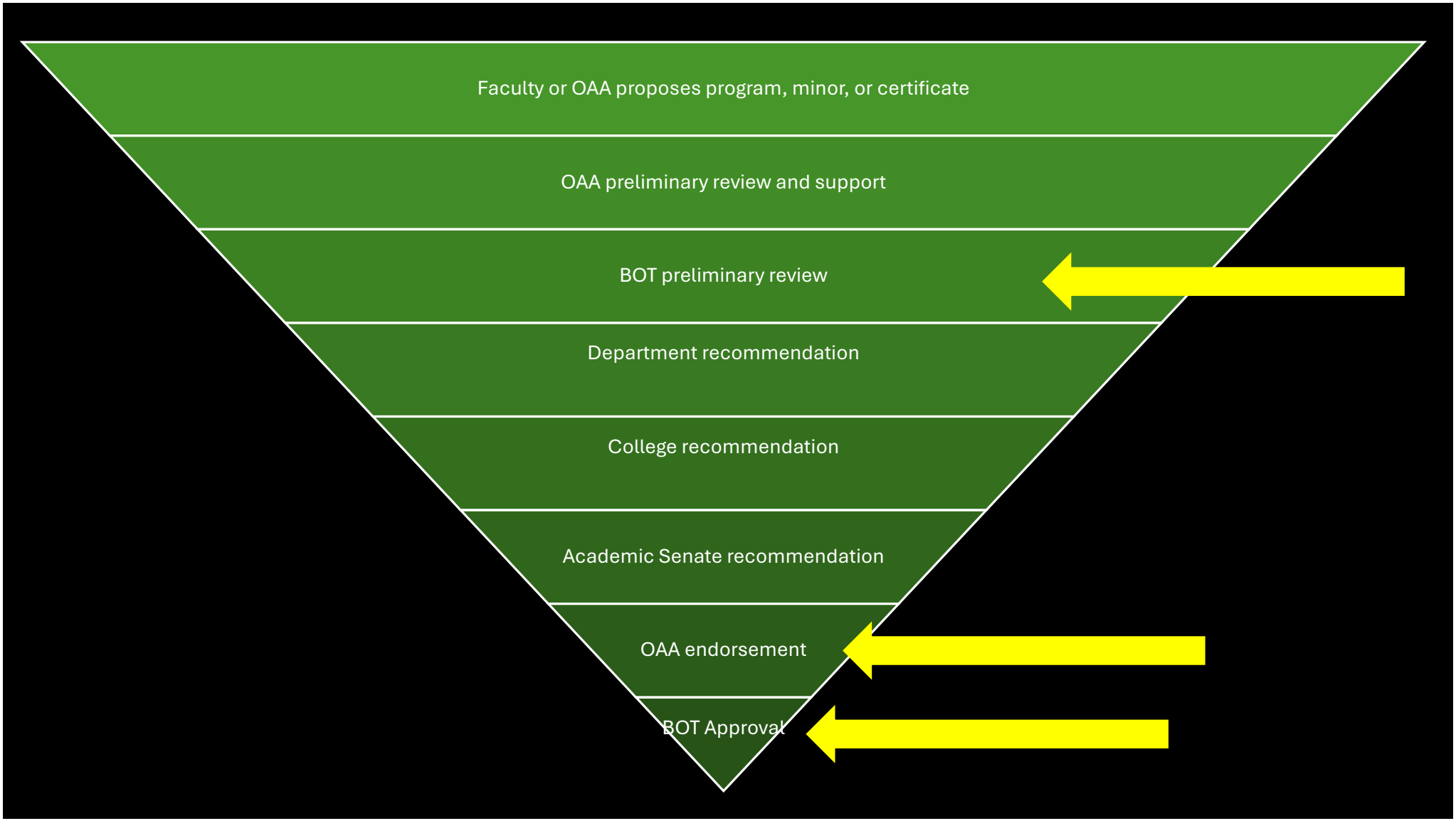
Section F. Evaluation of Student Success

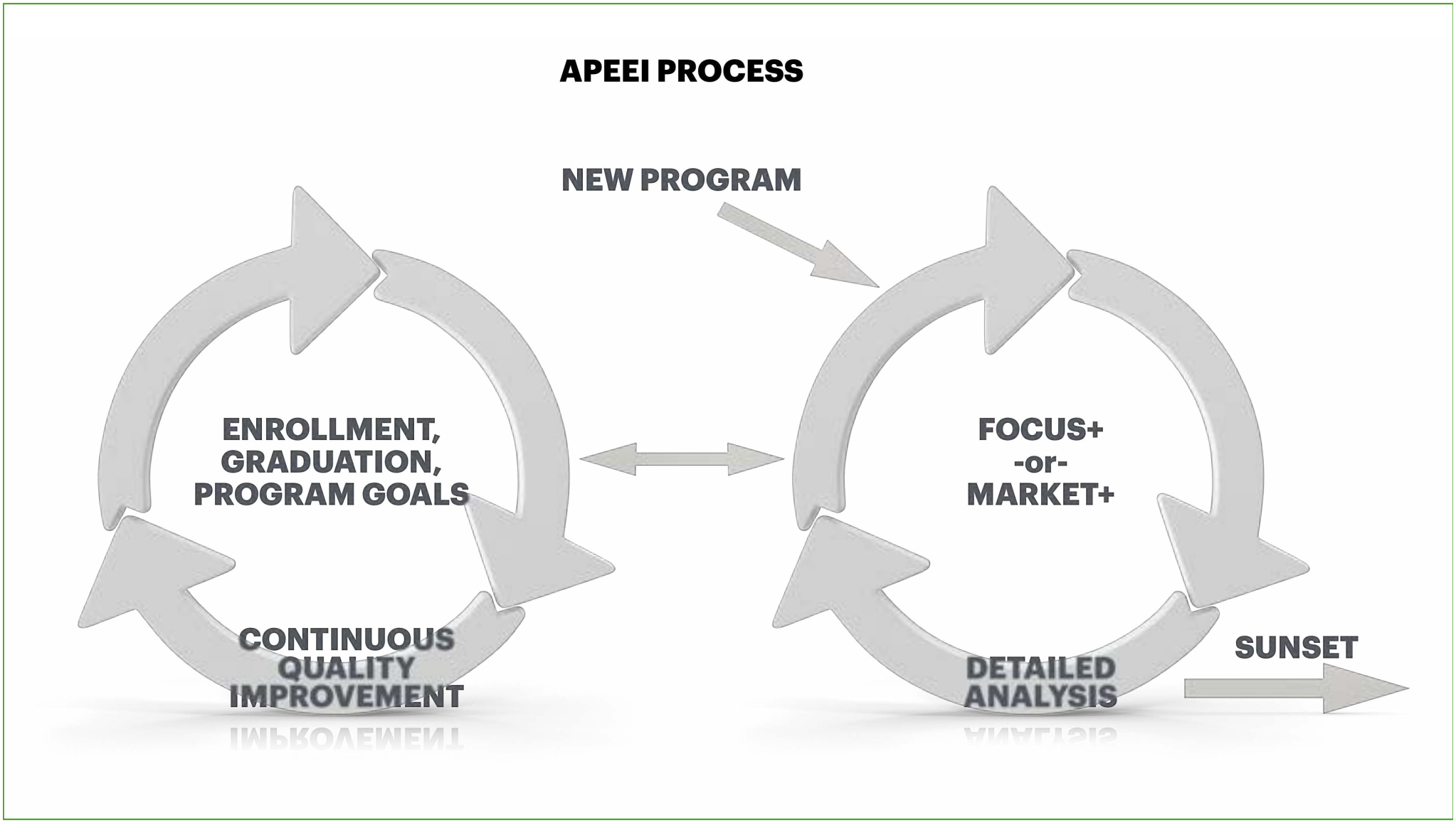
21. Describe the institution's process for assessing student learning at the course and program levels.

22. How will the institution monitor and evaluate the overall effectiveness and quality of the proposed program?

23. Explain how the results of evaluation will be used to improve the program's curriculum, teaching, services and operations.

24. Describe the process for monitoring and improving student persistence and completion for the program. What additional measures of success may be used for this program (continuation into graduate or professional schools, rates of grants and fellowship, rates of post-college entry into the Peace Corps or other service settings, etc.)?


Faculty or OAA proposes program, minor, or certificate
OAA preliminary review and support
BOT preliminary review
Department recommendation
College recommendation
Academic Senate recommendation
OAA endorsement
BOT Approval


APEEI PROCESS
NEW PROGRAM
ENROLLMENT, GRADUATION, PROGRAM GOALS
CONTINUOUS QUALITY IMPROVEMENT
FOCUS+ -or- MARKET+
DETAILED ANALYSIS
SUNSET

APEEI CATEGORY PLACEMENT FACTORS

While these criteria provide general direction for program placement, they are not definitive. Other considerations within or beyond those listed in this table may warrant placing a program in a different category.

		Category		
		Continuous Quality Improvement (CQI)	**Detailed Analysis (DA)**	**Sunset**
# Grads (3 yr. avg.)		>9	5 - 9	<5* (SB1) **not exclusive criteria** *Programs may be placed here due to strategic direction, external constraints, or risk factors beyond listed metrics
# Students Enrolled	Associates Bachelors Masters	>10 >50 >18	<10 <50 <18	
Goals, Pitch Statements, Action Steps		High Impact / Evolving	Low Impact / Stagnant	
Fiscal Sustainability		(+) Standing	(-) Indicators	

FALL 2025 PROGRAM INACTIVATIONS
As of 14th Day (Fall 2025)

Bachelor Program	COLLEGE	2022-2023 # graduates	2023-2024 # of graduates	2024-2025 # of graduates	AVG Grad PAST 3 YEARS	# STUDENTS ENROLLED FALL 2024	# STUDENTS ENROLLED FALL 2025	RATIONALE
Bachelor of Arts in Biological Sciences*	STEM	7	8	4	6	8	6	PROJECTED LOW ENROLLMENT
Bachelor of Arts in Chemistry*	STEM	2	4	0	2	3	1	STATE LAW
Bachelor of Arts in Physics*	STEM	0	0	0	0	0	0	STATE LAW
Bachelor of Arts in Geology	STEM	1	0	0	0	1	1	STATE LAW
Bachelor of Science in Geology	STEM	3	3	4	4	19	15	STATE LAW
Bachelor of Arts in Theatre Studies, Film Studies^	CLIFFE	5	4	5	4	11	7	STATE LAW
TOTAL		18	19	13		41	30	

*YSU continues to offer a Bachelor of Science offering for these programs
^YSU continues to offer a Bachelor of Fine Arts in Theatre

Summary of Chair's Retreat Outcomes

Over the course of two intensive days, department chairs engaged in workshops, policy reviews, and planning exercises designed to strengthen academic leadership, align with state mandates, and advance institutional priorities. The retreat emphasized culture change—building collaboration, accountability, and visibility—while producing concrete tools and frameworks to guide academic decision-making in the year ahead.

Key Accomplishments

Policy and Legislative Alignment

- Conducted a deep dive into **Senate Bill 1 (SB1)**, reviewing its implications for program governance, curriculum approval, advising, and first-day syllabus readiness requirements.
- Reviewed **budget bill updates** and clarified the evolving role of the Academic Senate as advisory.
- Discussed **ORC 3345.35** on curricular efficiency, connecting institutional data with state records to ensure compliance.

Academic Program Planning

- Launched workshops for deans and chairs to analyze institutional and departmental data (enrollment, retention, graduation) using Gray Associates and Power BI.
- Advanced the **APEEI program categorization** process by reviewing new thresholds and categories (Focus+, Margin+, Minimum), setting expectations for next steps.
- Confirmed the need for a standardized APEEI rubric at both the general and program level.

Faculty Workload and Evaluation

- Engaged in detailed discussion of **faculty workload standards**, clarifying distinctions between credit hours and workload units, expectations for reassigned time, and national benchmarking examples.
- Drafted initial **rubric options for reassigned time** and expectations, with chairs tasked to document and guide faculty work.
- Began design of **faculty evaluation rubrics** aligned with program goals, incorporating state-mandated student/peer evaluation elements.
- Outlined expectations for **tenure and promotion rubrics**, including research, teaching, and service, plus campus engagement (graduation attendance, ITL training, community visibility).

DEI and Controversial Issues Compliance

- Reviewed state expectations and campus challenges related to controversial issues.

- Designed **guideline and affirmation statement processes** for faculty and deans, including first-week syllabus sign-offs and Office of Academic Affairs review when needed.

Student Success and Engagement

- Explored strategies for integrating advising, athletics, and the Academic Master Plan with support from external partners (RNL).
- Highlighted the importance of **faculty and chair engagement**: campus presence, weekly meetings, and proactive syllabus and rubric reviews.
- Shared best practices from deans and chairs to collectively address emerging challenges.

Outcomes and Next Steps

- Formed working groups to finalize **rubrics** (APEEI, workload, faculty evaluation, DEI guidelines).
- Tasked chairs with refining **program goals, action steps, and pitches** for Board review, ensuring SMART objectives.
- Established clear expectations for **faculty engagement, evaluation, and visibility**, supporting both compliance and student success.
- Established foundation for the **2026 Chair's Retreat**, with early identification of at-risk programs and priority areas.

Summary of "State of Academic Affairs" Presentation

National & State Context

- Higher education faces serious headwinds: declining enrollment, tuition caps, rising costs, and increasing closures (37 institutions closed/merged between May 2023–Aug 2024).
- Only 52% of Ohio high school seniors plan to attend college—well below the national average.
- These challenges demand innovation, fiscal responsibility, and student-centered strategies.

YSU Progress & Enrollment

- Positive headlines: YSU enrollment increased by 1,200+ students from Fall 2023–24, reversing years of decline.
    - Growth driven by new associate degree programs and 8 new online bachelor's programs.
- By Fall 2025, YSU had 11,913 students registered, with over 1,900 students enrolled in fully online programs.
- International recruitment: YSU aims to sustain ~1,300 international students, adding 250–350 new each year.

Graduation & Retention

- Record 3,248 degrees awarded in 2023–24 (highest in 14 years).
- Graduation rates improving: 4-year = 33%, 6-year = 51%, but still below national averages.
- Retention remains a challenge: 600+ students in good standing did not return, 545 with no holds. About 355 students left without transferring elsewhere.

Challenges & Opportunities

- Declining pipeline of high school graduates.
- Rising public skepticism about the value of higher education.
- New pressures: AI disruption, cyber threats, and heightened state/federal oversight.
- Faculty and staff must channel emotions about these challenges into positive action.

Theme for 2025–26: Collaborative Engagement

- Builds on last year's Transparency & Accountability theme.
- Focus: teamwork across faculty, staff, administrators, and community.
- Engagement requires presence on campus, trust, and collaboration. Faculty visibility is essential for student retention and success.

Areas of Focus

1. **Retention & Graduation** – advising, mentoring, consistency in curriculum tools, stronger student support.
    - Dr. David Graham (Assoc. Provost for Student Success) leads these efforts.
2. **Academic Integrity & Gen Ed Leadership** – Dr. Kristine Still joins leadership team.
3. **Program Development & Compliance** – Dr. Kevin Ball leads ODHE proposals, curriculum improvements, and accreditation prep.
4. **Community Engagement** – Dr. Amy Cossentino's team expands CE-designated courses and partnerships.

Program Review & Accountability

- Through the **Academic Program Enhancement & Effectiveness Initiative (APEEI):**
    - Programs reviewed for enrollment, graduation rates, fiscal health, and alignment with goals.
    - Refined pathways: *Focus Plus* (curriculum/fiscal support) and *Market Plus* (marketing).
    - Sunset category reframed as an opportunity for renewal and reinvestment.
- Curricular efficiency report: 29 of 62 bachelor's and 14 of 34 master's programs flagged as "low enrolled."

Institutional Priorities for 2025–26

1. **Transparency & Accountability** (ongoing).
2. **Compliance** with state/federal directives.
3. **Maximize Recruitment, Retention, Graduation.**
4. **Collaborative Engagement** (theme).

Closing

- YSU's strength lies in teamwork and shared commitment to students.
- Call to action: **"One team, one mission."**

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #365999

Ohio Revised Code

Section 3333.0420 Online program manager contracts.

Effective: September 30, 2025
Legislation: House Bill 96 - 136th General Assembly

(A) As used in this section:

(1) "Online program manager" means an entity that is not an institution of higher education as defined under "The Higher Education Act of 1965," 20 U.S.C. 1001 that enters into an agreement with a state institution of higher education to provide marketing and recruitment services and at least one additional service, including course design, technology, or faculty training, to support an accredited online degree program.

(2) "State institution of higher education" has the same meaning as in section 3345.011 of the Revised Code.

(B) If a state institution of higher education enters into a contract with an online program manager, the institution shall ensure the contract is in compliance with relevant program standards and requirements.

(C) A state institution of higher education that enters into a contract with an online program manager shall post on each online degree program web site it maintains that it utilizes an online program manager for services. The institution shall require the online program manager to identify itself when providing services to students.

(D) A state institution of higher education shall not permit an online program manager to control, make decisions regarding, administer, or disburse student financial aid.

Risepoint

Disclosure Overview – Youngtown State University

Sept. 08 2025

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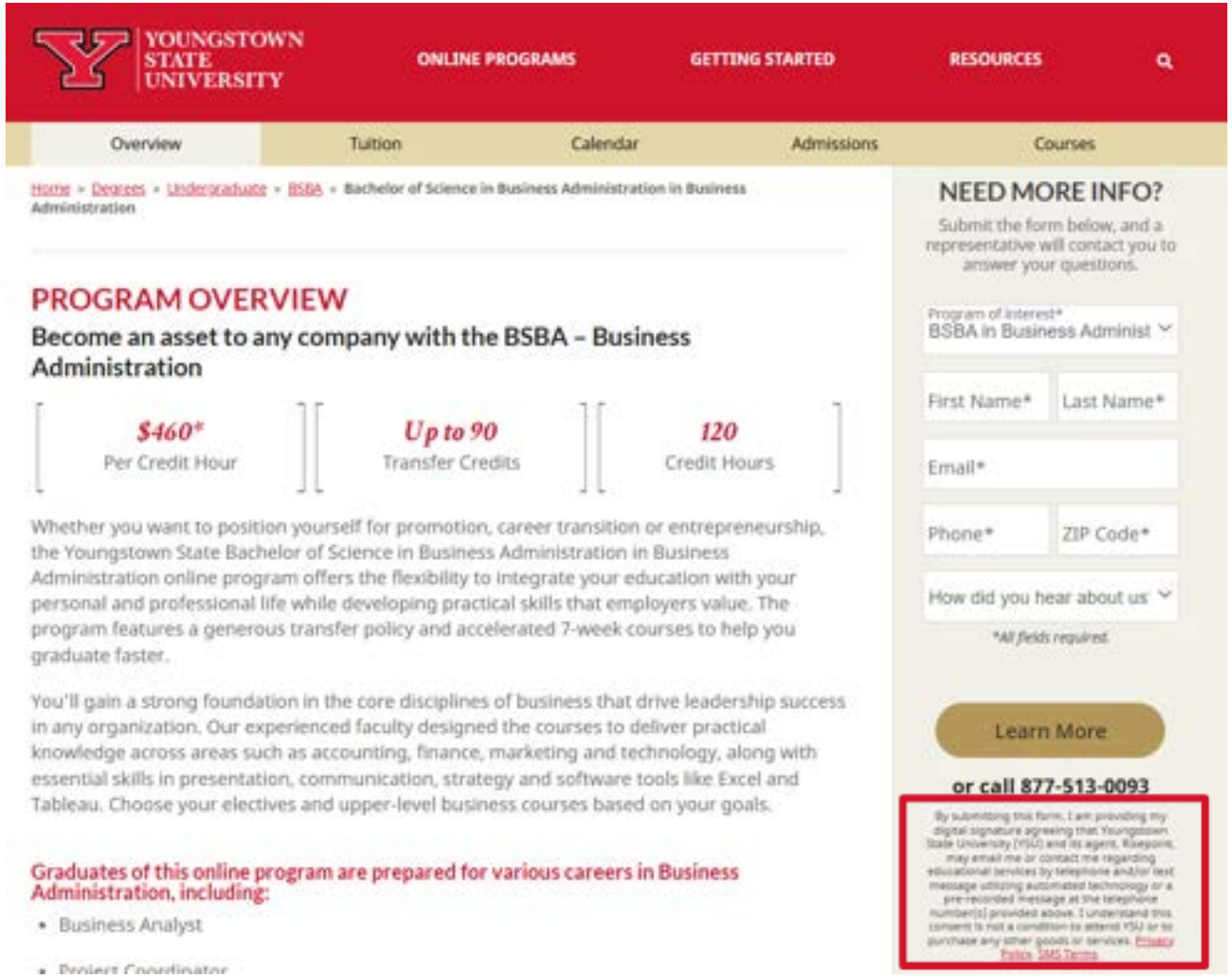
Key Disclosure Sources at YSU

1. **Requests for Information (RFI)**: Slides 3
   - Any request for student information managed by Risepoint (e.g., printed one pager) includes the same language as the website RFI
2. **Website Footer Disclosures:** Slides 4-5
3. **Email Disclosures:** Slide 6
4. **Student Success Center Conversations/Scripts:** Slides 7-9

CONFIDENTIAL

Request for Information (RFI) Disclosures



BSBA example:
https://online.ysu.edu/degrees/undergraduate/bsba/business-administration/

Disclosure language: By submitting this form, I am providing my digital signature agreeing that Youngstown State University (YSU) and its agent, Risepoint, may email me or contact me regarding educational services by telephone and/or text message utilizing automated technology or a pre-recorded message at the telephone number(s) provided above. I understand this consent is not a condition to attend YSU or to purchase any other goods or services. Privacy Policy. SMS Terms.

Q4 Update: Risepoint will be add a Learn More About Risepoint link to the RFI disclosure.

- https://policies.risepoint.com/student-disclosure/

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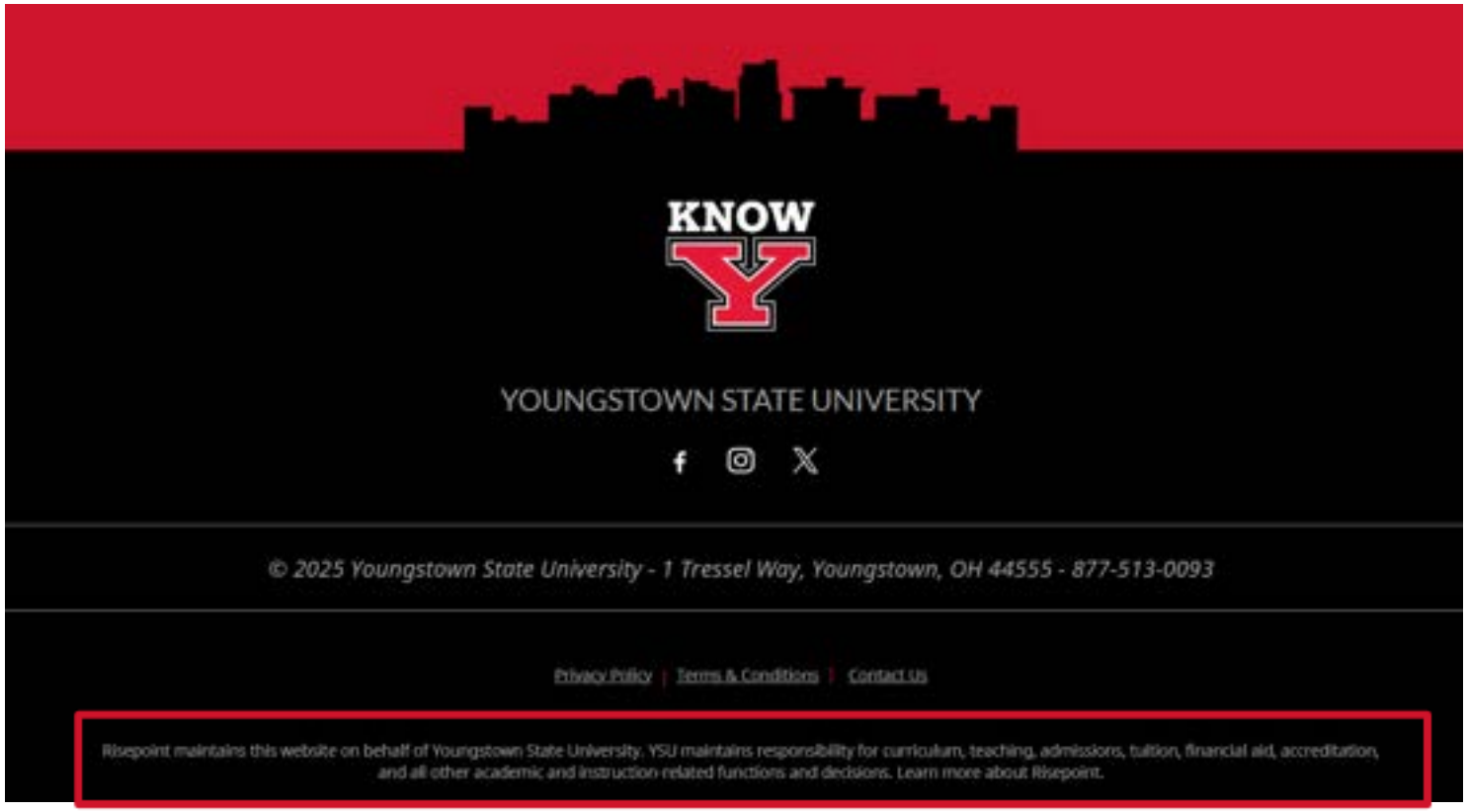
Website Footer Disclosure



BSBA online example: https://online.ysu.edu/degrees/undergraduate/bsba/business-administration/

Disclosure language: Risepoint maintains this website on behalf of Youngstown State University. YSU maintains responsibility for curriculum, teaching, admissions, tuition, financial aid, accreditation, and all other academic and instruction-related functions and decisions. Learn more about Risepoint.

"Learn more about Risepoint" is a hyperlink.

- https://policies.risepoint.com/student-disclosure/

Website Disclosure – Learn More About Risepoint Link

Page link: https://policies.risepoint.com/student-disclosure/

Risepoint

Learn More about Risepoint

We are Risepoint. We partner with not-for-profit universities to help them make their programs available to students online. We help students learn about the programs and support students from program discovery through to graduation.

It's important to note that we are not a university. The support we provide universities allows them to focus on doing what they do best – that means, they maintain responsibility for curriculum, teaching, admissions, tuition, financial aid, accreditation, and all other academic- and instruction-related functions and decisions. And of course, neither we nor the university you are exploring can guarantee what job you might get or salary you might make after completing any program.

How do we help students? Our student support team can help you get answers to questions, work through the application process, and make sure you are staying on track throughout your program. While we aren't tutors or academic counselors, we are a resource you can lean on to make sure you're signing up for the right next course, you know what materials you need and where to get them, and simply get a voice of support along the way.

Best of luck in your education journey, wherever it takes you!

You may opt out of marketing communications at any time. Privacy Policy, SMS Terms.

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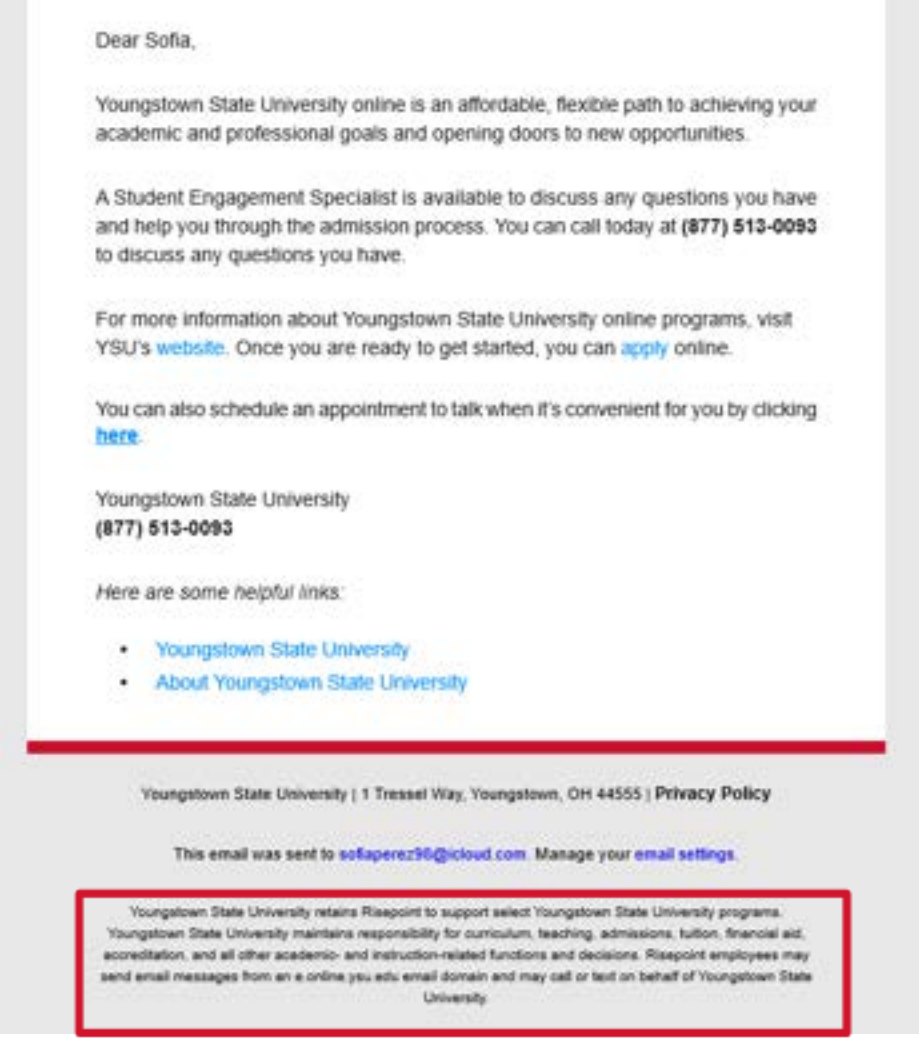
Email Footer Disclosure



Dear Sofia,

Youngstown State University online is an affordable, flexible path to achieving your academic and professional goals and opening doors to new opportunities.

A Student Engagement Specialist is available to discuss any questions you have and help you through the admission process. You can call today at **(877) 513-0093** to discuss any questions you have.

For more information about Youngstown State University online programs, visit YSU's website. Once you are ready to get started, you can apply online.

You can also schedule an appointment to talk when it's convenient for you by clicking here.

Youngstown State University
(877) 513-0093

Here are some helpful links:

- Youngstown State University
- About Youngstown State University

Youngstown State University | 1 Tressel Way, Youngstown, OH 44555 | **Privacy Policy**

This email was sent to sofiaperez96@icloud.com. Manage your email settings.

Youngstown State University retains Risepoint to support select Youngstown State University programs. Youngstown State University maintains responsibility for curriculum, teaching, admissions, tuition, financial aid, accreditation, and all other academic- and instruction-related functions and decisions. Risepoint employees may send email messages from an e.online.ysu.edu email domain and may call or text on behalf of Youngstown State University.

- **Current Disclosure language:** Youngstown State University retains Risepoint to support select Youngstown State University programs. Youngstown State University maintains responsibility for curriculum, teaching, admissions, tuition, financial aid, accreditation, and other all academic- and instruction-related functions and decisions. Risepoint employees may send email messages from an e.online.ysu.edu email domain and may call or text on behalf of Youngstown State University.

- **Risepoint is in the process of updating email disclosure to the following statement**: This email was sent by Risepoint on behalf of Youngstown State University, which retains Risepoint to help support your education journey. Youngstown State University maintains responsibility for curriculum, teaching, admissions, tuition, financial aid, accreditation and all other academic- and institution-related functions and decisions. Risepoint employees may send email messages from an e.online.ysu.edu email domain and call or text on behalf of Youngstown State University.

CONFIDENTIAL

Student Success Center Conversations – Training and Representation

Risepoint is committed to compliance with regulatory guidance and best practice to ensure appropriate and transparent communication with students.

All Student Success Center colleagues are required to complete ongoing training and coursework before interacting with students. Risepoint's AI-enabled software allows us to review 100% of student facing calls to analyze compliance with our training and guidance.

When entering a conversation, Student Success Center team members are trained to communicate they are calling on behalf of Youngstown State University.

Entering the Conversation (The language we use to introduce ourselves)

✗ We want to avoid geography and proximity based false representation.
Ex. "This is Jamie calling **from/with** [University]..." Or, "I am **on campus** at..."

✓ **Instead, we focus on partnership and role-centered representation language.**
Ex. "This is Jamie **on behalf of** [University Name]..." Or, "I am a **representative** for this online program..."

CONFIDENTIAL

Student Success Center Conversations – Disclosing the Partnership

When asked by a student, our team is trained to disclose Risepoint's relationship with Youngstown State University. See excerpt from training on disclosing the partnership below:

Disclosing your Partnership (How we respond when someone asks about our relationship to the university)

**Honesty and transparency are the driving forces of disclosure. It is common-place in our industry to disclose partnership to remain complaint. Disclosure empowers you to state your employment and continue your standard operating procedures.

Who do you work for?	✓ "I am employed by Risepoint and work with [University Name] to support students interested in/pursuing an online program."

Contact Center	Enrollment	Retention
• "We partner closely with [university] to support their online degree programs. My role is to help determine your need and get you in touch with the best point of contact. Ultimately, I'm here to support the online student population."	• "We partner closely with [university] to support their online degree programs. My role is to assist prospective students in understanding the program details, navigating the application process, and answering any questions you might have. Ultimately, I'm here to help you make an informed decision about your education."	• "We partner closely with [university] to support their online degree programs. My role is to be a resource for you throughout the program, remind you of important registration and payment deadlines, and guide you to the best department or resource based on the questions or concerns you may have."

Conditions that Trigger Appropriate Disclosure Flag

To avoid misrepresentation of any kind when introducing their relationship to the university, Student Success Center colleagues should not mislead the student to think they work for the university. Colleagues are trained to avoid the following behaviors to avoid such misrepresentation.

3. Appropriate Disclosure

You will be flagged...

a. if you use proximity/geography-based language that suggests you are the university (*with/from/at*).

b. if you use "We/Our" language that takes ownership of partner/program (Ex. "Our program features...")

b. if you neglect to disclose your Risepoint employment, when necessary. ****This only applies in the select scenarios where you are questioned by the student or required to disclose to avoid misrepresentation.**

CONFIDENTIAL

Outlook

Guidelines for Classroom & Course Conduct and Content

From Office of Academic Affairs <Provost@ysu.edu>
Date Tue 8/26/2025 9:35 AM
To Jennifer A Pintar <japintar@ysu.edu>

The recently amended section 3345.0217 of the Ohio Revised Code requires institutions to adopt a series of affirmation and declaration statements surrounding diversity, equity, inclusion, and other related concepts. Over the summer, the Office of Academic Affairs reviewed the law and developed the *Guidelines for Classroom and Course Conduct and Content*. These guidelines are intended to serve as a helpful reference to understand our interpretation of what may be classified as expected or inappropriate in the classroom or course.

Several disclaimers: (1) These guidelines are designed as a tool, not a rulebook. They are not legally binding and **only** represent the opinion of YSU's Office of Academic Affairs; (2) No document or set of guidelines can anticipate every situation. However, as faculty members have questions, such as "*But what about this situation*?", please consider this document as a reference to guide you.

Faculty should continue teaching challenging material, framing discussions with evidence, and fostering critical thinking. **We must avoid presenting controversial issues as though only one viewpoint is acceptable.**

In addition, all faculty members must review their course materials, **including publisher test banks**, to ensure they are consistent with our affirmation and declaration statements, as required by law and included in the *Guidelines for Classroom and Course Conduct and Content document.*

Our commitment to student success remains unchanged. These guidelines are simply another tool to help us confidently uphold that mission.

Jennifer Pintar, PhD, MPH | Provost and Vice President of Academic Affairs
Office of Academic Affairs
Youngstown State University

Guidelines for Classroom and Course Conduct and Content

At Youngstown State University, our classrooms are where students encounter ideas, explore differing viewpoints, and develop the intellectual skills needed for lifelong success. This document, **Guidelines for Classroom and Course Conduct and Content,** is designed as a tool to strengthen our academic mission. By following these guidelines, our faculty continue to model civil discourse, critical thinking, and respect for diverse perspectives, creating the ideal learning environment for all students. These guidelines are the interpretation of the Provost at YSU and are in no way a legal document.

Guidelines for Classroom and Course Conduct and Content

Category	Expected	Inappropriate
Controversial Topics (Political, Racial, Gender, Religious)	Instructor consistently fosters a respectful environment where all identities and viewpoints are welcome. Materials and discussions are handled with neutrality.	Instructor includes explicit bias or preferential treatment based on political, racial, gender, or religious factors. Student viewpoints are suppressed or ridiculed.
Encouragement of Diverse Viewpoints Reflective of Intellectual Diversity	Faculty explicitly invites multiple viewpoints and encourages critical thinking on sensitive topics. Students report that faculty member fosters an environment that made students comfortable sharing diverse opinions.	Faculty member dismisses, discourages, or penalizes students for expressing differing or unpopular views. Only one acceptable view is modeled or rewarded.
Indoctrination vs. Academic Inquiry	Faculty member presents all controversial content from a scholarly lens, presenting opposing views with balance. No language of ideological obligation.	Faculty member pressures students to adopt, express, or support specific social, political, or religious views—verbally or through assignments/grades.
Course Content	Content is used appropriately in academic context (e.g., analyzing systems, social movements, health disparities), and presented with open inquiry.	Content is used in a prescriptive or moralizing way—requiring students to agree with specific definitions or ideologies as part of success in the course.
Student Complaint Response Threshold	Student complaint reflects misunderstanding, disagreement with content, or discomfort with ideas—but no evidence of coercion or bias. May be resolved through informal discussion.	Complaint includes evidence of indoctrination, bias, required ideological expression, or classroom exclusion based on identity or beliefs. Formal review required.
Faculty Evaluation Compliance *(Based on required questions)*	Students consistently report a classroom atmosphere free of bias and affirm that they are encouraged to discuss varying opinions.	Students report a biased environment and suppression of opposing viewpoints. Evaluation indicates recurring concerns with expressions of intellectual diversity.

Keep in mind our affirmation statements with definitions as provided by the state are as follows:

Definitions.

(1) "Controversial belief or policy" means any belief or policy that is the subject of political controversy, including issues such as climate policies, electoral politics, foreign policy, diversity, equity and inclusion programs, immigration policy, marriage or abortion.

(2) "Intellectual diversity" means multiple, divergent and varied perspectives on an extensive range of public policy issues.

YSU Affirmation Statements Per 3345.0217 of the Revised Code:

(1) Affirms and declares that its primary function is to practice or support the practice, discovery, improvement, transmission and dissemination of knowledge and citizenship education by means of research, teaching, discussion and debate;

(2) Affirms and declares that to fulfill the function described in the preceding paragraph, Youngstown State University shall ensure the fullest degree of intellectual diversity;

(3) Affirms and declares that faculty and staff shall allow and encourage students to reach their own conclusions about all controversial beliefs or policies and shall not seek to indoctrinate any social, political or religious point of view;

(4) Demonstrates intellectual diversity for course approval, approval of courses to satisfy general education requirements, student courses evaluations, common reading programs, annual reviews, strategic goals for each department and student learning outcomes;

(a) Paragraphs (D)(1)-(4) above do not apply to the exercise of professional judgment about ho to accomplish intellectual diversity within an academic discipline, unless that exercise is misused to constrict intellectual diversity.

(5) Declares that it will not endorse or oppose, as a university, any controversial belief or policy, except on matters that directly impact the university's funding or mission of discovery, improvement and dissemination of knowledge. The university may also endorse the congress of the United States when it establishes a state of armed hostility against a foreign power as well as the recognition of national and state holidays, support for the Constitution and laws of the United States or the state of Ohio or the display of the American or Ohio flag;

(6) Affirms and declares that Youngstown State University will not encourage, discourage, require or forbid students, faculty or administrators to endorse, assent to or publicly express a given ideology, political stance or view of a social policy nor will Youngstown State University require students to do any of those things to obtain an undergraduate or post-graduate degree.

(a) Paragraphs (D)(5) and (6) do not apply to the exercise of professional judgment about whether to endorse the consensus or foundational beliefs of an academic discipline, unless that exercise is misused to take an action prohibited in (D)(5).

(7) Prohibits political and ideological litmus tests in all hiring, promotion and admissions decisions, including diversity statement and any other requirement that applicants describe their commitment to any ideology, principle, concept or formulation that requires commitment to any controversial belief or policy;

(8) Affirms and declares that no hiring, promotion or admissions process or decision shall encourage, discourage, require or forbid students, faculty or administrators to endorse, assent to or publicly express a given ideology or political stance;

(9) Affirms and declares that Youngstown State University will not a use a diversity statement or any other assessment of an applicant's political or ideological views in hiring, promotions or admissions process or decision;

(10) Affirms and declares that no process or decision regulating conditions of work or study, such as committee assignments, course scheduling or workload adjustment policies, shall encourage, discourage, require or forbid students, faculty or administrators to endorse, assent to or publicly express a given ideology or political stance;

(11) Affirms and declares that Youngstown State University will seek out invited speakers who have diverse ideological or political views;

(12) Will post prominently on its web site a complete list of all speaker fees, honoraria and other emoluments in excess of five hundred dollars for events that are sponsored by Youngstown State University.

(a) The website referred to above shall be:

(i) Accessible from the main page of the university's web site by use of not more that three links;

(ii) Searchable by keywords and phrases;

(iii) Accessible to the public without requiring user registration of any kind.

Higher Learning Commission (HLC) Timeline

September 2025

July 2018	YSU granted continued accreditation for ten years with the next Reaffirmation of Accreditation scheduled to occur in 2027-2028
August 2022	YSU completed Year 4 Assurance Review with no recommended monitoring
April 2024	New Additional Locations (Steubenville and Youngstown) approved by HLC
August 2024	HLC approved YSU's Quality Initiative proposal ("Pursuing 2026 Carnegie Elective Classification for Community Engagement")
Fall 2025 - Spring 2026	Begin preparation for reaffirmation. Form criterion committees and begin meeting regularly.
Spring 2026	Additional locations site visit
June 1, 2026	Quality Initiative report is due no later than June 1 of Year 9 of an institution's accreditation cycle
Fall 2027 - Spring 2028	Reaffirmation of Accreditation and site visit

YOUNGSTOWN STATE UNIVERSITY

Division *of* Student Affairs

Student Affairs
OPPORTUNITIES
EVERYWHERE YOU LOOK

Effective June 24, 2025, Joy Polkabla Byers has assumed the role of Interim Vice President for Student Affairs and Dean of Students at Youngstown State University. This leadership transition reflects a continued commitment to student success, strategic partnerships, and staff empowerment across the YSU community.

The Division of Student Affairs now encompasses the following departments:

- Office of Student Affairs *(formerly Student Experience)*
- Housing & Residence Life
- Kilcawley Student Center
- Student Activities
- Student Media
- Campus Recreation
- Veterans Affairs
- Dean of Students
- Community Standards & Student Conduct
- Student Counseling Services

As part of ongoing efforts to advance the division's mission of supporting student wellbeing, success, and retention, a series of organizational changes have been introduced and outlined in this communication - Reorganization of the Division of Student Affairs.

NEW STAFF/PROMOTIONS (SINCE MAY 2025)

Elijah Burch, *Case Manager, Dean of Students*

Lexie Drewek, *Administrative Specialist II, Campus Recreation*

Dina Fabry, *Associate Director of Programs, Campus Recreation*

Betsy Johnson, *Assistant Dean of Students for Community Standards & Student Conduct*

Meri Johnston, *Hall Monitor, Housing & Residence Life*

Emily Loudon, *Assistant Dean of Students, Advocacy, Support, and Wellbeing*

OPEN POSITIONS:

Administrative Specialist II, Kilcawley Center

Assistant Director, Fraternity and Sorority Life, Student Activities

Associate Director, Kilcawley Center

Hall Monitor, Housing & Residence Life

Updated Division of Student Affairs website

The Division of Student Affairs website has been refreshed to reflect recent organizational changes and provide streamlined access to resources, departments, and leadership contacts. Visitors can explore updated information on student services, departmental responsibilities, and initiatives supporting student wellbeing, success, and retention.

2024-2025 Annual Report Now Available

The Division of Student Affairs is proud to share its 2024–2025 Annual Report, highlighting key accomplishments, strategic initiatives, and student-centered outcomes from the past year. The report showcases the division's commitment to enhancing student wellbeing, engagement, and success across campus.

Communications to Campus Community

A series of emails has been sent to students and employees this semester, sharing key updates and resources from the Division of Student Affairs.

PENGUINS STUDENT HANDBOOK

As part of our outreach this semester, a campus-wide email was sent introducing the updated Penguins Student Handbook. The message emphasized its role in outlining student expectations, available support services, and key policies—particularly the Student Code of Conduct. This communication reinforces our commitment to student wellbeing, accountability, and a safe, inclusive campus environment.

ALL ABOUT CAMPUS DINING

Campus-wide emails were sent to students and employees announcing major updates to dining services under our new provider, AVI Fresh. The message highlighted expanded dining options, renovated venues, new restaurants in Kilcawley Center, and enhanced meal plan flexibility for all campus members. Additional features include 24/7 Pico Coolers, Grubhub ordering and delivery, and expanded access to the Penguin Pantry and Swipe Out Hunger program. The faculty and staff message included key contacts and staffing updates within the Division of Student Affairs to support the dining transition and operational coordination. View the complete communication here: All About Dining on Campus.

OUR PARTNERS IN SERVICE

A campus-wide email was sent to students, faculty, and staff highlighting key campus and community partnerships that support student life and wellbeing. The message featured services such as College Pads for off-campus housing, Wick Primary Care (Mercy Health), Barnes & Noble Bookstore, PNC Bank, Wee Care Day Care, AVI Fresh dining, campus vending, WRTA campus shuttles, and the Penguin Pantry. These partnerships enhance access to essential resources and contribute to a more supportive and connected campus environment. The faculty and staff message included key contacts and staffing updates within the Division of Student Affairs to support coordination with campus and our community partners. The full communication can be found here.

Overview of Divisional Programming

Below are links to recent divisional programming shared with students, faculty, and staff. These communications highlight ongoing initiatives, campus resources, and engagement opportunities designed to support student success and community connection.

- Welcome Week website
- Campus [illegible]s Event Calendar
- Student [illegible] Digest | September 1-September 7

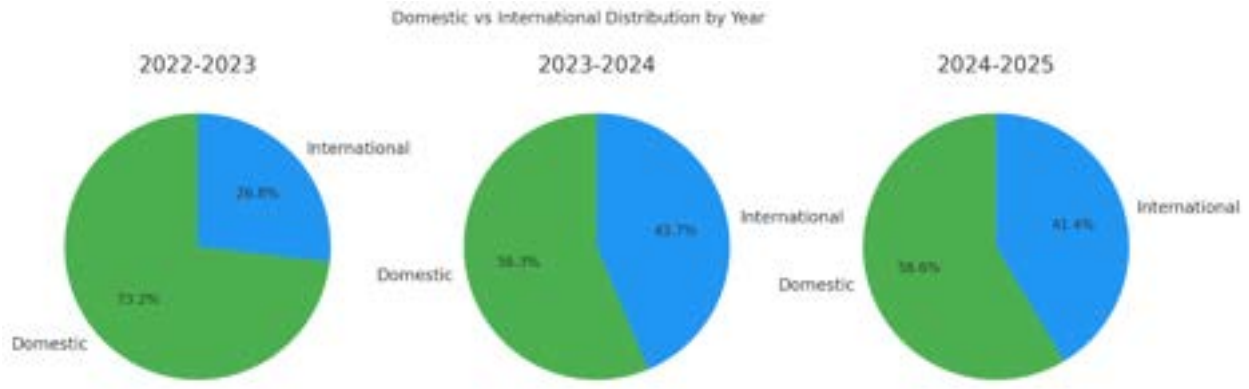
Office of Community Standards and Student Conduct

Below is a table showing total CASES referred to the Office of Community Standards and Student Conduct per academic year. This includes all charges and findings and is a total number of cases broken down by international or domestic status.

	Domestic	International	Total
2022-2023	180	66	246
2023-2024	151	117	268
2024-2025	171	121	292

Of the **75** Academic Integrity Cases referred to The Office of Community Standards and Student Conduct during the 2024-2025 Academic Year, **77% (58 cases)** were international students. This is compared to **29% (63)** of non-academic conduct cases out of the total **217**.

These are an overall breakdown of ALL cases by domestic or international status.



2024-2025 Summary of Charges and Comparison

This table reflects the total number of times there was a responsible finding for a particular charge of *The Student Code of Conduct* for Academic Years 2022-2023, 2023-2024, and 2024-2025.

It should be noted that this data relates to charges, not the number of cases referred to the Community Standards process (individual cases often contain multiple charges).

Article/Charge	22-23	23-24	24-25
Article III. 1. (a) Plagiarism	16	11	28
Article III. 1. (b) Unauthorized Tools	4	8	9
Article III. 1. (c) Unauthorized Acquisition	0	1	3
Article III. 1. (d) Violation of Syllabus	11	8	5
Article III. 1. (e) Inappropriate Collaboration	15	14	9
Article III. 1. (f) Multiple Submissions	1	0	0
Article III. 1. (h) Bribes/Threats/Intimidation	1	0	0
Article III. 1. (i) Impersonation	0	0	2
Article III. 1. (k) Lying for Academic Advantage	0	0	3
Article III. 1. (l) Complicity	0	4	1
Article III. 1. (m) Soliciting Others	1	0	0
Article III. 1. (n) Attempted Violation	1	0	1

Article/Charge	22-23	23-24	24-25
Article III. 2. (a) Alcohol Possession	25	23	9
Article III. 2. (b) Public Intoxication	0	3	2
Article III. 2. (c) Alcohol Distribution	0	0	0
Article III. 3. Harassment	2	3	3
Article III. 4. Complicity	8	6	0
Article III. 5. (a) Failure to Appear	2	3	21
Article III. 5. (b) False Information	0	3	4
Article III. 5. (g) Incomplete Sanction	0	3	0
Article III. 6. Disorderly Conduct	0	2	6
Article III. 7. (a) Drugs	0	4	4
Article III. 8. Failure to Comply	3	7	6
Article III. 13. (a) False Information	2	4	6
Article III. 13. (b) Forgery	1	1	0
Article III. 13. (d) Deliberately Misleading	0	1	0
Article III. 13. (e) Misrepresentation	0	0	1
Article III. 15. (a) Endangering Behavior	8	8	8
Article III. 16. Property Damage	2	2	2
Article III. 17. Resident Handbook	25	65	89
Article III. 17. Campus Rec Polices	2	0	0
Article III. 17. Other Published Policy	1	3	2
Article III. 17. UCourtyards Lease	0	2	6
Article III. 19. Theft	6	4	3
Article III. 20. (a) Unauthorized Entry	0	2	2
Article III. 20. (b). Unauthorized Keys	0	6	1
Article III. 22. Violation of Law	2	19	8
Article III. 23. Weapons	1	2	0

Office of the Dean of Students 2024-2025 Complaint Data

Below is breakdown of Academic Complaint data, by count and case status, referral source, and a count by month.

Open	**48**
Closed	3

Complaint Role

Faculty	**27**
Student	21
Staff	3

Academic Complaint Count by Month

Month	Count
August	3
September	3
October	6
November	4
December	6
January	7
February	6
March	15
June	1

Below is breakdown of Non-Academic Complaint data, by count and case status, referral source, and a count by month.

Open	**4**
Closed	17

Complaint Role

Faculty	**1**
Student	11
Staff	7
Organization	1

Complaint Count by Month

Month	Count
October	1
November	2
January	1
February	8
March	2
June	7

Complaint Type	Count
Campus Office or Staff Member Complaint	2
Student Behavior Complaint	6
Campus Housing or Dining Complaint	4
Other	9

Other Complaint types include: Facilities, Facilities/Ice Accident, Former Student Employee Complaint (four of the other are under this one case), Advising/Course Schedule, Course Fees, and a 'hate speech' sticker.

STEM & Workforce Education & Innovation

Key Performance Indicators and Initiatives

Wim Steelant, September 16, 2025

YOUNGSTOWN STATE UNIVERSITY

College of Science, Technology, Engineering & Mathematics

Workforce Education & Innovation

Youngstown State University

Key Performance Indicators

YOUNGSTOWN STATE UNIVERSITY

College of Science, Technology, Engineering & Mathematics

Workforce Education & Innovation

Youngstown State University

January 24, 2024

REAL DATA · REAL PROBLEMS · REAL SOLUTIONS · DATA MINE

The Excellence Training Center

Online Skills Accelerator

Williamson Innovation Park

IT Workforce Accelerator Training Center

FOXCONN Electric Vehicle Academy

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN STATE UNIVERSITY

College of Science, Technology, Engineering & Mathematics

STEM 5.0

WORKFORCE

Workforce Education & Innovation

Youngstown State University

July 31, 2025

REAL DATA · REAL PROBLEMS · REAL SOLUTIONS · DATA MINE

Advanced Technology Workforce Accelerator

YOUNGSTOWN STATE UNIVERSITY

Online Skills Accelerator

WILLIAMSON INNOVATION PARK

YOUNGSTOWN STATE UNIVERSITY

ETC

The Excellence Training Center

Youngstown State University

Flight School

CDL

YOUNGSTOWN STATE UNIVERSITY

KPI's of Success

WEI Synchronized with

YSU Strategic Plan: Taking Charge of out Future: 2020 and Beyond

GOAL: IMPLEMENT BEST PRACTICES THAT ADDRESS STUDENT NEEDS THROUGHOUT THE STUDENT LIFE CYCLE TO INCREASE PERSISTENCE, COMPLETION AND POSTGRADUATE SUCCESS

Strategy: Enhance student experiences through implementation of specific initiatives designed to actively engage them in co-curricular and extra-curricular activities

YSU DataMine partners student teams (teams consist of students pursuing different majors) with corporate mentors to work on real-world data analytics projects. This partnership continues to expand with increased student participation.

AY 2023-24	AY 2024-25	AY 2025-2026
DriveOhio Advancing Smart Mobility	DriveOhio Advancing Smart Mobility; YOUNGSTOWN STATE UNIVERSITY Student Experience; TravelCenters of America	YOUNGSTOWN STATE UNIVERSITY Student Experience; COMMUNITY FOUNDATION OF THE MAHONING VALLEY; Cleveland Clinic
1 CONTRACT	**4** CONTRACTS	**3** CONTRACTS
		1 PENDING CONTRACT
7 STUDENTS	**32** STUDENTS	**25** STUDENTS

Assoc Dir Bus Dev and Industry Partnerships

YOUNGSTOWN STATE UNIVERSITY

KPI's of Success

WEI Synchronized with

YSU Strategic Plan: Taking Charge of out Future: 2020 and Beyond

GOAL: DEVELOP A RECRUITMENT AND ENROLLMENT STRATEGY THAT ALLIGNS WITH A COMPLETION STRATEGY

Strategy: Expand and Enhance outreach and engagement with students prior to enrollment

The Williamson Innovation Park will allow YSU Students, K-12 and workforce students to be engaged in hands-on experiences and credentialing. STEM roughly converts about 30% of all K-12 students that have engaged with us into attending YSU students.

January 24, 2024

2023	***2024 and Beyond***
0 STUDENTS (K-12)	**240** STUDENTS (K-12)
0 CREDENTIALS	**50** CREDENTIALS

Grand opening!

WILLIAMSON INNOVATION PARK
YOUNGSTOWN STATE UNIVERSITY

February, 2025

April 29, 2025

June 21, 2025

July 28-August 1, 2025

Lab/Educational Building

Drone Flying Show Case
YSU - ESC

Scouts Merrit Badge

Aviation Adventures Camp

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN STATE UNIVERSITY

stem

College of Science, Technology, Engineering & Mathematics

STEM PROFESSIONAL SERVICES

STEM K-12 Outreach

STEM K-12 Outreach collaborates with campus and community partners and school districts to provide on and off-campus opportunities for the K-12 community to interact with the College of STEM with the goal of increasing STEM awareness and building a pipeline into STEM degrees.

2023 – Present

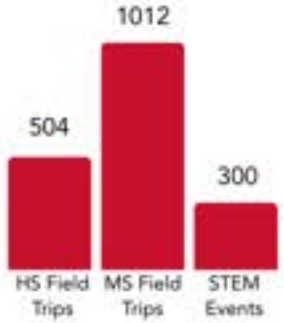
Outreach

22 HS Field Trips

14 MS Field Trips

8 STEM Events

K-12 Participants



29 OH and PA schools sent students to on-campus STEM events and field trips

51 Off-Campus Events

60+ school districts

6000+ student contacts

STEM K-12 Outreach connected with students in Ohio and Pennsylvania through off-campus classroom visits, STEM nights, college fairs and community events

Engagement

Williamson & Watanakunakorn Summer Research Internship Program

High school seniors and incoming freshmen earned internship credit and were paid for their work.

12 RESEARCH INTERNS
6 YSU FACULTY MENTORS

Choose Ohio First Summer Math Bridge Program

Students planning to major in STEM who need a boost in math readiness participate in this 4-week camp.

24 STUDENTS PARTICIPATED
1600 CONTACT HOURS

Howmet Bridge to College Program

A **$20,000** grant from the Howmet Aerspace Foundation supported programming to increase enrollment and retention for at-risk populations.

10 STUDENTS PARTICIPATED
9 ENROLLED IN STEM

Williamson Innovation Park

Officially launched in April 2025, the 165 acre park focuses on K-12 STEM outreach while also providing a unique off-campus location for faculty research and student organization development.

1 Drone Showcase

3 Summer Camps

226 Student Contacts

21 School Districts Represented

WILLIAMSON INNOVATION PARK
YOUNGSTOWN STATE UNIVERSITY

21 INDUSTRY AND COMMUNITY PARTNER COLLABORATIONS

KPI's of Success

WEI Synchronized with

YSU Strategic Plan: Taking Charge of out Future: 2020 and Beyond

GOAL: CONDUCT AND SUPPORT RESEARCH THAT PROVIDES RELEVANT AND MEANINGFUL EDUCATIONAL EXPERIENCES FOR STUDENTS AND FACULTY THAT ADDS VALUE TO AREA CITIZENS AND REGIONAL PARTNERS

Strategy: Identify areas of research, service, and scholarship, in alignment with the Excellence Training Center (ETC) at Kohli Hall, that focus on teaching and life-long learning and community engagement

January, 2024

6467
PEOPLE

The Excellence Training Center has hosted 125 different events that have brought in more than 6000 people since the Grand Opening

304
COMPANIES

Throughout the Mahoning, Trumbull, Columbiana and multiple neighboring counties, over 300 unique companies have come through the facility.

470
WORKFORCE CREDENTIALS

Issued at the ETC

154 K-12 Certificates of Participation

Totaling 624 credentials since July 2021

2019+

YSU Students have taken classes at the

The ETC has hosted 89 for-credit classes including STEM First Year Engineering, FANUC Robotics and Machining.

2041
K-12 STUDENTS

More than 400 students from area schools have toured the ETC exploring STEM degree opportunities and alternative educational pathways in 2023

YOUNGSTOWN STATE UNIVERSITY

KPI's of Success

WEI Synchronized with

YSU Strategic Plan: Taking Charge of out Future: 2020 and Beyond

GOAL: CONDUCT AND SUPPORT RESEARCH THAT PROVIDES RELEVANT AND MEANINGFUL EDUCATIONAL EXPERIENCES FOR STUDENTS AND FACULTY THAT ADDS VALUE TO AREA CITIZENS AND REGIONAL PARTNERS

Strategy: Identify areas of research, service, and scholarship, in alignment with the Excellence Training Center (ETC) at Kohli Hall, that focus on teaching and life-long learning and community engagement

2024 and Beyond

July 31, 2025

8628+
PEOPLE

The Excellence Training Center has hosted 177 different events that have brought in more than 8000 people since the Grand Opening.

339
COMPANIES

Throughout the Mahoning, Trumbull, Columbiana and multiple neighboring counties, over 300 unique companies have come through the facility.

1595
WORKFORCE CREDENTIALS

Issued at the ETC

187 K-12 Certificates of Participation

Totaling 1782 credentials since July 2021

205
Online Classes

The Excellence Training Center has had over 200 Advanced Manufacturing online classes

2327+

YSU Students have taken classes at the

The ETC has hosted 104 for-credit classes including STEM First Year Engineering, FANUC Robotics and Machining.

2602
K-12 STUDENTS

More than 2000 students from area schools have toured the ETC exploring STEM degree opportunities and alternative educational pathways.

15
SCHOOL DISTRICTS

Bridge the Gap between K-12 and STEM4.0

YOUNGSTOWN STATE UNIVERSITY

Goals 6-6-2024 (BOT)

Most of this funding had to be used for financial cleanups

Title: *Continued education (Revenue Producing)*

FOAP: *112013-140601-XXXXXX-12 (ETC)*

Units	Role	Return on Investment	FY 23	FY 24	FY 25-28
Commercial	Low volume productions, prototyping, testing, regional manufacturing support	Produces revenue generated dollars supporting ETC operations	$457,388	$433,539	$1,500,000

Predictions made 6-6-24

Goal: $1,000,000 by the end of FY 25

Actual: $943,739 by the end of FY 25 (non-credit instructional fees)*

Appendix A: Evidence and detailed breakdown

YOUNGSTOWN STATE UNIVERSITY

Important reminder: WEI needs to be self sustaining!

$26 Million: 'Youngstown Innovation Hub for Aerospace and defense' located at YBI

YSU through WEI is a partner and received $1.8 million

Funding to be used for:

- ***Paying for internships for companies that will be at the HUB at YBI***
- ***Paying for YSU student pursuing certification through WEI***
- ***Paying for Graduate students working on research projects for companies th[illegible] vill be located at the HUB in YBI***

YOUNGSTOWN STATE UNIVERSITY

KPI's of Success

WEI Synchronized with

YSU Strategic Plan: Taking Charge of out Future: 2020 and Beyond

GOAL: CONDUCT AND SUPPORT RESEARCH THAT PROVIDES RELEVANT AND MEANINGFUL EDUCATIONAL EXPERIENCES FOR STUDENTS AND FACULTY THAT ADDS VALUE TO AREA CITIZENS AND REGIONAL PARTNERS

Strategy: Identify areas of research, service, and scholarship, in alignment with the Excellence Training Center (ETC) at Kohli Hall, that focus on teaching and life-long learning and community engagement

January, 2024

Overview

As we wrap up 2023, YSU's IT Workforce Accelerator has been officially launched and is settling into Silvestri Hall. We have begun to lay the foundation for growth and impact. Our focus has been on establishing a sustainable model, expanding credentialing opportunities, and aligning with regional workforce demands. These efforts set the stage for even greater expansion and innovation in 2024 as we continue to strengthen our role in workforce development.

417
CREDENTIALS ISSUED
Through ITWA

**Formally IT, Business, and Professional Skill focused areas.*

0
COMPANIES

We look forward to welcoming companies from Mahoning, Trumbull, Columbiana, and other neighboring counties.

0
VISITORS

The IT Workforce Accelerator moved into Silvestri Hall in October 2023.

0
CREDENTIALS ISSUED
through ITWA/WCBA Ohio EIP collaboration
**In planning phase.*
Class to start Spring 2024

YOUNGSTOWN STATE UNIVERSITY

KPI's of Success

WEI Synchronized with

YSU Strategic Plan: Taking Charge of out Future: 2020 and Beyond

GOAL: CONDUCT AND SUPPORT RESEARCH THAT PROVIDES RELEVANT AND MEANINGFUL EDUCATIONAL EXPERIENCES FOR STUDENTS AND FACULTY THAT ADDS VALUE TO AREA CITIZENS AND REGIONAL PARTNERS

Strategy: Identify areas of research, service, and scholarship, in alignment with the Excellence Training Center (ETC) at Kohli Hall, that focus on teaching and life-long learning and community engagement

2025 and Beyond

IT Workforce Accelerator Training Center

January, 2025

ITWA is driven by grant funding

New

2025 and beyond

ITWA will offer training modules on 'AT' = ATWA

Important reminder: WEI needs to be self sustaining!

YOUNGSTOWN STATE UNIVERSITY

KPI's of Success

WEI Synchronized with

YSU Strategic Plan: Taking Charge of out Future: 2020 and Beyond

GOAL: CONDUCT AND SUPPORT RESEARCH THAT PROVIDES RELEVANT AND MEANINGFUL EDUCATIONAL EXPERIENCES FOR STUDENTS AND FACULTY THAT ADDS VALUE TO AREA CITIZENS AND REGIONAL PARTNERS

Strategy: Identify areas of research, service, and scholarship, in alignment with the Excellence Training Center (ETC) at Kohli Hall, that focus on teaching and life-long learning and community engagement

2025 and Beyond

June 30, 2025

Current Overview

YSU's Advanced Technology Workforce Accelerator (ATWA) is a vital connector within YSU's Workforce Education and Innovation (WEI) strategy, linking the Excellence Training Center and ATWA to deliver a unified approach to workforce readiness. Through innovative partnerships with employers, workforce organizations, and technology leaders, we align training with high-demand skills and expand direct pathways to employment.

With enhanced career services, currently through community partner, NCUS, and a commitment to engaging untapped talent, ATWA supports individuals from training to high-quality careers. As technology and industry evolve, so do we, integrating IT, OT, advanced wireless, and Industry 4.0 applications to ensure our programs remain relevant, future-focused, and a driver of economic growth.

Looking ahead, FY 2026 will focus on deepening industry engagement, leveraging Salesforce to strengthen employer relationships and track outcomes, and strategically expanding and aligning programs to meet emerging workforce needs with precision and impact.

682
CREDENTIALS ISSUED
through ATWA

446
VISITORS

ATWA has hosted multiple events, classes, and visits that have brought in more than 400 people.

48
COMPANIES

ATWA has engaged with over 48 companies.

4
INDUSTRY SECTORS SERVED

High-demand sectors impacted include: Broadband & Telecommunications, Advanced Wireless & Industry 4.0, Cybersecurity, Information Technology / Cloud Computing

30%
JOB PLACEMENT RATE

Career services are delivered in partnership with NCUS, with job placement rates currently based on graduates of the Fiber OpTIC Path Bootcamp.

YOUNGSTOWN STATE UNIVERSITY

KPI's of Success

WEI Synchronized with

YSU Strategic Plan: Taking Charge of out Future: 2020 and Beyond

Workforce
Education & Innovation
Youngstown State University

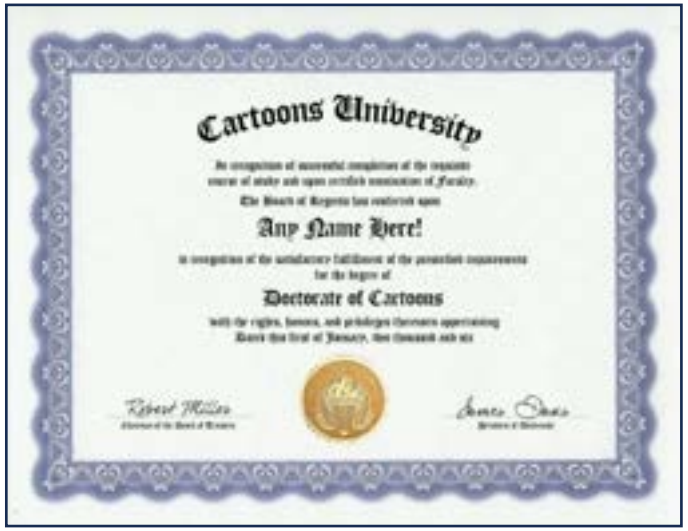
GOAL: DEVELOP A CULTURE OF ASSESSMENT THAT ENSURES THE QUALITY OF ACADEMIC PROGRAM MAJORS, MINORS, AND OTHER CREDENTIALS

Strategy: Develop a mechanism to continually identify, assess, and implement new academic programs, badges, credentials, certifications or coursework integration

GOAL: ESTABLISH UNIVERSAL LEARNING OUTCOMES TO ENHANCE THE VALUE OF A YSU DEGREE

Strategy: *Revise General Education Requirements to reflect the learning outcomes approved by Academic Senate*

2024 and Beyond



YOUNGSTOWN STATE UNIVERSITY

Industry-Recognized Credentials → Ohio Department of Higher Education → **College Credit**

YOUNGSTOWN STATE UNIVERSITY

Credential	Credential Name	YSU Appr Course	YSU Course Name
ITIR001	Industrial Robotics	MET 4860+L (3Cr)	Robotics Technology
ITEET022	PLCs and automation	EET 3712+L (3 Cr)	Programmable Logic Controllers
ITMET005	Computer Aided Design	CCET 1503, 1504 (3 Cr)	CAD Technology & Drafting and Plan Reading
ITITN017	IT Networking	CSIS 3782 (3 Cr)	Cisco Academy Networking 1
ITITN018	IT Networking	CSIS 3783 (3 Cr)	Cisco Academy Networking 2
ITITN002	CompTia Network+	CSIS 3723 (3 Cr)	Networking concepts and administration

To be submitted

In Progress

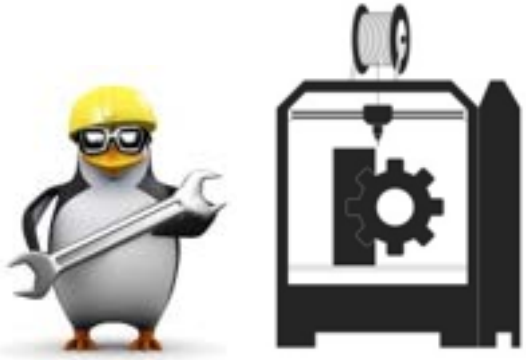
YOUNGSTOWN STATE UNIVERSITY

UPDATE NEW PROJECTS

YOUNGSTOWN STATE UNIVERSITY

- Director of Driving School: Brian Beckett
- Homebase is Youngstown, with offerings in Steubenville
- We have two trucks donated (automatic) + tanker trailer
- Purchased 2 trucks (old EGCC); 1 manual, 1 automatic
- fuel and truck maintenance have been donated
- Hoping to start Summer 2025
  - August 18; first class

- AAS Aviation Curriculum to the State/HLC
- Youngstown-Warren Regional Airport - Jets
- Hoping t art late Spring Semester 2026



America Makes

OAA support

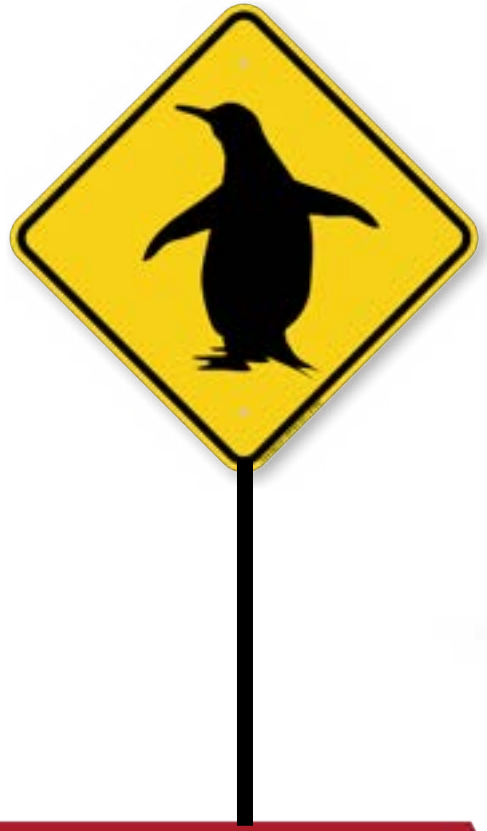
- $2,000,000 3D-printing material at EGCC – Youngstown Campus
- Transferred successfully to WEI and located at the ETC
- Integrated in STEM Programs/Courses
- Training
- K-12 Summer camps
- Creation of YAMIC
  - Youngstown Additive Manufacturing Innovation Center

YOUNGSTOWN STATE UNIVERSITY

- AAS Welding approved by HLC and ODHE
- We do not have access to the equipment at EGCC
- We obtained the funding via Rapids 7, still missing PPE
- Working out the details for a location
- Hoping to start late Fall Semester 2025

- AAS Machining approved by HLC and ODHE
- We have ownership of the equipment in ETC or Steubenville
- Similar situation for Industrial Maintenance Equipment

YOUNGSTOWN STATE UNIVERSITY



YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO AMEND
THE BYLAWS OF THE
BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY

WHEREAS, the Board of Trustees of Youngstown State University is a self-governing body established under Chapter 3356 of the *Ohio Revised Code;*

WHEREAS, the Board of Trustees has adopted *Bylaws of the Board of Trustees of Youngstown State University* (the *"Bylaws")* regarding its governance and policies regarding its procedures;

WHEREAS, a motion was made and seconded at the June 23, 2025 meeting of the Governance Committee of the Board to amend the Bylaws to align trustee terms to be the term as appointed by the governor;

WHEREAS, this is the second reading of the proposed adjustments to the Bylaws.

NOW, THEREFORE, BE IT RESOLVED, that effective immediately, the Board of Trustees of Youngstown State University does hereby amend its *Bylaws* as shown attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026 -

3356-1-01 Bylaws.

(A) Article I. Definitions.

(1) "Board" means the board of trustees of Youngstown state university.

(2) "University" means Youngstown state university.

(3) "Chairperson" means the chairperson of the board of trustees of Youngstown state university.

(4) "Vice chairperson" means the vice chairperson of the board of trustees of Youngstown state university.

(5) "Trustee" means a member of the board appointed for a term ~~of nine years, or for the remainder of such a term,~~ by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.

(6) "Student trustee" means a student member of the board appointed by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.

(7) "President" means the president of Youngstown state university.

(8) "Secretary" means the secretary to the board of trustees of Youngstown state university.

(9) "Designee" means a member of the university's administrative office(s).

(B) Article II. Meetings.

(1) Regular meetings.

(a) The board shall meet no less than four times each year, and at such other times as may be necessary for the best interests of the university. Meetings shall be called at such times as the board prescribes, provided, however, that meetings will usually be held in the months of September, December, March, and June. At the time of the

adjournment of each meeting, the board shall provide, by resolution, the date, time, and place for holding the board's next regular meeting. No less than five days prior to the date of a regular meeting, the secretary, or designee, shall provide written notice of said meeting to every member of the board. Notices may be hand-delivered or sent via facsimile, electronic mail, or by first class mail to the residence or business address of a board member.

(b) Any board member may waive notice of a regular meeting. Attendance of a board member at a regular meeting shall constitute a waiver of notice of the regular meeting.

(2) Special meetings.

(a) Special meetings of the board may be called by written request (the "Call") signed by the chairperson, the president, or by three trustees, and delivered to the secretary. The "Call" for a special meeting shall specify the date, time, place, and purposes thereof, although other business than that specified in the "Call" may be considered at any such meeting. Upon receipt of a call for a special meeting, and no less than forty-eight hours prior to the time of commencement of the special meeting, the secretary, or designee, shall provide notice of the special meeting to every member of the board and to the president. Notice of a special meeting shall include the date, time, place, and purposes thereof, as set forth in the "Call." Notice of a special meeting may be given in oral or written form and may be given directly to the board member by telephone or direct conversation, or by facsimile, hand delivery, electronic or first-class mail sent to the board member's residence or place of business.

(b) Any board member may waive notice of a special meeting. Attendance of a board member at a special meeting shall constitute a waiver of notice of the special meeting.

(3) Emergency meetings. In the event of an emergency wherein the best interests of the university require immediate official action by

the board, the chairperson (or in his or her absence or disability, the vice chairperson) or the president (or in his or her absence, the provost of the university) may call an emergency meeting of the board. In such event, all reasonable effort shall be made to schedule the emergency meeting in order to permit all of the members of the board to attend the emergency meeting. In such event, all reasonable effort shall be made to notify all of the members of the board of the date, time, place, and nature of the emergency requiring immediate official action.

(4) Place of meetings.

(a) All regular and special meetings of the board shall be held on university property or through YSU supported technology as provided by law, or on rare occasions off-campus, but with easy access to the public, if circumstances warrant as determined by the chairperson and the president and as provided by law. The place of all board meetings shall be specified in the notice of the meeting.

(b) Emergency meetings of the board shall be held on university property unless, in the judgment of the person or persons making the "Call," the circumstances creating the emergency render a meeting on university property either physically impractical or infeasible.

(5) Quorum.

(a) A majority of the trustees, when duly convened pursuant to university bylaws, shall constitute a quorum for the transaction of business at any meeting of the board. Student trustees shall not be considered in the determination of a quorum. If less than a majority of the trustees are present at, or at any time during said meeting, a majority of the trustees present may adjourn the meeting from time to time without further notice. When, upon reconvening any such adjourned meeting, and with a quorum present, any business may be transacted which might have been transacted at the meeting as originally notified.

(b) At any meeting where a quorum is present, a majority vote of those present and voting shall be required for any official action by the board, except as otherwise permitted by law or by the bylaws contained in this rule.

(c) A trustee may abstain from voting on a matter. A trustee that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Trustees having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.

(6) Organization of meetings.

(a) At each meeting of the board, the chairperson, or in the chairperson's absence, the vice chairperson, or in the absence of both, a chairperson pro tempore, chosen by a majority of the trustees present, shall preside. The secretary, or in the secretary's absence, any person appointed by the chairperson, shall keep the minutes of the meeting, and otherwise perform the duties of secretary of the meeting.

(i) The minutes shall be developed as prescribed by law and include information that provides perspectives regarding decisions made by the board as well as demonstrate the board is proactive in its responsibilities to both the state of Ohio and in consideration of the continuing accreditation of the university.

(ii) The minutes shall be maintained on the university's board of trustees website in addition to those also maintained via the Maag library in accordance with laws and/or policies associated with records retention.

(iii) Minutes shall be prepared and provided to the board as soon as practicable after each board meeting in

order that members may appropriately review and approve the minutes.

(7) Order of business. The order of business at all regular and special meetings of the board shall be as follows:

(a) Roll call.

(b) Proof of notice of meeting.

(c) Disposition of minutes.

(d) Presentation(s) from the university community (optional).

(e) Report of the president.

(f) Report of the committees of the board.

(g) Communications and memorials.

(h) Unfinished business.

(i) New business.

(j) Chairperson's remarks and requested additional president's remarks as chosen to be offered.

(k) Election of board officers (as pertinent).

(l) Time and place of next regular meeting of the board.

(m) Adjournment.

(8) Parliamentary procedure. Questions of parliamentary procedure shall be resolved in accordance with "Robert's Rules of Order." The secretary, or designee, shall serve as the board's parliamentarian.

(9) Procedures for presentation of items to be considered.

(a) Any proposed action introduced by a board member which would substantially affect university policy shall be presented to the chairperson prior to the meeting at which the matter is to be considered by the board. The proposed action shall be submitted in sufficient time to allow the chairperson to assign the proposed action to an appropriate board committee to review such action and to make whatever recommendations to the full board the committee deems to be appropriate.

(b) The annual budget and all other major questions of university policy recommended by the president shall be presented to each member of the board prior to the meeting at which the matter is to be considered by the board. The proposed action shall be submitted in sufficient time to allow the appropriate board committee to review such action and to make whatever recommendations to the full board it deems to be appropriate.

(c) Any business to be presented to the board by other than a board member or the president shall be submitted in writing to the chairperson, who shall refer it to the appropriate board committee for consideration and possible action. The chairperson may direct that such business be placed on the agenda.

(10) Public notice of meetings.

(a) Public notice of all board meetings shall meet or exceed that required by Ohio law, section 121.22 of the Revised Code.

(b) Any person or news medium may ascertain the time and place of all regularly scheduled board meetings and the time, place, and purpose of all special board meetings by contacting university communications or on the internet at board of trustees website. The local media, and other interested parties, will be made aware of upcoming

meetings of the board when requesting such notification by contacting the office of communications.

(C) Article III. Officers and organizations.

(1) Powers of the board. The board shall have the power, not inconsistent with law or university bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the university. No individual trustee, student trustee, or committee of the board shall have authority to commit or bind the board or the university to any policy, action, or agreement unless specifically authorized by action of the board.

(2) Officers of the board. The officers of the board shall be the chairperson, the vice chairperson, and the secretary. The board may appoint such other officers or employees as the interests of the university require. Such officers and employees shall have such authorities, and shall perform such duties, as may be prescribed by the board.

(3) Qualifications, election, and term of office. The chairperson and vice chairperson shall be trustees. The qualifications of all other officers shall be determined by the board. The officers of the board shall be annually elected by the trustees at the board's last regular meeting of the university's fiscal year. Newly elected officers shall take office immediately following adjournment of the meeting at which they are elected and shall hold their offices until their successors are elected.

(4) Chairperson. The chairperson, when present, shall preside at all meetings of the board and perform generally all duties incident to the office of the chairperson and such other duties as may be assigned to the chairperson by the board. Unless contrary to board policy or the bylaws contained in this rule, the chairperson may assign any of the chairperson's duties to another trustee.

(5) Vice chairperson. In the event of a temporary vacancy in the office of the chairperson or at the request of the chairperson, or in the event of temporary absence or disability of the chairperson, the vice chairperson shall perform all the duties of the chairperson and,

while so acting, shall have all the power and authority of, and be subject to the restrictions upon, the chairperson.

(6) Secretary. The secretary, or designee, shall prepare minutes of all meetings and proceedings of the board. The secretary, or designee, shall give notice of all meetings of the board, when required by the provisions of Article II and the appropriate sections. The secretary, or designee, shall serve as the board's parliamentarian. At the last regular meeting of the university's fiscal year, the secretary shall submit a written report of board member attendance at board and committee meetings for the preceding year. The secretary shall perform such other duties as from time to time may be assigned to the secretary by the board or the chairperson.

(7) Attorney general. The attorney general of the state of Ohio shall be the legal advisor to, and represent, the university and/or the board in all matters civil or criminal involving the university of the board.

The general counsel of the university is a member of the Ohio attorney general's office and represents the board of trustees on behalf of the state of Ohio.

(8) Removal of board officers. Any officer of the board may be removed as such officer at any time, either with or without cause, by resolution adopted by not less than six trustees at any regular meeting of the board. Any officer may be removed as such officer, either with or without cause, by resolution adopted by not less than six trustees at any special meeting of the board, provided that such removal action was indicated on the notices of such special meeting.

(9) Student trustees. Section 3356.01 of the Revised Code provides for appointments of two students to the board but provides that student trustees shall have no voting power on the board, that student trustees shall not be considered as members of the board in determination of a quorum, and that student trustees shall not be entitled to attend executive sessions of the board.

(10) Permanent vacancies. In the event of a permanent vacancy in the office of the chairperson or vice chairperson, the remaining

trustees may elect a successor to fill such permanent vacancy. What constitutes a "permanent vacancy" shall be determined by the board.

(11) Board orientation.

(a) There shall be at least annually a board orientation developed specifically for onboarding new members of the board but will be open to all board members to attend.

(b) The orientation shall include the chair, vice chair, secretary, and president and the executive officers of the university as well as any other individual invited to present at and/or attend the orientation.

(c) The orientation should be constructed in such a fashion that new board members in particular can more easily and rapidly engage themselves fully in all matters before the board as specified in university bylaws and otherwise specified by law.

(d) Orientation may be comprised of various types and levels of engagement and interactions that optimally served the purpose of the orientation session(s).

(12) Ethics training. The board, executive officers of the university and other invited members of the administration's leadership will annually engage in ethics training.

(D) Article IV. Board committees.

(1) Membership. All trustees and student trustees shall be voting members of all board standing committees, unless otherwise provided by university bylaws.

(2) National/global trustees. In order to take advantage of the diverse talents, resources, and experiences of friends and alumni of the university who can contribute to the current and future success of the university, the position of national/global trustees has been established in accordance with the following guidelines, to which exceptions can be made:

(a) The board may nominate and appoint persons to the position of national/global trustee. National/global trustees shall be nominated and appointed by the board of trustees on the basis of one or more of the following criteria: success in chosen field or business; state or national prominence; ability to serve as an advocate for higher education; ability and willingness to offer advice to the board and university president and/or demonstrated support for Youngstown state university.

(b) There shall be no more than three persons serving in the position of national/global trustee at any one time. National/global trustees shall serve staggered terms such that no more than one such position expires in a calendar year.

(c) Each national/global trustee shall be appointed for a three year term and shall be eligible to serve a second consecutive three year term. A national/global trustee that has served two consecutive terms shall not be eligible for reappointment as a national/global trustee until not less than one year has passed since the conclusion of his or her term as a national/global trustee.

(d) National/global trustees shall have no voting privileges on the board, shall not be considered in determining whether a quorum is present and shall not be eligible to be an officer of the board, but may otherwise participate in all activities of the board.

(e) National/global trustees shall not be compensated for their service but shall be paid their reasonable and necessary expenses in the same manner that applies to trustees.

(f) National/global trustees shall follow the Ohio ethics laws, including those set forth in Chapter 102. and sections 2921.42 and 2932.43 of the Revised Code, the board's bylaws and university policy.

(g) National/global trustees shall be appointed by board action after nomination by the governance committee of the board in accordance with the process described for the nomination and election of board officers set forth in the bylaws contained in paragraph (D)(6)(i) of this rule.

(h) National/global trustees may be removed by a majority vote of the board.

(i) A trustee may serve as a national/global trustee, but cannot be appointed to serve as a national/global trustee until at least one year after the board member's term as a trustee has ended.

(j) An employee or former employee of the university may serve as a national/global trustee but cannot be appointed to serve as a national/global trustee until at least one year after that person's compensated service to the university has ended.

(k) National/global trustees shall be entitled to legal defense and indemnification against claims and liabilities that might arise from the performance of their duties on behalf of the board to the fullest extent permitted by Ohio law. In addition, the national/global trustees will be considered a "volunteer" for purposes of coverage under the university's liability insurance.

(3) Committee chairperson and vice chairperson. The chairperson shall appoint the chairperson and vice chairperson of each standing committee, and members of such committees that are not otherwise composed of all of the trustees or as otherwise set forth herein, subject to the approval of the board. Committee chairpersons and vice chairpersons shall be trustees.

(4) Quorum and conduct of committee meetings.

(a) Five members of a standing committee shall constitute a quorum, unless otherwise provided. A majority of the members of subcommittee of a standing committee shall

constitute a quorum, unless otherwise provided. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the committee or subcommittee. However, regardless of the existence of a quorum in number, at least one of the following four persons must be present at a committee or subcommittee meeting in order for the committee to conduct business:

(i) The chairperson;

(ii) The vice chairperson;

(iii) The (sub)committee chairperson; or

(iv) The (sub)committee vice chairperson.

A committee member may abstain from voting on a matter. A committee member that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Committee members having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.

(b) A majority of the members of a special or ad hoc committee, including any student trustees, shall constitute a quorum. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the special or ad hoc committee.

(c) The board and university administration will mutually develop committee agendas, with the chairperson having authority to approve all final agendas.

(5) Rules. Each committee may adopt rules for its own governance not inconsistent with university bylaws or any rule adopted by the board.

(6) Standing committees. The board's standing committees, and their respective duties and areas of responsibility, shall be as follows:

(a) Academic excellence and student success committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Academic policies which provide for and govern faculty teaching, research, and service;

(b) Establishment of new academic programs, changes in or deletions of existing academic programs, and the issuing of certificates or the granting of degrees;

(c) Policies which provide for and govern retention, persistence, progress, and graduation, including but not limited to, diversity issues and general education requirements;

(d) Policies which provide for and govern student housing and student life;

(e) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee; and

(f) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those academic and administrative departments within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(a)(ii) of this rule, or as assigned by the board or its executive committee.

(iv) Provided that he or she is a member of the university faculty, the chair of the YSU academic senate shall be a nonvoting member of the committee. In the event that the chair of the YSU academic senate is not a member of the university's faculty, then the faculty member holding the highest-ranking position within the YSU academic senate leadership shall hold this position. This position shall not count toward the determination of a quorum of the committee.

(b) Institutional engagement committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern student recruitment, financial aid, orientation and enrollment, including but not limited to, integrated marketing, yield, scholarship optimization, and career success.

(b) Policies that provide for and govern the external relationships established by or required of the university, excluding matters assigned to other of the board's standing committees;

(c) Policies that provide for and govern university fundraising, including but not limited to, institutional advancement through the YSU foundation, the YSU research foundation, the annual fund, capital campaigns, special projects and solicitations;

(d) The Youngstown state university development agreement between the university and the YSU foundation.

(e) Policies that provide for and govern continuing university relations with its graduates, including but not limited to, alumni associational activity;

(f) Policies that provide for and govern university operations directed toward effective communications, public relations, marketing, and the enhancement of community goodwill;

(g) Policies that provide for and govern university public service in, and partnerships with, the larger community, or segments thereof, including but not limited to, those relationships which are contractual; policies which provide for and govern university intergovernmental relationships, including but not limited to, those with the city of Youngstown, Mahoning county, as well as with agencies and departments of state and federal governments;

(h) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee; and

(i) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(b)(ii) of this rule, or as assigned by the board or its executive committee.

(c) Finance and facilities committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Financial and budgetary policies, including but not limited to, the annual operating budget, and the capital improvement budget;

(b) Policies governing debt instruments issued by the university;

(c) The financial and budgetary impact of major agreements, contracts, programs, plans or initiatives to be recommended to the board by any standing, ad hoc, or special committee, including but not limited to, recommendations regarding university personnel, insurance, and donations;

(d) The acquisition of real property by purchase, gift, or otherwise; the disposition of real property; the acquisition or disposition of

significant property broadly classified as technology;

(e) Major projects, including but not limited to, the construction, demolition, or remodeling of facilities, and, as appropriate, the selection of architects and engineers;

(f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the finance and facilities committee;

(g) Policies as related to the health of the campus community particularly related to current or emerging health crises; and

(h) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the finance and facilities committee, including but not limited to, the conduct, and scrutiny of the auditor's work product, of the annual audit, as well as any special audits, undertaken by:

(a) The university's internal auditor;

(b) External auditors; and

(c) State auditor.

Auditor's work product includes findings, management letters, and all other relevant documentation.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(c)(ii) of this rule, or as assigned by the board or its executive committee.

(iv) The finance and facilities committee will include the following subcommittee:

(a) Audit subcommittee.

(i) The audit subcommittee, chaired by the chairperson of the finance and facilities committee, will be composed of the chairperson and four additional trustees who will be appointed annually by the chairperson of the board. As appropriate, when receiving and considering certain audit reports, the president may be excused from the subcommittee proceedings.

(ii) The audit subcommittee will meet at least once annually and perform those duties as assigned by the finance and facilities committee relative to the bylaws contained in paragraph (D)(6)(c)(ii) of this rule. The subcommittee will report its findings and recommendations to the finance and facilities committee.

(d) Investment committee.

(i) To consider those matters that warrant board attention or require board action relating to:

Section 3345.05 of the Revised Code, to exercise the authority and responsibility provided by law including but not limited to:

(a) Policies governing investments issued by the university;

(b) Custody and investment of any funds which are now under or may in the future come under control of the board of trustees.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(d)(ii) of this rule, or as assigned by the board or its executive committee.

(e) Intercollegiate athletics committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern the university's participation in intercollegiate athletics;

(b) Personnel matters; however, approval of personnel actions will occur in the university affairs committee;

(c) Policies that provide for the effectiveness of the NCAA compliance program;

(d) Policies that provide for the effectiveness of ensuring and promoting the academic,

health, and social welfare of student-athletes;

(e) Policies that assure the effectiveness of implementing the committee's endorsed budget;

(f) Academic performance and progress of student-athletes annually;

(g) Governance policies related to intercollegiate athletics;

(h) The president's proposed approach to the selection of and term of service of the NCAA faculty representative(s);

(i) Comparison of benchmarks that have been mutually agreed upon by the president and the director of intercollegiate athletics and endorsed by the committee; and

(j) The faculty NCAA athletics representative(s) in serving as a liaison between the academic enterprise and the intercollegiate athletics department and receives the yearly update provided to the academic senate.

(ii) The faculty representative(s), as specified in rules 3356-6-02 and 3356-6-03 of the Administrative Code (university policies 3356-6-02 and 3356-6-03), shall be a nonvoting member(s) of the committee. This (these) position(s) shall not count toward the determination of a quorum of the committee.

(iii) To assist the board in the exercise of its oversight responsibilities relating to those administrative

departments and functions within the purview of the committee.

(iv) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(e)(iii) of this rule, or as assigned by the board or its executive committee.

(f) University affairs committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern the internal administrative operations of the university, excluding matters assigned to other of the board's standing committees;

(b) Policies that provide for and govern university employment where collective bargaining agreements apply, including but not limited to, oversight of the collective bargaining process and labor negotiations with unions representing university employees;

(c) Policies that provide for and govern university employment exempt from collective bargaining agreements, including but not limited to, oversight of contractual arrangements with exempt personnel;

(d) Policies that provide for equal opportunity standards and govern equal opportunity practices in university employment and operations, including but not limited to, implementation of affirmative action initiatives;

(e) Policies that provide for the acquisition, development, access, and use of electronic technology; and

(f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(f)(ii) of this rule, or as assigned by the board or its executive committee.

(g) Workforce education and innovation committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for the optimal utilization and effectiveness of all areas pertaining to workforce education and innovation;

(b) Policies that provide for optimal alignment of initiatives and activities associated with job entry and career advancement;

(c) Policies that optimize institutional engagement with local, regional, statewide and national workforce education and innovation initiatives;

(d) Policies that optimize the potential to monetize activities and initiatives across the

education for workforce entry and career advancement spectrum;

(e) Policies that provide for and govern the university's participation in initiatives related to education for career entry and work advancement;

(f) Personnel matters; however, approval of personnel actions will occur in the university affairs committee; and

(g) Annual financial report to the full board of trustees.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(g)(ii) of this rule, or as assigned by the board or its executive committee.

(h) Executive committee.

(i) The membership of the executive committee shall consist of the chairperson (presiding), the vice chairperson, and the chairpersons of the academic excellence and student success committee, the institutional engagement committee, the finance and facilities committee, the investment committee, the intercollegiate athletics committee, and the university affairs committee. The executive committee will consider those matters that warrant board attention or require board action relating to:

(a) Matters relevant to the employment, assessment and compensation of the president, with recommendation to the board, as appropriate, for its attention or action; for purposes of this consideration, the president may be excused from the committee's proceedings;

(b) Matters relative to the employment, assessment and compensation of the secretary, if determined by the board to be necessary, with recommendation to the board, as appropriate, for its attention or action; for purposes of this consideration, the secretary may be excused from the committee's proceedings;

(c) Matters not within the assigned purview of any board standing, ad hoc, or special committee; the executive committee will report on such matters, as appropriate, to the board for its attention or action;

(d) Special assignments of particular matters, not clearly within the purview of any board committee, to one of the board's standing, ad hoc, or special committees; the designated committee will be instructed to report either to the executive committee or to the board;

(e) Resolution of jurisdictional ambiguities between or among the board's standing, ad hoc, or special committees; and

(f) Other matters as appropriate to an executive committee, or as assigned by the board.

(i) Governance committee.

(i) The governance committee shall be chaired by the chairperson, except as otherwise provided herein, and will meet on an as-needed basis to:

(a) Consider proposed changes in the bylaws of the board, with recommendation to the board, as appropriate, for its attention or action;

(b) Consider proposed changes in board and committee procedures, in full or in part, not stipulated in the bylaws, including but not limited to, scheduling, administrative staff participation or assistance, etc., with recommendation to the board, as appropriate, for its attention or action;

(c) Any institutional mission statement, strategic or master plans, with recommendation to the board, as appropriate, for its attention or action;

(d) Develop and schedule board advances, workshops, seminars, orientation programs, and other special events, with recommendation to the board, as appropriate, for its attention or action;

(e) Provide for periodic board self-evaluation and assessment;

(f) Elect officers annually through a nomination process at its next to last regularly scheduled quarterly meeting of the university's fiscal year. When the governance committee is engaged in the making of nominations, it will, at the request of the chair of the committee to avoid a conflict of interest in the process, be chaired by the trustee whose term is expiring and is therefore not eligible

to serve as an officer. When the governance committee is engaged in the making of nominations, the president of the university may be excused from the committee's proceedings;

(g) The chair will annually survey the trustees regarding their interest, willingness and qualifications to serve in leadership roles in the forthcoming term, the results of which will be presented to the next elected chair of the board; and

(h) Consider other matters as appropriate to a governance committee, or as assigned by the executive committee of the board.

(7) Ad hoc committees. The chairperson may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the university; however, an ad hoc committee shall not be appointed to consider matters which lie entirely within the purview of a standing committee. The chairperson shall determine the membership of the ad hoc committee and when the work of the ad hoc committee is completed.

(E) Article V. Administration of the university.

(1) President of the university, faculty, and staff. The board shall employ the president of the university; and shall employ, fix the compensation of, and remove employees as may be necessary. The board shall do all things necessary for the proper maintenance and successful continuous operation of the university and may act under such policies and bylaws as it may approve.

(2) Other personnel. The employment, classification, wage scales, and dismissal of all personnel, not otherwise under contract to the board of trustees, shall follow the policies established by the board and the laws of the state of Ohio.

(3) Reports to the board.

(a) Budget. At a meeting of the finance and facilities committee prior to the board's last regular meeting of the university's fiscal year, the president shall present to the board the draft budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the university's major areas of expenditure in accordance with general account classifications of the state of Ohio and shall be accompanied by a review describing the major changes.

As may be necessary, the budget may be revised from time to time by the board. After approval by the board, the budget shall govern financial transactions. The president shall establish procedures for the expenditure of all budgeted funds in accordance with the policies of the board. In administering the budget, the president may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures. Whenever income fails to meet budgeted income, the president shall present to the board for its review and approval a plan to address any anticipated shortfalls. The status of the budget shall be reported to the board at each of its regularly scheduled meetings.

(b) Revisions of fees and other charges. From time to time, but no less than annually, the president shall recommend to the board for its approval a continuation or revision of the instructional fees, tuition, general fees, and other uniform charges.

(c) Service charges. The president may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the president.

(d) Purchase of insurance.

(i) The president shall cause to have prepared and submitted to the board, at or before its first regular meeting after January first of each year, a report that tabulates all insurance policies in force, including coverage, current premiums and premiums paid during the previous two years, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, officers and directors' liability, medical and hospitalization contracts, or any other policy for the protection of Youngstown state university's personnel and property.

(ii) All insurance shall be purchased through the president or his or her designee.

(e) Inventory of real property. At the close of each fiscal year, the president shall cause to be prepared and submitted to the board, at or before its first regular meeting after September first of each year, an inventory of all real property managed, owned, leased, rented, or under option to the university. This report shall include acreage held, an estimate of land and building values, a general statement on the condition of the physical plant, and such other details as may be directed by the board or the president.

(f) Obligation of the university. At the close of each fiscal year the president shall cause to be prepared and submitted to the board a report describing the obligations of the university, financial and otherwise, the terms and conditions of repayment or satisfaction of such obligations and any security given by the university toward such obligations.

(g) Annual financial report. At the end of each fiscal year, the president shall cause to be prepared and submitted to the board, at its first regular meeting after the audit of the university has been released by the auditor of state, a comprehensive financial report. The report should summarize all financial transactions, note changes in fund

balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.

(h) Youngstown state university development service agreement. At the end of each fiscal year the president shall cause to be prepared and submitted to the board a report pertaining to the university's development functions. Said report shall include detailed information regarding the university's relationship with the YSU foundation and activities performed by the Youngstown state university development service agreement entered into between the university and the YSU foundation.

(4) Purchasing practice. All purchases by the university shall be made in accordance with the policies of the board and the laws of the state of Ohio.

(F) Article VI. University organizations.

(1) Auxiliary agencies.

(a) As recommended by the president and approved by the board, certain university operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The president shall cause to be prepared and submitted to the finance and facilities committee, at or before its first meeting after September first of each year, an annual report including an itemization of income and expenditures and a résumé of the operation for the year.

(b) Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other university purposes as directed by the president with the approval of the finance and facilities committee.

(c) The rental policies of the university as approved by the board also apply to all auxiliary activity facilities.

(G) Article VII. Instruction and degrees.

(1) Degrees and certificates.

(a) Degrees, titles, and certificates shall be awarded by the board upon recommendation of the university faculty and transmitted to the board by the president. All diplomas issued to those receiving degrees and titles from the university shall be signed by the chairperson and the president.

(b) Honorary degrees. The board will consider the conferral of honorary degrees given the recommendations to the provost by the academic senate as stipulated in its charter and the provost to the president as recommended to the board.

(c) Commencement speakers. The board will consider the selection of a commencement speaker given the recommendations to the provost by the academic senate as stipulated in its charter and the provost to the president as recommended to the board.

(H) Article VIII. Miscellaneous.

(1) Appearances before governmental offices. Subject to specific control by the board, the preparation and presentation of requests for appropriations from the state of Ohio, and all appearances, communications, and representations made on behalf of the university with all federal, state, and local government offices, boards, and agencies, shall be under the direction of the president. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.

(2) Use of university facilities. The use of university facilities shall be governed by such rules and regulations as may be promulgated by the president.

(3) Protocol for requests to address the board and/or its committees.

(a) Any and all persons desiring to address the board shall submit in writing a request for permission to address the

board. Such request shall be submitted not less than three weeks prior to the meeting of the board at which the party requests to be heard.

(b) All such requests shall be submitted to the board chairperson through the secretary to the board of trustees, by submission either directly to the secretary or through the office of the president of the university.

(c) All such requests shall state the subject of the matter to be addressed to board, the identity or identities of the person(s) who will speak to the subject matter before the board, the relationship(s) of such person(s) to the university and the matter being brought to the attention of the board, the postal and electronic mail addresses and daytime telephone number of the person(s) requesting permission to address the board.

(d) As the standing committees of the board are composed of all of the board's trustees, the board chairperson may in his or her discretion, refer any request to address the board to such committee of the board as the chairperson deems appropriate.

(e) Any presentation to the board or a committee thereof contemplated under this procedure shall not be longer than five minutes in total length. The board chairperson and/or the chair of the board committee before which such presentation is to be delivered may at any time, in his or her discretion, increase or decrease the number of persons addressing the board or committee, and/or lengthen, shorten, or cancel the time permitted for any address or presentation.

(f) The format and substance of any address or presentation to the board or its committees shall at all times remain within the bounds of relevance, civility, and decorum as shall be determined in the sole discretion of the chairperson of the body before which the matter is addressed or presented. The chairperson of that body shall at all times possess the authority to lengthen, short, or cancel, without notice or

action of the body, the time allotted to any address or presentation.

(g) No request to address the board or any of its committees shall knowingly be permitted or permitted to proceed if the substance or purpose of such address is or may be a subject of litigation, collective bargaining, employment relations involving the university, its employees, and/or students, or any other matter which is not properly within the public interest or the interest of the university.

(4) Protocol for handling letters, petitions, or other such forms of communication submitted to the board.

(a) Any such communication of a personnel nature will be considered by the appropriate committee of the board at the next regularly scheduled meeting.

(b) Communications other than personnel matters will be considered for appropriate disposition at the next agenda setting meeting for the upcoming regular meeting of the board.

If considered to be an urgent matter by the president, the board chair will be consulted to determine the appropriate next steps regarding the matter.

(I) Article IX. Bylaws, rules, and policies (promulgation, amendment, and repeal).

(1) Statement of purpose. University bylaws, including additions or amendments, outline the major administrative and governing functions of the board. Detailed rules, policies, and ordinances for the operation of the university may be enacted or amended by action of the board or may be promulgated by the president, provided such shall not conflict with policies or bylaws of the board.

(2) Rules and policies: promulgation, amendment, and repeal. Detailed rules and policies for the organization, administration, and operation of the university may be promulgated, amended, and

repealed by the board, in consideration of recommendations of the president.

(3) Amendments to bylaws.

(a) Bylaws may be altered, amended, or repealed, and new bylaws may be adopted, by affirmative vote of not less than six trustees at any regular meeting or special meeting of the board. Any proposed alteration, amendment, repeal, or adoption of all or any part of the bylaws shall first be announced at a meeting of the board (regular or special). Action on the proposal may not be taken until the next meeting of the board (regular or special).

(b) Amendments to the bylaws shall be effective upon adoption by an affirmative vote of not less than six members of the board.

3356-1-01 Bylaws.

(A) Article I. Definitions.

(1) "Board" means the board of trustees of Youngstown state university.

(2) "University" means Youngstown state university.

(3) "Chairperson" means the chairperson of the board of trustees of Youngstown state university.

(4) "Vice chairperson" means the vice chairperson of the board of trustees of Youngstown state university.

(5) "Trustee" means a member of the board appointed for a term by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.

(6) "Student trustee" means a student member of the board appointed by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.

(7) "President" means the president of Youngstown state university.

(8) "Secretary" means the secretary to the board of trustees of Youngstown state university.

(9) "Designee" means a member of the university's administrative office(s).

(B) Article II. Meetings.

(1) Regular meetings.

(a) The board shall meet no less than four times each year, and at such other times as may be necessary for the best interests of the university. Meetings shall be called at such times as the board prescribes, provided, however, that meetings will usually be held in the months of September, December, March, and June. At the time of the

adjournment of each meeting, the board shall provide, by resolution, the date, time, and place for holding the board's next regular meeting. No less than five days prior to the date of a regular meeting, the secretary, or designee, shall provide written notice of said meeting to every member of the board. Notices may be hand-delivered or sent via facsimile, electronic mail, or by first class mail to the residence or business address of a board member.

(b) Any board member may waive notice of a regular meeting. Attendance of a board member at a regular meeting shall constitute a waiver of notice of the regular meeting.

(2) Special meetings.

(a) Special meetings of the board may be called by written request (the "Call") signed by the chairperson, the president, or by three trustees, and delivered to the secretary. The "Call" for a special meeting shall specify the date, time, place, and purposes thereof, although other business than that specified in the "Call" may be considered at any such meeting. Upon receipt of a call for a special meeting, and no less than forty-eight hours prior to the time of commencement of the special meeting, the secretary, or designee, shall provide notice of the special meeting to every member of the board and to the president. Notice of a special meeting shall include the date, time, place, and purposes thereof, as set forth in the "Call." Notice of a special meeting may be given in oral or written form and may be given directly to the board member by telephone or direct conversation, or by facsimile, hand delivery, electronic or first-class mail sent to the board member's residence or place of business.

(b) Any board member may waive notice of a special meeting. Attendance of a board member at a special meeting shall constitute a waiver of notice of the special meeting.

(3) Emergency meetings. In the event of an emergency wherein the best interests of the university require immediate official action by

the board, the chairperson (or in his or her absence or disability, the vice chairperson) or the president (or in his or her absence, the provost of the university) may call an emergency meeting of the board. In such event, all reasonable effort shall be made to schedule the emergency meeting in order to permit all of the members of the board to attend the emergency meeting. In such event, all reasonable effort shall be made to notify all of the members of the board of the date, time, place, and nature of the emergency requiring immediate official action.

(4) Place of meetings.

(a) All regular and special meetings of the board shall be held on university property or through YSU supported technology as provided by law, or on rare occasions off-campus, but with easy access to the public, if circumstances warrant as determined by the chairperson and the president and as provided by law. The place of all board meetings shall be specified in the notice of the meeting.

(b) Emergency meetings of the board shall be held on university property unless, in the judgment of the person or persons making the "Call," the circumstances creating the emergency render a meeting on university property either physically impractical or infeasible.

(5) Quorum.

(a) A majority of the trustees, when duly convened pursuant to university bylaws, shall constitute a quorum for the transaction of business at any meeting of the board. Student trustees shall not be considered in the determination of a quorum. If less than a majority of the trustees are present at, or at any time during said meeting, a majority of the trustees present may adjourn the meeting from time to time without further notice. When, upon reconvening any such adjourned meeting, and with a quorum present, any business may be transacted which might have been transacted at the meeting as originally notified.

(b) At any meeting where a quorum is present, a majority vote of those present and voting shall be required for any official action by the board, except as otherwise permitted by law or by the bylaws contained in this rule.

(c) A trustee may abstain from voting on a matter. A trustee that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Trustees having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.

(6) Organization of meetings.

(a) At each meeting of the board, the chairperson, or in the chairperson's absence, the vice chairperson, or in the absence of both, a chairperson pro tempore, chosen by a majority of the trustees present, shall preside. The secretary, or in the secretary's absence, any person appointed by the chairperson, shall keep the minutes of the meeting, and otherwise perform the duties of secretary of the meeting.

(i) The minutes shall be developed as prescribed by law and include information that provides perspectives regarding decisions made by the board as well as demonstrate the board is proactive in its responsibilities to both the state of Ohio and in consideration of the continuing accreditation of the university.

(ii) The minutes shall be maintained on the university's board of trustees website in addition to those also maintained via the Maag library in accordance with laws and/or policies associated with records retention.

(iii) Minutes shall be prepared and provided to the board as soon as practicable after each board meeting in

order that members may appropriately review and approve the minutes.

(7) Order of business. The order of business at all regular and special meetings of the board shall be as follows:

(a) Roll call.

(b) Proof of notice of meeting.

(c) Disposition of minutes.

(d) Presentation(s) from the university community (optional).

(e) Report of the president.

(f) Report of the committees of the board.

(g) Communications and memorials.

(h) Unfinished business.

(i) New business.

(j) Chairperson's remarks and requested additional president's remarks as chosen to be offered.

(k) Election of board officers (as pertinent).

(l) Time and place of next regular meeting of the board.

(m) Adjournment.

(8) Parliamentary procedure. Questions of parliamentary procedure shall be resolved in accordance with "Robert's Rules of Order." The secretary, or designee, shall serve as the board's parliamentarian.

(9) Procedures for presentation of items to be considered.

(a) Any proposed action introduced by a board member which would substantially affect university policy shall be presented to the chairperson prior to the meeting at which the matter is to be considered by the board. The proposed action shall be submitted in sufficient time to allow the chairperson to assign the proposed action to an appropriate board committee to review such action and to make whatever recommendations to the full board the committee deems to be appropriate.

(b) The annual budget and all other major questions of university policy recommended by the president shall be presented to each member of the board prior to the meeting at which the matter is to be considered by the board. The proposed action shall be submitted in sufficient time to allow the appropriate board committee to review such action and to make whatever recommendations to the full board it deems to be appropriate.

(c) Any business to be presented to the board by other than a board member or the president shall be submitted in writing to the chairperson, who shall refer it to the appropriate board committee for consideration and possible action. The chairperson may direct that such business be placed on the agenda.

(10) Public notice of meetings.

(a) Public notice of all board meetings shall meet or exceed that required by Ohio law, section 121.22 of the Revised Code.

(b) Any person or news medium may ascertain the time and place of all regularly scheduled board meetings and the time, place, and purpose of all special board meetings by contacting university communications or on the internet at board of trustees website. The local media, and other interested parties, will be made aware of upcoming

meetings of the board when requesting such notification by contacting the office of communications.

(C) Article III. Officers and organizations.

(1) Powers of the board. The board shall have the power, not inconsistent with law or university bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the university. No individual trustee, student trustee, or committee of the board shall have authority to commit or bind the board or the university to any policy, action, or agreement unless specifically authorized by action of the board.

(2) Officers of the board. The officers of the board shall be the chairperson, the vice chairperson, and the secretary. The board may appoint such other officers or employees as the interests of the university require. Such officers and employees shall have such authorities, and shall perform such duties, as may be prescribed by the board.

(3) Qualifications, election, and term of office. The chairperson and vice chairperson shall be trustees. The qualifications of all other officers shall be determined by the board. The officers of the board shall be annually elected by the trustees at the board's last regular meeting of the university's fiscal year. Newly elected officers shall take office immediately following adjournment of the meeting at which they are elected and shall hold their offices until their successors are elected.

(4) Chairperson. The chairperson, when present, shall preside at all meetings of the board and perform generally all duties incident to the office of the chairperson and such other duties as may be assigned to the chairperson by the board. Unless contrary to board policy or the bylaws contained in this rule, the chairperson may assign any of the chairperson's duties to another trustee.

(5) Vice chairperson. In the event of a temporary vacancy in the office of the chairperson or at the request of the chairperson, or in the event of temporary absence or disability of the chairperson, the vice chairperson shall perform all the duties of the chairperson and,

while so acting, shall have all the power and authority of, and be subject to the restrictions upon, the chairperson.

(6) Secretary. The secretary, or designee, shall prepare minutes of all meetings and proceedings of the board. The secretary, or designee, shall give notice of all meetings of the board, when required by the provisions of Article II and the appropriate sections. The secretary, or designee, shall serve as the board's parliamentarian. At the last regular meeting of the university's fiscal year, the secretary shall submit a written report of board member attendance at board and committee meetings for the preceding year. The secretary shall perform such other duties as from time to time may be assigned to the secretary by the board or the chairperson.

(7) Attorney general. The attorney general of the state of Ohio shall be the legal advisor to, and represent, the university and/or the board in all matters civil or criminal involving the university of the board.

The general counsel of the university is a member of the Ohio attorney general's office and represents the board of trustees on behalf of the state of Ohio.

(8) Removal of board officers. Any officer of the board may be removed as such officer at any time, either with or without cause, by resolution adopted by not less than six trustees at any regular meeting of the board. Any officer may be removed as such officer, either with or without cause, by resolution adopted by not less than six trustees at any special meeting of the board, provided that such removal action was indicated on the notices of such special meeting.

(9) Student trustees. Section 3356.01 of the Revised Code provides for appointments of two students to the board but provides that student trustees shall have no voting power on the board, that student trustees shall not be considered as members of the board in determination of a quorum, and that student trustees shall not be entitled to attend executive sessions of the board.

(10) Permanent vacancies. In the event of a permanent vacancy in the office of the chairperson or vice chairperson, the remaining

trustees may elect a successor to fill such permanent vacancy. What constitutes a "permanent vacancy" shall be determined by the board.

(11) Board orientation.

(a) There shall be at least annually a board orientation developed specifically for onboarding new members of the board but will be open to all board members to attend.

(b) The orientation shall include the chair, vice chair, secretary, and president and the executive officers of the university as well as any other individual invited to present at and/or attend the orientation.

(c) The orientation should be constructed in such a fashion that new board members in particular can more easily and rapidly engage themselves fully in all matters before the board as specified in university bylaws and otherwise specified by law.

(d) Orientation may be comprised of various types and levels of engagement and interactions that optimally served the purpose of the orientation session(s).

(12) Ethics training. The board, executive officers of the university and other invited members of the administration's leadership will annually engage in ethics training.

(D) Article IV. Board committees.

(1) Membership. All trustees and student trustees shall be voting members of all board standing committees, unless otherwise provided by university bylaws.

(2) National/global trustees. In order to take advantage of the diverse talents, resources, and experiences of friends and alumni of the university who can contribute to the current and future success of the university, the position of national/global trustees has been established in accordance with the following guidelines, to which exceptions can be made:

(a) The board may nominate and appoint persons to the position of national/global trustee. National/global trustees shall be nominated and appointed by the board of trustees on the basis of one or more of the following criteria: success in chosen field or business; state or national prominence; ability to serve as an advocate for higher education; ability and willingness to offer advice to the board and university president and/or demonstrated support for Youngstown state university.

(b) There shall be no more than three persons serving in the position of national/global trustee at any one time. National/global trustees shall serve staggered terms such that no more than one such position expires in a calendar year.

(c) Each national/global trustee shall be appointed for a three year term and shall be eligible to serve a second consecutive three year term. A national/global trustee that has served two consecutive terms shall not be eligible for reappointment as a national/global trustee until not less than one year has passed since the conclusion of his or her term as a national/global trustee.

(d) National/global trustees shall have no voting privileges on the board, shall not be considered in determining whether a quorum is present and shall not be eligible to be an officer of the board, but may otherwise participate in all activities of the board.

(e) National/global trustees shall not be compensated for their service but shall be paid their reasonable and necessary expenses in the same manner that applies to trustees.

(f) National/global trustees shall follow the Ohio ethics laws, including those set forth in Chapter 102. and sections 2921.42 and 2932.43 of the Revised Code, the board's bylaws and university policy.

(g) National/global trustees shall be appointed by board action after nomination by the governance committee of the board in accordance with the process described for the nomination and election of board officers set forth in the bylaws contained in paragraph (D)(6)(i) of this rule.

(h) National/global trustees may be removed by a majority vote of the board.

(i) A trustee may serve as a national/global trustee, but cannot be appointed to serve as a national/global trustee until at least one year after the board member's term as a trustee has ended.

(j) An employee or former employee of the university may serve as a national/global trustee but cannot be appointed to serve as a national/global trustee until at least one year after that person's compensated service to the university has ended.

(k) National/global trustees shall be entitled to legal defense and indemnification against claims and liabilities that might arise from the performance of their duties on behalf of the board to the fullest extent permitted by Ohio law. In addition, the national/global trustees will be considered a "volunteer" for purposes of coverage under the university's liability insurance.

(3) Committee chairperson and vice chairperson. The chairperson shall appoint the chairperson and vice chairperson of each standing committee, and members of such committees that are not otherwise composed of all of the trustees or as otherwise set forth herein, subject to the approval of the board. Committee chairpersons and vice chairpersons shall be trustees.

(4) Quorum and conduct of committee meetings.

(a) Five members of a standing committee shall constitute a quorum, unless otherwise provided. A majority of the members of subcommittee of a standing committee shall

constitute a quorum, unless otherwise provided. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the committee or subcommittee. However, regardless of the existence of a quorum in number, at least one of the following four persons must be present at a committee or subcommittee meeting in order for the committee to conduct business:

(i) The chairperson;

(ii) The vice chairperson;

(iii) The (sub)committee chairperson; or

(iv) The (sub)committee vice chairperson.

A committee member may abstain from voting on a matter. A committee member that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Committee members having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.

(b) A majority of the members of a special or ad hoc committee, including any student trustees, shall constitute a quorum. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the special or ad hoc committee.

(c) The board and university administration will mutually develop committee agendas, with the chairperson having authority to approve all final agendas.

(5) Rules. Each committee may adopt rules for its own governance not inconsistent with university bylaws or any rule adopted by the board.

(6) Standing committees. The board's standing committees, and their respective duties and areas of responsibility, shall be as follows:

(a) Academic excellence and student success committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Academic policies which provide for and govern faculty teaching, research, and service;

(b) Establishment of new academic programs, changes in or deletions of existing academic programs, and the issuing of certificates or the granting of degrees;

(c) Policies which provide for and govern retention, persistence, progress, and graduation, including but not limited to, diversity issues and general education requirements;

(d) Policies which provide for and govern student housing and student life;

(e) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee; and

(f) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those academic and administrative departments within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(a)(ii) of this rule, or as assigned by the board or its executive committee.

(iv) Provided that he or she is a member of the university faculty, the chair of the YSU academic senate shall be a nonvoting member of the committee. In the event that the chair of the YSU academic senate is not a member of the university's faculty, then the faculty member holding the highest-ranking position within the YSU academic senate leadership shall hold this position. This position shall not count toward the determination of a quorum of the committee.

(b) Institutional engagement committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern student recruitment, financial aid, orientation and enrollment, including but not limited to, integrated marketing, yield, scholarship optimization, and career success.

(b) Policies that provide for and govern the external relationships established by or required of the university, excluding matters assigned to other of the board's standing committees;

(c) Policies that provide for and govern university fundraising, including but not limited to, institutional advancement through the YSU foundation, the YSU research foundation, the annual fund, capital campaigns, special projects and solicitations;

(d) The Youngstown state university development agreement between the university and the YSU foundation.

(e) Policies that provide for and govern continuing university relations with its graduates, including but not limited to, alumni associational activity;

(f) Policies that provide for and govern university operations directed toward effective communications, public relations, marketing, and the enhancement of community goodwill;

(g) Policies that provide for and govern university public service in, and partnerships with, the larger community, or segments thereof, including but not limited to, those relationships which are contractual; policies which provide for and govern university intergovernmental relationships, including but not limited to, those with the city of Youngstown, Mahoning county, as well as with agencies and departments of state and federal governments;

(h) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee; and

(i) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(b)(ii) of this rule, or as assigned by the board or its executive committee.

(c) Finance and facilities committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Financial and budgetary policies, including but not limited to, the annual operating budget, and the capital improvement budget;

(b) Policies governing debt instruments issued by the university;

(c) The financial and budgetary impact of major agreements, contracts, programs, plans or initiatives to be recommended to the board by any standing, ad hoc, or special committee, including but not limited to, recommendations regarding university personnel, insurance, and donations;

(d) The acquisition of real property by purchase, gift, or otherwise; the disposition of real property; the acquisition or disposition of

significant property broadly classified as technology;

(e) Major projects, including but not limited to, the construction, demolition, or remodeling of facilities, and, as appropriate, the selection of architects and engineers;

(f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the finance and facilities committee;

(g) Policies as related to the health of the campus community particularly related to current or emerging health crises; and

(h) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the finance and facilities committee, including but not limited to, the conduct, and scrutiny of the auditor's work product, of the annual audit, as well as any special audits, undertaken by:

(a) The university's internal auditor;

(b) External auditors; and

(c) State auditor.

Auditor's work product includes findings, management letters, and all other relevant documentation.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(c)(ii) of this rule, or as assigned by the board or its executive committee.

(iv) The finance and facilities committee will include the following subcommittee:

(a) Audit subcommittee.

(i) The audit subcommittee, chaired by the chairperson of the finance and facilities committee, will be composed of the chairperson and four additional trustees who will be appointed annually by the chairperson of the board. As appropriate, when receiving and considering certain audit reports, the president may be excused from the subcommittee proceedings.

(ii) The audit subcommittee will meet at least once annually and perform those duties as assigned by the finance and facilities committee relative to the bylaws contained in paragraph (D)(6)(c)(ii) of this rule. The subcommittee will report its findings and recommendations to the finance and facilities committee.

(d) Investment committee.

(i) To consider those matters that warrant board attention or require board action relating to:

Section 3345.05 of the Revised Code, to exercise the authority and responsibility provided by law including but not limited to:

(a) Policies governing investments issued by the university;

(b) Custody and investment of any funds which are now under or may in the future come under control of the board of trustees.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(d)(ii) of this rule, or as assigned by the board or its executive committee.

(e) Intercollegiate athletics committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern the university's participation in intercollegiate athletics;

(b) Personnel matters; however, approval of personnel actions will occur in the university affairs committee;

(c) Policies that provide for the effectiveness of the NCAA compliance program;

(d) Policies that provide for the effectiveness of ensuring and promoting the academic,

health, and social welfare of student-athletes;

(e) Policies that assure the effectiveness of implementing the committee's endorsed budget;

(f) Academic performance and progress of student-athletes annually;

(g) Governance policies related to intercollegiate athletics;

(h) The president's proposed approach to the selection of and term of service of the NCAA faculty representative(s);

(i) Comparison of benchmarks that have been mutually agreed upon by the president and the director of intercollegiate athletics and endorsed by the committee; and

(j) The faculty NCAA athletics representative(s) in serving as a liaison between the academic enterprise and the intercollegiate athletics department and receives the yearly update provided to the academic senate.

(ii) The faculty representative(s), as specified in rules 3356-6-02 and 3356-6-03 of the Administrative Code (university policies 3356-6-02 and 3356-6-03), shall be a nonvoting member(s) of the committee. This (these) position(s) shall not count toward the determination of a quorum of the committee.

(iii) To assist the board in the exercise of its oversight responsibilities relating to those administrative

departments and functions within the purview of the committee.

(iv) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(e)(iii) of this rule, or as assigned by the board or its executive committee.

(f) University affairs committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern the internal administrative operations of the university, excluding matters assigned to other of the board's standing committees;

(b) Policies that provide for and govern university employment where collective bargaining agreements apply, including but not limited to, oversight of the collective bargaining process and labor negotiations with unions representing university employees;

(c) Policies that provide for and govern university employment exempt from collective bargaining agreements, including but not limited to, oversight of contractual arrangements with exempt personnel;

(d) Policies that provide for equal opportunity standards and govern equal opportunity practices in university employment and operations, including but not limited to, implementation of affirmative action initiatives;

(e) Policies that provide for the acquisition, development, access, and use of electronic technology; and

(f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(f)(ii) of this rule, or as assigned by the board or its executive committee.

(g) Workforce education and innovation committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for the optimal utilization and effectiveness of all areas pertaining to workforce education and innovation;

(b) Policies that provide for optimal alignment of initiatives and activities associated with job entry and career advancement;

(c) Policies that optimize institutional engagement with local, regional, statewide and national workforce education and innovation initiatives;

(d) Policies that optimize the potential to monetize activities and initiatives across the

education for workforce entry and career advancement spectrum;

(e) Policies that provide for and govern the university's participation in initiatives related to education for career entry and work advancement;

(f) Personnel matters; however, approval of personnel actions will occur in the university affairs committee; and

(g) Annual financial report to the full board of trustees.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(g)(ii) of this rule, or as assigned by the board or its executive committee.

(h) Executive committee.

(i) The membership of the executive committee shall consist of the chairperson (presiding), the vice chairperson, and the chairpersons of the academic excellence and student success committee, the institutional engagement committee, the finance and facilities committee, the investment committee, the intercollegiate athletics committee, and the university affairs committee. The executive committee will consider those matters that warrant board attention or require board action relating to:

(a) Matters relevant to the employment, assessment and compensation of the president, with recommendation to the board, as appropriate, for its attention or action; for purposes of this consideration, the president may be excused from the committee's proceedings;

(b) Matters relative to the employment, assessment and compensation of the secretary, if determined by the board to be necessary, with recommendation to the board, as appropriate, for its attention or action; for purposes of this consideration, the secretary may be excused from the committee's proceedings;

(c) Matters not within the assigned purview of any board standing, ad hoc, or special committee; the executive committee will report on such matters, as appropriate, to the board for its attention or action;

(d) Special assignments of particular matters, not clearly within the purview of any board committee, to one of the board's standing, ad hoc, or special committees; the designated committee will be instructed to report either to the executive committee or to the board;

(e) Resolution of jurisdictional ambiguities between or among the board's standing, ad hoc, or special committees; and

(f) Other matters as appropriate to an executive committee, or as assigned by the board.

(i) Governance committee.

(i) The governance committee shall be chaired by the chairperson, except as otherwise provided herein, and will meet on an as-needed basis to:

(a) Consider proposed changes in the bylaws of the board, with recommendation to the board, as appropriate, for its attention or action;

(b) Consider proposed changes in board and committee procedures, in full or in part, not stipulated in the bylaws, including but not limited to, scheduling, administrative staff participation or assistance, etc., with recommendation to the board, as appropriate, for its attention or action;

(c) Any institutional mission statement, strategic or master plans, with recommendation to the board, as appropriate, for its attention or action;

(d) Develop and schedule board advances, workshops, seminars, orientation programs, and other special events, with recommendation to the board, as appropriate, for its attention or action;

(e) Provide for periodic board self-evaluation and assessment;

(f) Elect officers annually through a nomination process at its next to last regularly scheduled quarterly meeting of the university's fiscal year. When the governance committee is engaged in the making of nominations, it will, at the request of the chair of the committee to avoid a conflict of interest in the process, be chaired by the trustee whose term is expiring and is therefore not eligible

to serve as an officer. When the governance committee is engaged in the making of nominations, the president of the university may be excused from the committee's proceedings;

(g) The chair will annually survey the trustees regarding their interest, willingness and qualifications to serve in leadership roles in the forthcoming term, the results of which will be presented to the next elected chair of the board; and

(h) Consider other matters as appropriate to a governance committee, or as assigned by the executive committee of the board.

(7) Ad hoc committees. The chairperson may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the university; however, an ad hoc committee shall not be appointed to consider matters which lie entirely within the purview of a standing committee. The chairperson shall determine the membership of the ad hoc committee and when the work of the ad hoc committee is completed.

(E) Article V. Administration of the university.

(1) President of the university, faculty, and staff. The board shall employ the president of the university; and shall employ, fix the compensation of, and remove employees as may be necessary. The board shall do all things necessary for the proper maintenance and successful continuous operation of the university and may act under such policies and bylaws as it may approve.

(2) Other personnel. The employment, classification, wage scales, and dismissal of all personnel, not otherwise under contract to the board of trustees, shall follow the policies established by the board and the laws of the state of Ohio.

(3) Reports to the board.

(a) Budget. At a meeting of the finance and facilities committee prior to the board's last regular meeting of the university's fiscal year, the president shall present to the board the draft budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the university's major areas of expenditure in accordance with general account classifications of the state of Ohio and shall be accompanied by a review describing the major changes.

As may be necessary, the budget may be revised from time to time by the board. After approval by the board, the budget shall govern financial transactions. The president shall establish procedures for the expenditure of all budgeted funds in accordance with the policies of the board. In administering the budget, the president may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures. Whenever income fails to meet budgeted income, the president shall present to the board for its review and approval a plan to address any anticipated shortfalls. The status of the budget shall be reported to the board at each of its regularly scheduled meetings.

(b) Revisions of fees and other charges. From time to time, but no less than annually, the president shall recommend to the board for its approval a continuation or revision of the instructional fees, tuition, general fees, and other uniform charges.

(c) Service charges. The president may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the president.

(d) Purchase of insurance.

(i) The president shall cause to have prepared and submitted to the board, at or before its first regular meeting after January first of each year, a report that tabulates all insurance policies in force, including coverage, current premiums and premiums paid during the previous two years, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, officers and directors' liability, medical and hospitalization contracts, or any other policy for the protection of Youngstown state university's personnel and property.

(ii) All insurance shall be purchased through the president or his or her designee.

(e) Inventory of real property. At the close of each fiscal year, the president shall cause to be prepared and submitted to the board, at or before its first regular meeting after September first of each year, an inventory of all real property managed, owned, leased, rented, or under option to the university. This report shall include acreage held, an estimate of land and building values, a general statement on the condition of the physical plant, and such other details as may be directed by the board or the president.

(f) Obligation of the university. At the close of each fiscal year the president shall cause to be prepared and submitted to the board a report describing the obligations of the university, financial and otherwise, the terms and conditions of repayment or satisfaction of such obligations and any security given by the university toward such obligations.

(g) Annual financial report. At the end of each fiscal year, the president shall cause to be prepared and submitted to the board, at its first regular meeting after the audit of the university has been released by the auditor of state, a comprehensive financial report. The report should summarize all financial transactions, note changes in fund

balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.

(h) Youngstown state university development service agreement. At the end of each fiscal year the president shall cause to be prepared and submitted to the board a report pertaining to the university's development functions. Said report shall include detailed information regarding the university's relationship with the YSU foundation and activities performed by the Youngstown state university development service agreement entered into between the university and the YSU foundation.

(4) Purchasing practice. All purchases by the university shall be made in accordance with the policies of the board and the laws of the state of Ohio.

(F) Article VI. University organizations.

(1) Auxiliary agencies.

(a) As recommended by the president and approved by the board, certain university operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The president shall cause to be prepared and submitted to the finance and facilities committee, at or before its first meeting after September first of each year, an annual report including an itemization of income and expenditures and a résumé of the operation for the year.

(b) Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other university purposes as directed by the president with the approval of the finance and facilities committee.

(c) The rental policies of the university as approved by the board also apply to all auxiliary activity facilities.

(G) Article VII. Instruction and degrees.

(1) Degrees and certificates.

(a) Degrees, titles, and certificates shall be awarded by the board upon recommendation of the university faculty and transmitted to the board by the president. All diplomas issued to those receiving degrees and titles from the university shall be signed by the chairperson and the president.

(b) Honorary degrees. The board will consider the conferral of honorary degrees given the recommendations to the provost by the academic senate as stipulated in its charter and the provost to the president as recommended to the board.

(c) Commencement speakers. The board will consider the selection of a commencement speaker given the recommendations to the provost by the academic senate as stipulated in its charter and the provost to the president as recommended to the board.

(H) Article VIII. Miscellaneous.

(1) Appearances before governmental offices. Subject to specific control by the board, the preparation and presentation of requests for appropriations from the state of Ohio, and all appearances, communications, and representations made on behalf of the university with all federal, state, and local government offices, boards, and agencies, shall be under the direction of the president. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.

(2) Use of university facilities. The use of university facilities shall be governed by such rules and regulations as may be promulgated by the president.

(3) Protocol for requests to address the board and/or its committees.

(a) Any and all persons desiring to address the board shall submit in writing a request for permission to address the

board. Such request shall be submitted not less than three weeks prior to the meeting of the board at which the party requests to be heard.

(b) All such requests shall be submitted to the board chairperson through the secretary to the board of trustees, by submission either directly to the secretary or through the office of the president of the university.

(c) All such requests shall state the subject of the matter to be addressed to board, the identity or identities of the person(s) who will speak to the subject matter before the board, the relationship(s) of such person(s) to the university and the matter being brought to the attention of the board, the postal and electronic mail addresses and daytime telephone number of the person(s) requesting permission to address the board.

(d) As the standing committees of the board are composed of all of the board's trustees, the board chairperson may in his or her discretion, refer any request to address the board to such committee of the board as the chairperson deems appropriate.

(e) Any presentation to the board or a committee thereof contemplated under this procedure shall not be longer than five minutes in total length. The board chairperson and/or the chair of the board committee before which such presentation is to be delivered may at any time, in his or her discretion, increase or decrease the number of persons addressing the board or committee, and/or lengthen, shorten, or cancel the time permitted for any address or presentation.

(f) The format and substance of any address or presentation to the board or its committees shall at all times remain within the bounds of relevance, civility, and decorum as shall be determined in the sole discretion of the chairperson of the body before which the matter is addressed or presented. The chairperson of that body shall at all times possess the authority to lengthen, short, or cancel, without notice or

action of the body, the time allotted to any address or presentation.

(g) No request to address the board or any of its committees shall knowingly be permitted or permitted to proceed if the substance or purpose of such address is or may be a subject of litigation, collective bargaining, employment relations involving the university, its employees, and/or students, or any other matter which is not properly within the public interest or the interest of the university.

(4) Protocol for handling letters, petitions, or other such forms of communication submitted to the board.

(a) Any such communication of a personnel nature will be considered by the appropriate committee of the board at the next regularly scheduled meeting.

(b) Communications other than personnel matters will be considered for appropriate disposition at the next agenda setting meeting for the upcoming regular meeting of the board.

If considered to be an urgent matter by the president, the board chair will be consulted to determine the appropriate next steps regarding the matter.

(I) Article IX. Bylaws, rules, and policies (promulgation, amendment, and repeal).

(1) Statement of purpose. University bylaws, including additions or amendments, outline the major administrative and governing functions of the board. Detailed rules, policies, and ordinances for the operation of the university may be enacted or amended by action of the board or may be promulgated by the president, provided such shall not conflict with policies or bylaws of the board.

(2) Rules and policies: promulgation, amendment, and repeal. Detailed rules and policies for the organization, administration, and operation of the university may be promulgated, amended, and

repealed by the board, in consideration of recommendations of the president.

(3) Amendments to bylaws.

(a) Bylaws may be altered, amended, or repealed, and new bylaws may be adopted, by affirmative vote of not less than six trustees at any regular meeting or special meeting of the board. Any proposed alteration, amendment, repeal, or adoption of all or any part of the bylaws shall first be announced at a meeting of the board (regular or special). Action on the proposal may not be taken until the next meeting of the board (regular or special).

(b) Amendments to the bylaws shall be effective upon adoption by an affirmative vote of not less than six members of the board.

3356-1-01 Bylaws.

(A) Article I. Definitions.

(1) "Board" means the board of trustees of Youngstown state university.

~~(2) "University" means Youngstown state university.~~

(~~3~~2) "Chairperson" means the chairperson of the board of trustees of Youngstown state university.

(3) "Committee meeting" means a meeting held by any of the board standing committees, including subcommittee meetings of the standing committees, and ad hoc committees appointed from time to time.

(4) "Designee" means a member of the university's administrative office(s).

(5) "Electronic communication" means live, audio-enabled communication, as further defined in division (A) of section 3345.82 of the Revised Code, which permits trustees to attend meetings remotely.

(6) "President" means the president of Youngstown state university.

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~~(4) "Vice chairperson" means the vice chairperson of the board of trustees of Youngstown state university.~~

~~(5) "Trustee" means a member of the board appointed for a term by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.~~

~~(6) "Student trustee" means a student member of the board appointed by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.~~

~~(7) "President" means the president of Youngstown state university.~~

(~~8~~7) "Secretary" means the secretary to the board of trustees of Youngstown state university.

(8) "Student trustee" means a student member of the board appointed by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.

(9) "Trustee" means a member of the board appointed for a term by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.

(10) "University" means Youngstown state university.

(11) "Vice chairperson" means the vice chairperson of the board of trustees of Youngstown state university.

~~(9) "Designee" means a member of the university's administrative office(s).~~

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(B) Article II. Meetings.

(1) Regular meetings.

(a) The board shall meet no less than four times each year, and at such other times as may be necessary for the best interests of the university. Meetings shall be called at such times as the board prescribes, provided, however, that meetings will usually be held in the months of September, December, March, and June. At the time of the adjournment of each meeting, the board shall provide, by resolution, the date, time, and place for holding the board's next regular meeting. No less than five days prior to the date of a regular meeting, the secretary, or designee, shall provide written notice of said meeting to every member of the board. Notices may be hand-delivered or sent via facsimile, electronic mail, or by first class mail to the residence or business address of a board member.

(b) Any board member may waive notice of a regular meeting. Attendance of a board member at a regular meeting shall constitute a waiver of notice of the regular meeting.

(2) Special meetings.

(a) Special meetings of the board may be called by written request (the "Call") signed by the chairperson, the president, or by three trustees, and delivered to the secretary. The "Call" for a special meeting shall specify the date, time, place, and purposes thereof, although other business than that specified in the "Call" may be considered at any such meeting. Upon receipt of a call for a special meeting, and no less than forty-eight hours prior to the time of commencement of the special meeting, the secretary, or designee, shall provide notice of the special meeting to every member of the board and to the president. Notice of a special meeting shall include the date, time, place, and purposes thereof, as set forth in the "Call." Notice of a special meeting may be given in oral or written form and may be given directly to the board member by telephone or direct conversation, or by facsimile, hand delivery, electronic or first-class mail sent to the board member's residence or place of business.

(b) Any board member may waive notice of a special meeting. Attendance of a board member at a special meeting shall constitute a waiver of notice of the special meeting.

(3) Emergency meetings. In the event of an emergency wherein the best interests of the university require immediate official action by the board, the chairperson (or in his or her absence or disability, the vice chairperson) or the president (or in his or her absence, the provost of the university) may call an emergency meeting of the board. In such event, all reasonable effort shall be made to schedule the emergency meeting in order to permit all of the members of the board to attend the emergency meeting. In such event, all reasonable effort shall be made to notify all of the members of the board of the date, time, place, and nature of the emergency requiring immediate official action.

(4) Electronic meeting attendance.

(a) Trustees may attend board meetings via electronic communication, subject to the following requirements:

(i) A trustee shall attend in person at least one-half of the regular meetings of the board annually; and

(ii) All meetings conducted using electronic communication shall meet the following minimum standards:

(a) At least one-third of the trustees attending the meeting shall be present in person at the place where the meeting is conducted;

(b) All votes taken at the meeting shall be taken by roll call vote; and

(c) A trustee who intends to attend a meeting via means of electronic communication must notify the chair of that intent not less than forty-eight hours before the meeting, except in the case of a declared emergency.

(b) A trustee who attends a board meeting via means of electronic communication will be considered to be present at the meeting, will be counted for the purposes of establishing a quorum, and may vote at the meeting, consistent with the authority of division (C) of section 3345.82 of the Revised Code.

(c) Electronic meeting attendance is also available for committee meetings. The same minimum standards set forth in paragraph (4)(a)(ii) of this policy apply to committee meetings.

(45) Place of meetings.

(a) All regular and special meetings of the board shall be held on university property or through YSU supported technology as provided by law, or on rare occasions off-campus, but with easy access to the public, if circumstances warrant as determined by the chairperson and the president

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and as provided by law. The place of all board meetings shall be specified in the notice of the meeting.

(b) Emergency meetings of the board shall be held on university property unless, in the judgment of the person or persons making the "Call," the circumstances creating the emergency render a meeting on university property either physically impractical or infeasible.

(~~5~~6) Quorum.

(a) A majority of the trustees, when duly convened pursuant to university bylaws, shall constitute a quorum for the transaction of business at any meeting of the board. Student trustees shall not be considered in the determination of a quorum. If less than a majority of the trustees are present at, or at any time during said meeting, a majority of the trustees present may adjourn the meeting from time to time without further notice. When, upon reconvening any such adjourned meeting, and with a quorum present, any business may be transacted which might have been transacted at the meeting as originally notified.

(b) At any meeting where a quorum is present, a majority vote of those present and voting shall be required for any official action by the board, except as otherwise permitted by law or by the bylaws contained in this rule.

(c) A trustee may abstain from voting on a matter. A trustee that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Trustees having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.

(~~6~~7) Organization of meetings.

(a) At each meeting of the board, the chairperson, or in the chairperson's absence, the vice chairperson, or in the absence of both, a chairperson pro tempore, chosen by a majority of the trustees present, shall preside. The secretary, or in the secretary's absence, any person appointed by the chairperson, shall keep the minutes of the meeting, and otherwise perform the duties of secretary of the meeting.

(i) The minutes shall be developed as prescribed by law and include information that provides perspectives regarding decisions made by the board as well as demonstrate the board is proactive in its responsibilities to both the state of Ohio and in consideration of the continuing accreditation of the university.

(ii) The minutes shall be maintained on the university's board of trustees website in addition to those also maintained via the Maag library in accordance with laws and/or policies associated with records retention.

(iii) Minutes shall be prepared and provided to the board as soon as practicable after each board meeting in order that members may appropriately review and approve the minutes.

(~~7~~8) Order of business. The order of business at all regular and special meetings of the board shall be as follows:

(a) Roll call.

(b) Proof of notice of meeting.

(c) Disposition of minutes.

(d) Presentation(s) from the university community (optional).

(e) Report of the president.

(f) Report of the committees of the board.

(g) Communications and memorials.

(h) Unfinished business.

(i) New business.

(j) Chairperson's remarks and requested additional president's remarks as chosen to be offered.

(k) Election of board officers (as pertinent).

(l) Time and place of next regular meeting of the board.

(m) Adjournment.

(~~8~~9) Parliamentary procedure. Questions of parliamentary procedure shall be resolved in accordance with "Robert's Rules of Order." The secretary, or designee, shall serve as the board's parliamentarian.

(~~9~~10) Procedures for presentation of items to be considered.

(a) Any proposed action introduced by a board member which would substantially affect university policy shall be presented to the chairperson prior to the meeting at which the matter is to be considered by the board. The proposed action shall be submitted in sufficient time to allow the chairperson to assign the proposed action to an appropriate board committee to review such action and to make whatever recommendations to the full board the committee deems to be appropriate.

(b) The annual budget and all other major questions of university policy recommended by the president shall be presented to each member of the board prior to the meeting at which the matter is to be considered by the board. The

proposed action shall be submitted in sufficient time to allow the appropriate board committee to review such action and to make whatever recommendations to the full board it deems to be appropriate.

(c) Any business to be presented to the board by other than a board member or the president shall be submitted in writing to the chairperson, who shall refer it to the appropriate board committee for consideration and possible action. The chairperson may direct that such business be placed on the agenda.

(~~10~~11) Public notice of meetings.

(a) Public notice of all board meetings shall meet or exceed that required by Ohio law, section 121.22 of the Revised Code.

(b) Any person or news medium may ascertain the time and place of all regularly scheduled board meetings and the time, place, and purpose of all special board meetings by contacting university communications or on the internet at board of trustees website. The local media, and other interested parties, will be made aware of upcoming meetings of the board when requesting such notification by contacting the office of communications.

(C) Article III. Officers and organizations.

(1) Powers of the board. The board shall have the power, not inconsistent with law or university bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the university. No individual trustee, student trustee, or committee of the board shall have authority to commit or bind the board or the university to any policy, action, or agreement unless specifically authorized by action of the board.

(2) Officers of the board. The officers of the board shall be the chairperson, the vice chairperson, and the secretary. The board may appoint such other officers or employees as the interests of the

university require. Such officers and employees shall have such authorities, and shall perform such duties, as may be prescribed by the board.

(3) Qualifications, election, and term of office. The chairperson and vice chairperson shall be trustees. The qualifications of all other officers shall be determined by the board. The officers of the board shall be annually elected by the trustees at the board's last regular meeting of the university's fiscal year. Newly elected officers shall take office immediately following adjournment of the meeting at which they are elected and shall hold their offices until their successors are elected.

(4) Chairperson. The chairperson, when present, shall preside at all meetings of the board and perform generally all duties incident to the office of the chairperson and such other duties as may be assigned to the chairperson by the board. Unless contrary to board policy or the bylaws contained in this rule, the chairperson may assign any of the chairperson's duties to another trustee.

(5) Vice chairperson. In the event of a temporary vacancy in the office of the chairperson or at the request of the chairperson, or in the event of temporary absence or disability of the chairperson, the vice chairperson shall perform all the duties of the chairperson and, while so acting, shall have all the power and authority of, and be subject to the restrictions upon, the chairperson.

(6) Secretary. The secretary, or designee, shall prepare minutes of all meetings and proceedings of the board. The secretary, or designee, shall give notice of all meetings of the board, when required by the provisions of Article II and the appropriate sections. The secretary, or designee, shall serve as the board's parliamentarian. At the last regular meeting of the university's fiscal year, the secretary shall submit a written report of board member attendance at board and committee meetings for the preceding year. The secretary shall perform such other duties as from time to time may be assigned to the secretary by the board or the chairperson.

(7) Attorney general. The attorney general of the state of Ohio shall be the legal advisor to, and represent, the university and/or the

board in all matters civil or criminal involving the university of the board.

The general counsel of the university is a member of the Ohio attorney general's office and represents the board of trustees on behalf of the state of Ohio.

(8) Removal of board officers. Any officer of the board may be removed as such officer at any time, either with or without cause, by resolution adopted by not less than six trustees at any regular meeting of the board. Any officer may be removed as such officer, either with or without cause, by resolution adopted by not less than six trustees at any special meeting of the board, provided that such removal action was indicated on the notices of such special meeting.

(9) Student trustees. Section 3356.01 of the Revised Code provides for appointments of two students to the board but provides that student trustees shall have no voting power on the board, that student trustees shall not be considered as members of the board in determination of a quorum, and that student trustees shall not be entitled to attend executive sessions of the board.

(10) Permanent vacancies. In the event of a permanent vacancy in the office of the chairperson or vice chairperson, the remaining trustees may elect a successor to fill such permanent vacancy. What constitutes a "permanent vacancy" shall be determined by the board.

(11) Board orientation.

(a) There shall be at least annually a board orientation developed specifically for onboarding new members of the board but will be open to all board members to attend.

(b) The orientation shall include the chair, vice chair, secretary, and president and the executive officers of the university as well as any other individual invited to present at and/or attend the orientation.

(c) The orientation should be constructed in such a fashion that new board members in particular can more easily and rapidly engage themselves fully in all matters before the board as specified in university bylaws and otherwise specified by law.

(d) Orientation may be comprised of various types and levels of engagement and interactions that optimally served the purpose of the orientation session(s).

(12) Ethics training. The board, executive officers of the university and other invited members of the administration's leadership will annually engage in ethics training.

(D) Article IV. Board committees.

(1) Membership. All trustees and student trustees shall be voting members of all board standing committees, unless otherwise provided by university bylaws.

(2) National/global trustees. In order to take advantage of the diverse talents, resources, and experiences of friends and alumni of the university who can contribute to the current and future success of the university, the position of national/global trustees has been established in accordance with the following guidelines, to which exceptions can be made:

(a) The board may nominate and appoint persons to the position of national/global trustee. National/global trustees shall be nominated and appointed by the board of trustees on the basis of one or more of the following criteria: success in chosen field or business; state or national prominence; ability to serve as an advocate for higher education; ability and willingness to offer advice to the board and university president and/or demonstrated support for Youngstown state university.

(b) There shall be no more than three persons serving in the position of national/global trustee at any one time. National/global trustees shall serve staggered terms such

that no more than one such position expires in a calendar year.

(c) Each national/global trustee shall be appointed for a three year term and shall be eligible to serve a second consecutive three year term. A national/global trustee that has served two consecutive terms shall not be eligible for reappointment as a national/global trustee until not less than one year has passed since the conclusion of his or her term as a national/global trustee.

(d) National/global trustees shall have no voting privileges on the board, shall not be considered in determining whether a quorum is present and shall not be eligible to be an officer of the board, but may otherwise participate in all activities of the board.

(e) National/global trustees shall not be compensated for their service but shall be paid their reasonable and necessary expenses in the same manner that applies to trustees.

(f) National/global trustees shall follow the Ohio ethics laws, including those set forth in Chapter 102. and sections 2921.42 and 2932.43 of the Revised Code, the board's bylaws and university policy.

(g) National/global trustees shall be appointed by board action after nomination by the governance committee of the board in accordance with the process described for the nomination and election of board officers set forth in the bylaws contained in paragraph (D)(6)(i) of this rule.

(h) National/global trustees may be removed by a majority vote of the board.

(i) A trustee may serve as a national/global trustee, but cannot be appointed to serve as a national/global trustee until at least one year after the board member's term as a trustee has ended.

(j) An employee or former employee of the university may serve as a national/global trustee but cannot be appointed to serve as a national/global trustee until at least one year after that person's compensated service to the university has ended.

(k) National/global trustees shall be entitled to legal defense and indemnification against claims and liabilities that might arise from the performance of their duties on behalf of the board to the fullest extent permitted by Ohio law. In addition, the national/global trustees will be considered a "volunteer" for purposes of coverage under the university's liability insurance.

(3) Committee chairperson and vice chairperson. The chairperson shall appoint the chairperson and vice chairperson of each standing committee, and members of such committees that are not otherwise composed of all of the trustees or as otherwise set forth herein, subject to the approval of the board. Committee chairpersons and vice chairpersons shall be trustees.

(4) Quorum and conduct of committee meetings.

(a) Five members of a standing committee shall constitute a quorum, unless otherwise provided. A majority of the members of subcommittee of a standing committee shall constitute a quorum, unless otherwise provided. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the committee or subcommittee. However, regardless of the existence of a quorum in number, at least one of the following four persons must be present at a committee or subcommittee meeting in order for the committee to conduct business:

(i) The chairperson;

(ii) The vice chairperson;

(iii) The (sub)committee chairperson; or

(iv) The (sub)committee vice chairperson.

A committee member may abstain from voting on a matter. A committee member that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Committee members having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.

(b) A majority of the members of a special or ad hoc committee, including any student trustees, shall constitute a quorum. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the special or ad hoc committee.

(c) The board and university administration will mutually develop committee agendas, with the chairperson having authority to approve all final agendas.

(5) Rules. Each committee may adopt rules for its own governance not inconsistent with university bylaws or any rule adopted by the board.

(6) Standing committees. The board's standing committees, and their respective duties and areas of responsibility, shall be as follows:

(a) Academic excellence and student success committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Academic policies which provide for and govern faculty teaching, research, and service;

(b) Establishment of new academic programs, changes in or deletions of existing academic programs, and the issuing of certificates or the granting of degrees;

(c) Policies which provide for and govern retention, persistence, progress, and graduation, including but not limited to, diversity issues and general education requirements;

(d) Policies which provide for and govern student housing and student life;

(e) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee; and

(f) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those academic and administrative departments within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(a)(ii) of this rule, or as assigned by the board or its executive committee.

(iv) Provided that he or she is a member of the university faculty, the chair of the YSU academic senate shall be a nonvoting member of the committee. In the event that the chair of the YSU academic senate is not a member of the university's

faculty, then the faculty member holding the highest-ranking position within the YSU academic senate leadership shall hold this position. This position shall not count toward the determination of a quorum of the committee.

(b) Institutional engagement committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern student recruitment, financial aid, orientation and enrollment, including but not limited to, integrated marketing, yield, scholarship optimization, and career success.

(b) Policies that provide for and govern the external relationships established by or required of the university, excluding matters assigned to other of the board's standing committees;

(c) Policies that provide for and govern university fundraising, including but not limited to, institutional advancement through the YSU foundation, the YSU research foundation, the annual fund, capital campaigns, special projects and solicitations;

(d) The Youngstown state university development agreement between the university and the YSU foundation.

(e) Policies that provide for and govern continuing university relations with its graduates, including but not limited to, alumni associational activity;

(f) Policies that provide for and govern university operations directed toward effective communications, public relations, marketing, and the enhancement of community goodwill;

(g) Policies that provide for and govern university public service in, and partnerships with, the larger community, or segments thereof, including but not limited to, those relationships which are contractual; policies which provide for and govern university intergovernmental relationships, including but not limited to, those with the city of Youngstown, Mahoning county, as well as with agencies and departments of state and federal governments;

(h) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee; and

(i) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(b)(ii) of this rule, or as assigned by the board or its executive committee.

(c) Finance and facilities committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Financial and budgetary policies, including but not limited to, the annual operating budget, and the capital improvement budget;

(b) Policies governing debt instruments issued by the university;

(c) The financial and budgetary impact of major agreements, contracts, programs, plans or initiatives to be recommended to the board by any standing, ad hoc, or special committee, including but not limited to, recommendations regarding university personnel, insurance, and donations;

(d) The acquisition of real property by purchase, gift, or otherwise; the disposition of real property; the acquisition or disposition of significant property broadly classified as technology;

(e) Major projects, including but not limited to, the construction, demolition, or remodeling of facilities, and, as appropriate, the selection of architects and engineers;

(f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the finance and facilities committee;

(g) Policies as related to the health of the campus community particularly related to current or emerging health crises; and

(h) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the finance and facilities committee, including but not limited to, the conduct, and scrutiny of the auditor's work product, of the annual audit, as well as any special audits, undertaken by:

(a) The university's internal auditor;

(b) External auditors; and

(c) State auditor.

Auditor's work product includes findings, management letters, and all other relevant documentation.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(c)(ii) of this rule, or as assigned by the board or its executive committee.

(iv) The finance and facilities committee will include the following subcommittee:

(a) Audit subcommittee.

(i) The audit subcommittee, chaired by the chairperson of the finance and facilities committee, will be composed of the chairperson and four additional trustees who will be appointed annually by the

chairperson of the board. As appropriate, when receiving and considering certain audit reports, the president may be excused from the subcommittee proceedings.

(ii) The audit subcommittee will meet at least once annually and perform those duties as assigned by the finance and facilities committee relative to the bylaws contained in paragraph (D)(6)(c)(ii) of this rule. The subcommittee will report its findings and recommendations to the finance and facilities committee.

(d) Investment committee.

(i) To consider those matters that warrant board attention or require board action relating to:

Section 3345.05 of the Revised Code, to exercise the authority and responsibility provided by law including but not limited to:

(a) Policies governing investments issued by the university;

(b) Custody and investment of any funds which are now under or may in the future come under control of the board of trustees.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in

paragraph (D)(6)(d)(ii) of this rule, or as assigned by the board or its executive committee.

(e) Intercollegiate athletics committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern the university's participation in intercollegiate athletics;

(b) Personnel matters; however, approval of personnel actions will occur in the university affairs committee;

(c) Policies that provide for the effectiveness of the NCAA compliance program;

(d) Policies that provide for the effectiveness of ensuring and promoting the academic, health, and social welfare of student-athletes;

(e) Policies that assure the effectiveness of implementing the committee's endorsed budget;

(f) Academic performance and progress of student-athletes annually;

(g) Governance policies related to intercollegiate athletics;

(h) The president's proposed approach to the selection of and term of service of the NCAA faculty representative(s);

(i) Comparison of benchmarks that have been mutually agreed upon by the president and the director of intercollegiate athletics and endorsed by the committee; and

(j) The faculty NCAA athletics representative(s) in serving as a liaison between the academic enterprise and the intercollegiate athletics department and receives the yearly update provided to the academic senate.

(ii) The faculty representative(s), as specified in rules 3356-6-02 and 3356-6-03 of the Administrative Code (university policies 3356-6-02 and 3356-6-03), shall be a nonvoting member(s) of the committee. This (these) position(s) shall not count toward the determination of a quorum of the committee.

(iii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iv) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(e)(iii) of this rule, or as assigned by the board or its executive committee.

(f) University affairs committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern the internal administrative operations of the university, excluding matters assigned to other of the board's standing committees;

(b) Policies that provide for and govern university employment where collective bargaining agreements apply, including but not limited to, oversight of the collective bargaining process and labor negotiations with unions representing university employees;

(c) Policies that provide for and govern university employment exempt from collective bargaining agreements, including but not limited to, oversight of contractual arrangements with exempt personnel;

(d) Policies that provide for equal opportunity standards and govern equal opportunity practices in university employment and operations, including but not limited to, implementation of affirmative action initiatives;

(e) Policies that provide for the acquisition, development, access, and use of electronic technology; and

(f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(f)(ii) of this rule, or as assigned by the board or its executive committee.

(g) Workforce education and innovation committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for the optimal utilization and effectiveness of all areas pertaining to workforce education and innovation;

(b) Policies that provide for optimal alignment of initiatives and activities associated with job entry and career advancement;

(c) Policies that optimize institutional engagement with local, regional, statewide and national workforce education and innovation initiatives;

(d) Policies that optimize the potential to monetize activities and initiatives across the education for workforce entry and career advancement spectrum;

(e) Policies that provide for and govern the university's participation in initiatives related to education for career entry and work advancement;

(f) Personnel matters; however, approval of personnel actions will occur in the university affairs committee; and

(g) Annual financial report to the full board of trustees.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative

departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(g)(ii) of this rule, or as assigned by the board or its executive committee.

(h) Executive committee.

(i) The membership of the executive committee shall consist of the chairperson (presiding), the vice chairperson, and the chairpersons of the academic excellence and student success committee, the institutional engagement committee, the finance and facilities committee, the investment committee, the intercollegiate athletics committee, and the university affairs committee. The executive committee will consider those matters that warrant board attention or require board action relating to:

(a) Matters relevant to the employment, assessment and compensation of the president, with recommendation to the board, as appropriate, for its attention or action; for purposes of this consideration, the president may be excused from the committee's proceedings;

(b) Matters relative to the employment, assessment and compensation of the secretary, if determined by the board to be necessary, with recommendation to the board, as appropriate, for its attention or action; for purposes of this consideration, the secretary may be excused from the committee's proceedings;

(c) Matters not within the assigned purview of any board standing, ad hoc, or special

committee; the executive committee will report on such matters, as appropriate, to the board for its attention or action;

(d) Special assignments of particular matters, not clearly within the purview of any board committee, to one of the board's standing, ad hoc, or special committees; the designated committee will be instructed to report either to the executive committee or to the board;

(e) Resolution of jurisdictional ambiguities between or among the board's standing, ad hoc, or special committees; and

(f) Other matters as appropriate to an executive committee, or as assigned by the board.

(i) Governance committee.

(i) The governance committee shall be chaired by the chairperson, except as otherwise provided herein, and will meet on an as-needed basis to:

(a) Consider proposed changes in the bylaws of the board, with recommendation to the board, as appropriate, for its attention or action;

(b) Consider proposed changes in board and committee procedures, in full or in part, not stipulated in the bylaws, including but not limited to, scheduling, administrative staff participation or assistance, etc., with recommendation to the board, as appropriate, for its attention or action;

(c) Any institutional mission statement, strategic or master plans, with recommendation to the board, as appropriate, for its attention or action;

(d) Develop and schedule board advances, workshops, seminars, orientation programs, and other special events, with recommendation to the board, as appropriate, for its attention or action;

(e) Provide for periodic board self-evaluation and assessment;

(f) Elect officers annually through a nomination process at its next to last regularly scheduled quarterly meeting of the university's fiscal year. When the governance committee is engaged in the making of nominations, it will, at the request of the chair of the committee to avoid a conflict of interest in the process, be chaired by the trustee whose term is expiring and is therefore not eligible to serve as an officer. When the governance committee is engaged in the making of nominations, the president of the university may be excused from the committee's proceedings;

(g) The chair will annually survey the trustees regarding their interest, willingness and qualifications to serve in leadership roles in the forthcoming term, the results of which will be presented to the next elected chair of the board; and

(h) Consider other matters as appropriate to a governance committee, or as assigned by the executive committee of the board.

(7) Ad hoc committees. The chairperson may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the university; however, an ad hoc committee shall not be appointed to consider matters which lie entirely within the purview of a standing committee. The chairperson shall determine the membership of the ad hoc committee and when the work of the ad hoc committee is completed.

(E) Article V. Administration of the university.

(1) President of the university, faculty, and staff. The board shall employ the president of the university; and shall employ, fix the compensation of, and remove employees as may be necessary. The board shall do all things necessary for the proper maintenance and successful continuous operation of the university and may act under such policies and bylaws as it may approve.

(2) Other personnel. The employment, classification, wage scales, and dismissal of all personnel, not otherwise under contract to the board of trustees, shall follow the policies established by the board and the laws of the state of Ohio.

(3) Reports to the board.

(a) Budget. At a meeting of the finance and facilities committee prior to the board's last regular meeting of the university's fiscal year, the president shall present to the board the draft budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the university's major areas of expenditure in accordance with general account classifications of the state of Ohio and shall be accompanied by a review describing the major changes.

As may be necessary, the budget may be revised from time to time by the board. After approval by the board, the budget shall govern financial transactions. The president shall establish procedures for the expenditure of all budgeted funds in accordance with the policies of the board. In administering the budget, the president may

make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures. Whenever income fails to meet budgeted income, the president shall present to the board for its review and approval a plan to address any anticipated shortfalls. The status of the budget shall be reported to the board at each of its regularly scheduled meetings.

(b) Revisions of fees and other charges. From time to time, but no less than annually, the president shall recommend to the board for its approval a continuation or revision of the instructional fees, tuition, general fees, and other uniform charges.

(c) Service charges. The president may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the president.

(d) Purchase of insurance.

(i) The president shall cause to have prepared and submitted to the board, at or before its first regular meeting after January first of each year, a report that tabulates all insurance policies in force, including coverage, current premiums and premiums paid during the previous two years, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, officers and directors' liability, medical and hospitalization contracts, or any other policy for the protection of Youngstown state university's personnel and property.

(ii) All insurance shall be purchased through the president or his or her designee.

(e) Inventory of real property. At the close of each fiscal year, the president shall cause to be prepared and submitted to

the board, at or before its first regular meeting after September first of each year, an inventory of all real property managed, owned, leased, rented, or under option to the university. This report shall include acreage held, an estimate of land and building values, a general statement on the condition of the physical plant, and such other details as may be directed by the board or the president.

(f) Obligation of the university. At the close of each fiscal year the president shall cause to be prepared and submitted to the board a report describing the obligations of the university, financial and otherwise, the terms and conditions of repayment or satisfaction of such obligations and any security given by the university toward such obligations.

(g) Annual financial report. At the end of each fiscal year, the president shall cause to be prepared and submitted to the board, at its first regular meeting after the audit of the university has been released by the auditor of state, a comprehensive financial report. The report should summarize all financial transactions, note changes in fund balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.

(h) Youngstown state university development service agreement. At the end of each fiscal year the president shall cause to be prepared and submitted to the board a report pertaining to the university's development functions. Said report shall include detailed information regarding the university's relationship with the YSU foundation and activities performed by the Youngstown state university development service agreement entered into between the university and the YSU foundation.

(4) Purchasing practice. All purchases by the university shall be made in accordance with the policies of the board and the laws of the state of Ohio.

(F) Article VI. University organizations.

(1) Auxiliary agencies.

(a) As recommended by the president and approved by the board, certain university operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The president shall cause to be prepared and submitted to the finance and facilities committee, at or before its first meeting after September first of each year, an annual report including an itemization of income and expenditures and a résumé of the operation for the year.

(b) Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other university purposes as directed by the president with the approval of the finance and facilities committee.

(c) The rental policies of the university as approved by the board also apply to all auxiliary activity facilities.

(G) Article VII. Instruction and degrees.

(1) Degrees and certificates.

(a) Degrees, titles, and certificates shall be awarded by the board upon recommendation of the university faculty and transmitted to the board by the president. All diplomas issued to those receiving degrees and titles from the university shall be signed by the chairperson and the president.

(b) Honorary degrees. The board will consider the conferral of honorary degrees given the recommendations to the provost by the academic senate as stipulated in its charter and the provost to the president as recommended to the board.

(c) Commencement speakers. The board will consider the selection of a commencement speaker given the recommendations to the provost by the academic senate as

stipulated in its charter and the provost to the president as recommended to the board.

(H) Article VIII. Miscellaneous.

(1) Appearances before governmental offices. Subject to specific control by the board, the preparation and presentation of requests for appropriations from the state of Ohio, and all appearances, communications, and representations made on behalf of the university with all federal, state, and local government offices, boards, and agencies, shall be under the direction of the president. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.

(2) Use of university facilities. The use of university facilities shall be governed by such rules and regulations as may be promulgated by the president.

(3) Protocol for requests to address the board and/or its committees.

(a) Any and all persons desiring to address the board shall submit in writing a request for permission to address the board. Such request shall be submitted not less than three weeks prior to the meeting of the board at which the party requests to be heard.

(b) All such requests shall be submitted to the board chairperson through the secretary to the board of trustees, by submission either directly to the secretary or through the office of the president of the university.

(c) All such requests shall state the subject of the matter to be addressed to board, the identity or identities of the person(s) who will speak to the subject matter before the board, the relationship(s) of such person(s) to the university and the matter being brought to the attention of the board, the postal and electronic mail addresses and daytime telephone number of the person(s) requesting permission to address the board.

(d) As the standing committees of the board are composed of all of the board's trustees, the board chairperson may in his or her discretion, refer any request to address the board to such committee of the board as the chairperson deems appropriate.

(e) Any presentation to the board or a committee thereof contemplated under this procedure shall not be longer than five minutes in total length. The board chairperson and/or the chair of the board committee before which such presentation is to be delivered may at any time, in his or her discretion, increase or decrease the number of persons addressing the board or committee, and/or lengthen, shorten, or cancel the time permitted for any address or presentation.

(f) The format and substance of any address or presentation to the board or its committees shall at all times remain within the bounds of relevance, civility, and decorum as shall be determined in the sole discretion of the chairperson of the body before which the matter is addressed or presented. The chairperson of that body shall at all times possess the authority to lengthen, short, or cancel, without notice or action of the body, the time allotted to any address or presentation.

(g) No request to address the board or any of its committees shall knowingly be permitted or permitted to proceed if the substance or purpose of such address is or may be a subject of litigation, collective bargaining, employment relations involving the university, its employees, and/or students, or any other matter which is not properly within the public interest or the interest of the university.

(4) Protocol for handling letters, petitions, or other such forms of communication submitted to the board.

(a) Any such communication of a personnel nature will be considered by the appropriate committee of the board at the next regularly scheduled meeting.

(b) Communications other than personnel matters will be considered for appropriate disposition at the next agenda setting meeting for the upcoming regular meeting of the board.

If considered to be an urgent matter by the president, the board chair will be consulted to determine the appropriate next steps regarding the matter.

(I) Article IX. Bylaws, rules, and policies (promulgation, amendment, and repeal).

(1) Statement of purpose. University bylaws, including additions or amendments, outline the major administrative and governing functions of the board. Detailed rules, policies, and ordinances for the operation of the university may be enacted or amended by action of the board or may be promulgated by the president, provided such shall not conflict with policies or bylaws of the board.

(2) Rules and policies: promulgation, amendment, and repeal. Detailed rules and policies for the organization, administration, and operation of the university may be promulgated, amended, and repealed by the board, in consideration of recommendations of the president.

(3) Amendments to bylaws.

(a) Bylaws may be altered, amended, or repealed, and new bylaws may be adopted, by affirmative vote of not less than six trustees at any regular meeting or special meeting of the board. Any proposed alteration, amendment, repeal, or adoption of all or any part of the bylaws shall first be announced at a meeting of the board (regular or special). Action on the proposal may not be taken until the next meeting of the board (regular or special).

(b) Amendments to the bylaws shall be effective upon adoption by an affirmative vote of not less than six members of the board.

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3356-1-01 Bylaws.

(A) Article I. Definitions.

(1) “Board” means the board of trustees of Youngstown state university.

(2) “Chairperson” means the chairperson of the board of trustees of Youngstown state university.

(3) “Committee meeting” means a meeting held by any of the board standing committees, including subcommittee meetings of the standing committees, and ad hoc committees appointed from time to time.

(4) “Designee” means a member of the university’s administrative office(s).

(5) “Electronic communication" means live, audio-enabled communication, as further defined in division (A) of section 3345.82 of the Revised Code, which permits trustees to attend meetings remotely.

(6) “President” means the president of Youngstown state university.

(7) “Secretary” means the secretary to the board of trustees of Youngstown state university.

(8) “Student trustee” means a student member of the board appointed by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.

(9) “Trustee” means a member of the board appointed for a term by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.

(10) “University” means Youngstown state university.

(11) “Vice chairperson” means the vice chairperson of the board of trustees of Youngstown state university.

(B) Article II. Meetings.

(1) Regular meetings.

(a) The board shall meet no less than four times each year, and at such other times as may be necessary for the best interests of the university. Meetings shall be called at such times as the board prescribes, provided, however, that meetings will usually be held in the months of September, December, March, and June. At the time of the adjournment of each meeting, the board shall provide, by resolution, the date, time, and place for holding the board's next regular meeting. No less than five days prior to the date of a regular meeting, the secretary, or designee, shall provide written notice of said meeting to every member of the board. Notices may be hand-delivered or sent via facsimile, electronic mail, or by first class mail to the residence or business address of a board member.

(b) Any board member may waive notice of a regular meeting. Attendance of a board member at a regular meeting shall constitute a waiver of notice of the regular meeting.

(2) Special meetings.

(a) Special meetings of the board may be called by written request (the "Call") signed by the chairperson, the president, or by three trustees, and delivered to the secretary. The "Call" for a special meeting shall specify the date, time, place, and purposes thereof, although other business than that specified in the "Call" may be considered at any such meeting. Upon receipt of a call for a special meeting, and no less than forty-eight hours prior to the time of commencement of the special meeting, the secretary, or designee, shall provide notice of the special meeting to every member of the board and to the president. Notice of a special meeting shall include the date, time, place, and purposes thereof, as set forth in the "Call." Notice of a special meeting may be given in oral or written form and may be given directly to the board member by telephone or direct conversation, or by facsimile, hand delivery, electronic or first-class mail sent to the board member's residence or place of business.

(b) Any board member may waive notice of a special meeting. Attendance of a board member at a special meeting shall constitute a waiver of notice of the special meeting.

(3) Emergency meetings. In the event of an emergency wherein the best interests of the university require immediate official action by the board, the chairperson (or in his or her absence or disability, the vice chairperson) or the president (or in his or her absence, the provost of the university) may call an emergency meeting of the board. In such event, all reasonable effort shall be made to schedule the emergency meeting in order to permit all of the members of the board to attend the emergency meeting. In such event, all reasonable effort shall be made to notify all of the members of the board of the date, time, place, and nature of the emergency requiring immediate official action.

(4) Electronic meeting attendance.

(a) Trustees may attend board meetings via electronic communication, subject to the following requirements:

(i) A trustee shall attend in person at least one-half of the regular meetings of the board annually; and

(ii) All meetings conducted using electronic communication shall meet the following minimum standards:

(a) At least one-third of the trustees attending the meeting shall be present in person at the place where the meeting is conducted;

(b) All votes taken at the meeting shall be taken by roll call vote; and

(c) A trustee who intends to attend a meeting via means of electronic communication must notify the chair of that intent not less than forty-eight hours before the meeting, except in the case of a declared emergency.

(b) A trustee who attends a board meeting via means of electronic communication will be considered to be present at the meeting, will be counted for the purposes of establishing a quorum, and may vote at the meeting, consistent with the authority of division (C) of section 3345.82 of the Revised Code.

(c) Electronic meeting attendance is also available for committee meetings. The same minimum standards set forth in paragraph (4)(a)(ii) of this rule apply to committee meetings.

(5) Place of meetings.

(a) All regular and special meetings of the board shall be held on university property or through YSU supported technology as provided by law, or on rare occasions off-campus, but with easy access to the public, if circumstances warrant as determined by the chairperson and the president and as provided by law. The place of all board meetings shall be specified in the notice of the meeting.

(b) Emergency meetings of the board shall be held on university property unless, in the judgment of the person or persons making the "Call," the circumstances creating the emergency render a meeting on university property either physically impractical or infeasible.

(6) Quorum.

(a) A majority of the trustees, when duly convened pursuant to university bylaws, shall constitute a quorum for the transaction of business at any meeting of the board. Student trustees shall not be considered in the determination of a quorum. If less than a majority of the trustees are present at, or at any time during said meeting, a majority of the trustees present may adjourn the meeting from time to time without further notice. When, upon reconvening any such adjourned meeting, and with a quorum present, any business may be transacted which might have been transacted at the meeting as originally notified.

(b) At any meeting where a quorum is present, a majority vote of those present and voting shall be required for any official action by the board, except as otherwise permitted by law or by the bylaws contained in this rule.

(c) A trustee may abstain from voting on a matter. A trustee that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Trustees having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.

(7) Organization of meetings.

(a) At each meeting of the board, the chairperson, or in the chairperson's absence, the vice chairperson, or in the absence of both, a chairperson pro tempore, chosen by a majority of the trustees present, shall preside. The secretary, or in the secretary's absence, any person appointed by the chairperson, shall keep the minutes of the meeting, and otherwise perform the duties of secretary of the meeting.

(i) The minutes shall be developed as prescribed by law and include information that provides perspectives regarding decisions made by the board as well as demonstrate the board is proactive in its responsibilities to both the state of Ohio and in consideration of the continuing accreditation of the university.

(ii) The minutes shall be maintained on the university's board of trustees website in addition to those also maintained via the Maag library in accordance with laws and/or policies associated with records retention.

(iii) Minutes shall be prepared and provided to the board as soon as practicable after each board meeting in

order that members may appropriately review and approve the minutes.

(8) Order of business. The order of business at all regular and special meetings of the board shall be as follows:

(a) Roll call.

(b) Proof of notice of meeting.

(c) Disposition of minutes.

(d) Presentation(s) from the university community (optional).

(e) Report of the president.

(f) Report of the committees of the board.

(g) Communications and memorials.

(h) Unfinished business.

(i) New business.

(j) Chairperson's remarks and requested additional president's remarks as chosen to be offered.

(k) Election of board officers (as pertinent).

(l) Time and place of next regular meeting of the board.

(m) Adjournment.

(9) Parliamentary procedure. Questions of parliamentary procedure shall be resolved in accordance with "Robert's Rules of Order." The secretary, or designee, shall serve as the board's parliamentarian.

(10) Procedures for presentation of items to be considered.

(a) Any proposed action introduced by a board member which would substantially affect university policy shall be presented to the chairperson prior to the meeting at which

the matter is to be considered by the board. The proposed action shall be submitted in sufficient time to allow the chairperson to assign the proposed action to an appropriate board committee to review such action and to make whatever recommendations to the full board the committee deems to be appropriate.

(b) The annual budget and all other major questions of university policy recommended by the president shall be presented to each member of the board prior to the meeting at which the matter is to be considered by the board. The proposed action shall be submitted in sufficient time to allow the appropriate board committee to review such action and to make whatever recommendations to the full board it deems to be appropriate.

(c) Any business to be presented to the board by other than a board member or the president shall be submitted in writing to the chairperson, who shall refer it to the appropriate board committee for consideration and possible action. The chairperson may direct that such business be placed on the agenda.

(11) Public notice of meetings.

(a) Public notice of all board meetings shall meet or exceed that required by Ohio law, section 121.22 of the Revised Code.

(b) Any person or news medium may ascertain the time and place of all regularly scheduled board meetings and the time, place, and purpose of all special board meetings by contacting university communications or on the internet at board of trustees website. The local media, and other interested parties, will be made aware of upcoming meetings of the board when requesting such notification by contacting the office of communications.

(C) Article III. Officers and organizations.

(1) Powers of the board. The board shall have the power, not inconsistent with law or university bylaws, to do all things

necessary for the proper maintenance and successful and continuous operation of the university. No individual trustee, student trustee, or committee of the board shall have authority to commit or bind the board or the university to any policy, action, or agreement unless specifically authorized by action of the board.

(2) Officers of the board. The officers of the board shall be the chairperson, the vice chairperson, and the secretary. The board may appoint such other officers or employees as the interests of the university require. Such officers and employees shall have such authorities, and shall perform such duties, as may be prescribed by the board.

(3) Qualifications, election, and term of office. The chairperson and vice chairperson shall be trustees. The qualifications of all other officers shall be determined by the board. The officers of the board shall be annually elected by the trustees at the board's last regular meeting of the university's fiscal year. Newly elected officers shall take office immediately following adjournment of the meeting at which they are elected and shall hold their offices until their successors are elected.

(4) Chairperson. The chairperson, when present, shall preside at all meetings of the board and perform generally all duties incident to the office of the chairperson and such other duties as may be assigned to the chairperson by the board. Unless contrary to board policy or the bylaws contained in this rule, the chairperson may assign any of the chairperson's duties to another trustee.

(5) Vice chairperson. In the event of a temporary vacancy in the office of the chairperson or at the request of the chairperson, or in the event of temporary absence or disability of the chairperson, the vice chairperson shall perform all the duties of the chairperson and, while so acting, shall have all the power and authority of, and be subject to the restrictions upon, the chairperson.

(6) Secretary. The secretary, or designee, shall prepare minutes of all meetings and proceedings of the board. The secretary, or designee, shall give notice of all meetings of the board, when required by the provisions of Article II and the appropriate sections. The secretary, or designee, shall serve as the board's parliamentarian. At the last regular meeting of the university's fiscal year, the

secretary shall submit a written report of board member attendance at board and committee meetings for the preceding year. The secretary shall perform such other duties as from time to time may be assigned to the secretary by the board or the chairperson.

(7) Attorney general. The attorney general of the state of Ohio shall be the legal advisor to, and represent, the university and/or the board in all matters civil or criminal involving the university of the board.

The general counsel of the university is a member of the Ohio attorney general's office and represents the board of trustees on behalf of the state of Ohio.

(8) Removal of board officers. Any officer of the board may be removed as such officer at any time, either with or without cause, by resolution adopted by not less than six trustees at any regular meeting of the board. Any officer may be removed as such officer, either with or without cause, by resolution adopted by not less than six trustees at any special meeting of the board, provided that such removal action was indicated on the notices of such special meeting.

(9) Student trustees. Section 3356.01 of the Revised Code provides for appointments of two students to the board but provides that student trustees shall have no voting power on the board, that student trustees shall not be considered as members of the board in determination of a quorum, and that student trustees shall not be entitled to attend executive sessions of the board.

(10) Permanent vacancies. In the event of a permanent vacancy in the office of the chairperson or vice chairperson, the remaining trustees may elect a successor to fill such permanent vacancy. What constitutes a "permanent vacancy" shall be determined by the board.

(11) Board orientation.

(a) There shall be at least annually a board orientation developed specifically for onboarding new members of the board but will be open to all board members to attend.

(b) The orientation shall include the chair, vice chair, secretary, and president and the executive officers of the university as well as any other individual invited to present at and/or attend the orientation.

(c) The orientation should be constructed in such a fashion that new board members in particular can more easily and rapidly engage themselves fully in all matters before the board as specified in university bylaws and otherwise specified by law.

(d) Orientation may be comprised of various types and levels of engagement and interactions that optimally served the purpose of the orientation session(s).

(12) Ethics training. The board, executive officers of the university and other invited members of the administration's leadership will annually engage in ethics training.

(D) Article IV. Board committees.

(1) Membership. All trustees and student trustees shall be voting members of all board standing committees, unless otherwise provided by university bylaws.

(2) National/global trustees. In order to take advantage of the diverse talents, resources, and experiences of friends and alumni of the university who can contribute to the current and future success of the university, the position of national/global trustees has been established in accordance with the following guidelines, to which exceptions can be made:

(a) The board may nominate and appoint persons to the position of national/global trustee. National/global trustees shall be nominated and appointed by the board of trustees on the basis of one or more of the following criteria: success in chosen field or business; state or national prominence; ability to serve as an advocate for higher education; ability and willingness to offer advice to the board and university president and/or demonstrated support for Youngstown state university.

(b) There shall be no more than three persons serving in the position of national/global trustee at any one time. National/global trustees shall serve staggered terms such that no more than one such position expires in a calendar year.

(c) Each national/global trustee shall be appointed for a three year term and shall be eligible to serve a second consecutive three year term. A national/global trustee that has served two consecutive terms shall not be eligible for reappointment as a national/global trustee until not less than one year has passed since the conclusion of his or her term as a national/global trustee.

(d) National/global trustees shall have no voting privileges on the board, shall not be considered in determining whether a quorum is present and shall not be eligible to be an officer of the board, but may otherwise participate in all activities of the board.

(e) National/global trustees shall not be compensated for their service but shall be paid their reasonable and necessary expenses in the same manner that applies to trustees.

(f) National/global trustees shall follow the Ohio ethics laws, including those set forth in Chapter 102. and sections 2921.42 and 2932.43 of the Revised Code, the board's bylaws and university policy.

(g) National/global trustees shall be appointed by board action after nomination by the governance committee of the board in accordance with the process described for the nomination and election of board officers set forth in the bylaws contained in paragraph (D)(6)(i) of this rule.

(h) National/global trustees may be removed by a majority vote of the board.

(i) A trustee may serve as a national/global trustee, but cannot be appointed to serve as a national/global trustee until at least one year after the board member's term as a trustee has ended.

(j) An employee or former employee of the university may serve as a national/global trustee but cannot be appointed to serve as a national/global trustee until at least one year after that person's compensated service to the university has ended.

(k) National/global trustees shall be entitled to legal defense and indemnification against claims and liabilities that might arise from the performance of their duties on behalf of the board to the fullest extent permitted by Ohio law. In addition, the national/global trustees will be considered a "volunteer" for purposes of coverage under the university's liability insurance.

(3) Committee chairperson and vice chairperson. The chairperson shall appoint the chairperson and vice chairperson of each standing committee, and members of such committees that are not otherwise composed of all of the trustees or as otherwise set forth herein, subject to the approval of the board. Committee chairpersons and vice chairpersons shall be trustees.

(4) Quorum and conduct of committee meetings.

(a) Five members of a standing committee shall constitute a quorum, unless otherwise provided. A majority of the members of subcommittee of a standing committee shall constitute a quorum, unless otherwise provided. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the committee or subcommittee. However, regardless of the existence of a quorum in number, at least one of the following four persons must be present at a committee or subcommittee meeting in order for the committee to conduct business:

(i) The chairperson;

(ii) The vice chairperson;

(iii) The (sub)committee chairperson; or

(iv) The (sub)committee vice chairperson.

A committee member may abstain from voting on a matter. A committee member that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Committee members having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.

(b) A majority of the members of a special or ad hoc committee, including any student trustees, shall constitute a quorum. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the special or ad hoc committee.

(c) The board and university administration will mutually develop committee agendas, with the chairperson having authority to approve all final agendas.

(5) Rules. Each committee may adopt rules for its own governance not inconsistent with university bylaws or any rule adopted by the board.

(6) Standing committees. The board's standing committees, and their respective duties and areas of responsibility, shall be as follows:

(a) Academic excellence and student success committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Academic policies which provide for and govern faculty teaching, research, and service;

(b) Establishment of new academic programs, changes in or deletions of existing academic programs, and the issuing of certificates or the granting of degrees;

(c) Policies which provide for and govern retention, persistence, progress, and graduation, including but not limited to, diversity issues and general education requirements;

(d) Policies which provide for and govern student housing and student life;

(e) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee; and

(f) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those academic and administrative departments within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(a)(ii) of this rule, or as assigned by the board or its executive committee.

(iv) Provided that he or she is a member of the university faculty, the chair of the YSU academic senate shall be a nonvoting member of the committee. In the event that the chair of the YSU academic senate is not a member of the university's faculty, then the faculty member holding the highest-ranking position within the YSU academic senate leadership shall hold this position. This position shall not count toward the determination of a quorum of the committee.

(b) Institutional engagement committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern student recruitment, financial aid, orientation and enrollment, including but not limited to, integrated marketing, yield, scholarship optimization, and career success.

(b) Policies that provide for and govern the external relationships established by or required of the university, excluding matters assigned to other of the board's standing committees;

(c) Policies that provide for and govern university fundraising, including but not limited to, institutional advancement through the YSU foundation, the YSU research foundation, the annual fund, capital campaigns, special projects and solicitations;

(d) The Youngstown state university development agreement between the university and the YSU foundation.

(e) Policies that provide for and govern continuing university relations with its graduates, including but not limited to, alumni associational activity;

(f) Policies that provide for and govern university operations directed toward effective communications, public relations, marketing, and the enhancement of community goodwill;

(g) Policies that provide for and govern university public service in, and partnerships

with, the larger community, or segments thereof, including but not limited to, those relationships which are contractual; policies which provide for and govern university intergovernmental relationships, including but not limited to, those with the city of Youngstown, Mahoning county, as well as with agencies and departments of state and federal governments;

(h) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee; and

(i) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(b)(ii) of this rule, or as assigned by the board or its executive committee.

(c) Finance and facilities committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Financial and budgetary policies, including but not limited to, the annual operating budget, and the capital improvement budget;

(b) Policies governing debt instruments issued by the university;

(c) The financial and budgetary impact of major agreements, contracts, programs, plans or initiatives to be recommended to the board by any standing, ad hoc, or special committee, including but not limited to, recommendations regarding university personnel, insurance, and donations;

(d) The acquisition of real property by purchase, gift, or otherwise; the disposition of real property; the acquisition or disposition of significant property broadly classified as technology;

(e) Major projects, including but not limited to, the construction, demolition, or remodeling of facilities, and, as appropriate, the selection of architects and engineers;

(f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the finance and facilities committee;

(g) Policies as related to the health of the campus community particularly related to current or emerging health crises; and

(h) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the finance and facilities committee, including but not limited to, the conduct, and scrutiny of the auditor's work product, of the annual audit, as well as any special audits, undertaken by:

(a) The university's internal auditor;

(b) External auditors; and

(c) State auditor.

Auditor's work product includes findings, management letters, and all other relevant documentation.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(c)(ii) of this rule, or as assigned by the board or its executive committee.

(iv) The finance and facilities committee will include the following subcommittee:

(a) Audit subcommittee.

(i) The audit subcommittee, chaired by the chairperson of the finance and facilities committee, will be composed of the chairperson and four additional trustees who will be appointed annually by the chairperson of the board. As appropriate, when receiving and considering certain audit reports, the president may be excused from the subcommittee proceedings.

(ii) The audit subcommittee will meet at least once annually and perform those duties as assigned by the finance and facilities committee relative to the bylaws contained in paragraph (D)(6)(c)(ii) of this rule. The subcommittee will report its findings and recommendations to the finance and facilities committee.

(d) Investment committee.

(i) To consider those matters that warrant board attention or require board action relating to:

Section 3345.05 of the Revised Code, to exercise the authority and responsibility provided by law including but not limited to:

(a) Policies governing investments issued by the university.

(b) Custody and investment of any funds which are now under or may in the future come under control of the board of trustees.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(d)(ii) of this rule, or as assigned by the board or its executive committee.

(e) Intercollegiate athletics committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern the university's participation in intercollegiate athletics;

(b) Personnel matters; however, approval of personnel actions will occur in the university affairs committee;

(c) Policies that provide for the effectiveness of the NCAA compliance program;

(d) Policies that provide for the effectiveness of ensuring and promoting the academic,

health, and social welfare of student-athletes;

(e) Policies that assure the effectiveness of implementing the committee's endorsed budget;

(f) Academic performance and progress of student-athletes annually;

(g) Governance policies related to intercollegiate athletics;

(h) The president's proposed approach to the selection of and term of service of the NCAA faculty representative(s);

(i) Comparison of benchmarks that have been mutually agreed upon by the president and the director of intercollegiate athletics and endorsed by the committee; and

(j) The faculty NCAA athletics representative(s) in serving as a liaison between the academic enterprise and the intercollegiate athletics department and receives the yearly update provided to the academic senate.

(ii) The faculty representative(s), as specified in rules 3356-6-02 and 3356-6-03 of the Administrative Code (university policies 3356-6-02 and 3356-6-03), shall be a nonvoting member(s) of the committee. This (these) position(s) shall not count toward the determination of a quorum of the committee.

(iii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iv) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(e)(iii) of this rule, or as assigned by the board or its executive committee.

(f) University affairs committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for and govern the internal administrative operations of the university, excluding matters assigned to other of the board's standing committees;

(b) Policies that provide for and govern university employment where collective bargaining agreements apply, including but not limited to, oversight of the collective bargaining process and labor negotiations with unions representing university employees;

(c) Policies that provide for and govern university employment exempt from collective bargaining agreements, including but not limited to, oversight of contractual arrangements with exempt personnel;

(d) Policies that provide for equal opportunity standards and govern equal opportunity practices in university employment and operations, including but not limited to, implementation of affirmative action initiatives;

(e) Policies that provide for the acquisition, development, access, and use of electronic technology; and

(f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with

matters within the purview of the committee.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(f)(ii) of this rule, or as assigned by the board or its executive committee.

(g) Workforce education and innovation committee.

(i) To consider those matters that warrant board attention or require board action relating to:

(a) Policies that provide for the optimal utilization and effectiveness of all areas pertaining to workforce education and innovation;

(b) Policies that provide for optimal alignment of initiatives and activities associated with job entry and career advancement;

(c) Policies that optimize institutional engagement with local, regional, statewide and national workforce education and innovation initiatives;

(d) Policies that optimize the potential to monetize activities and initiatives across the education for workforce entry and career advancement spectrum;

(e) Policies that provide for and govern the university's participation in initiatives related to education for career entry and work advancement;

(f) Personnel matters; however, approval of personnel actions will occur in the university affairs committee; and

(g) Annual financial report to the full board of trustees.

(ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

(iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(g)(ii) of this rule, or as assigned by the board or its executive committee.

(h) Executive committee.

(i) The membership of the executive committee shall consist of the chairperson (presiding), the vice chairperson, and the chairpersons of the academic excellence and student success committee, the institutional engagement committee, the finance and facilities committee, the investment committee, the intercollegiate athletics committee, and the university affairs committee. The executive committee will consider those matters that warrant board attention or require board action relating to:

(a) Matters relevant to the employment, assessment and compensation of the president, with recommendation to the board, as appropriate, for its attention or action; for purposes of this consideration, the president may be excused from the committee's proceedings;

(b) Matters relative to the employment, assessment and compensation of the secretary, if determined by the board to be necessary, with recommendation to the

board, as appropriate, for its attention or action; for purposes of this consideration, the secretary may be excused from the committee's proceedings;

(c) Matters not within the assigned purview of any board standing, ad hoc, or special committee; the executive committee will report on such matters, as appropriate, to the board for its attention or action;

(d) Special assignments of particular matters, not clearly within the purview of any board committee, to one of the board's standing, ad hoc, or special committees; the designated committee will be instructed to report either to the executive committee or to the board;

(e) Resolution of jurisdictional ambiguities between or among the board's standing, ad hoc, or special committees; and

(f) Other matters as appropriate to an executive committee, or as assigned by the board.

(i) Governance committee.

(i) The governance committee shall be chaired by the chairperson, except as otherwise provided herein, and will meet on an as-needed basis to:

(a) Consider proposed changes in the bylaws of the board, with recommendation to the board, as appropriate, for its attention or action;

(b) Consider proposed changes in board and committee procedures, in full or in part, not stipulated in the bylaws, including but not limited to, scheduling, administrative staff participation or assistance, etc., with

recommendation to the board, as appropriate, for its attention or action;

(c) Any institutional mission statement, strategic or master plans, with recommendation to the board, as appropriate, for its attention or action;

(d) Develop and schedule board advances, workshops, seminars, orientation programs, and other special events, with recommendation to the board, as appropriate, for its attention or action;

(e) Provide for periodic board self-evaluation and assessment;

(f) Elect officers annually through a nomination process at its next to last regularly scheduled quarterly meeting of the university's fiscal year. When the governance committee is engaged in the making of nominations, it will, at the request of the chair of the committee to avoid a conflict of interest in the process, be chaired by the trustee whose term is expiring and is therefore not eligible to serve as an officer. When the governance committee is engaged in the making of nominations, the president of the university may be excused from the committee's proceedings;

(g) The chair will annually survey the trustees regarding their interest, willingness and qualifications to serve in leadership roles in the forthcoming term, the results of which will be presented to the next elected chair of the board; and

(h) Consider other matters as appropriate to a governance committee, or as assigned by the executive committee of the board.

(7) Ad hoc committees. The chairperson may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the university; however, an ad hoc committee shall not be appointed to consider matters which lie entirely within the purview of a standing committee. The chairperson shall determine the membership of the ad hoc committee and when the work of the ad hoc committee is completed.

(E) Article V. Administration of the university.

(1) President of the university, faculty, and staff. The board shall employ the president of the university; and shall employ, fix the compensation of, and remove employees as may be necessary. The board shall do all things necessary for the proper maintenance and successful continuous operation of the university and may act under such policies and bylaws as it may approve.

(2) Other personnel. The employment, classification, wage scales, and dismissal of all personnel, not otherwise under contract to the board of trustees, shall follow the policies established by the board and the laws of the state of Ohio.

(3) Reports to the board.

(a) Budget. At a meeting of the finance and facilities committee prior to the board's last regular meeting of the university's fiscal year, the president shall present to the board the draft budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the university's major areas of expenditure in accordance with general account classifications of the state of Ohio and shall be accompanied by a review describing the major changes.

As may be necessary, the budget may be revised from time to time by the board. After approval by the board, the budget shall govern financial transactions. The president shall establish procedures for the expenditure of all budgeted funds in accordance with the policies of the board. In administering the budget, the president may make or authorize transfers or adjustments in individual

budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures. Whenever income fails to meet budgeted income, the president shall present to the board for its review and approval a plan to address any anticipated shortfalls. The status of the budget shall be reported to the board at each of its regularly scheduled meetings.

(b) Revisions of fees and other charges. From time to time, but no less than annually, the president shall recommend to the board for its approval a continuation or revision of the instructional fees, tuition, general fees, and other uniform charges.

(c) Service charges. The president may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the president.

(d) Purchase of insurance.

(i) The president shall cause to have prepared and submitted to the board, at or before its first regular meeting after January first of each year, a report that tabulates all insurance policies in force, including coverage, current premiums and premiums paid during the previous two years, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, officers and directors' liability, medical and hospitalization contracts, or any other policy for the protection of Youngstown state university's personnel and property.

(ii) All insurance shall be purchased through the president or his or her designee.

(e) Inventory of real property. At the close of each fiscal year, the president shall cause to be prepared and submitted to the board, at or before its first regular meeting after September first of each year, an inventory of all real property managed, owned, leased, rented, or under option

to the university. This report shall include acreage held, an estimate of land and building values, a general statement on the condition of the physical plant, and such other details as may be directed by the board or the president.

(f) Obligation of the university. At the close of each fiscal year the president shall cause to be prepared and submitted to the board a report describing the obligations of the university, financial and otherwise, the terms and conditions of repayment or satisfaction of such obligations and any security given by the university toward such obligations.

(g) Annual financial report. At the end of each fiscal year, the president shall cause to be prepared and submitted to the board, at its first regular meeting after the audit of the university has been released by the auditor of state, a comprehensive financial report. The report should summarize all financial transactions, note changes in fund balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.

(h) Youngstown state university development service agreement. At the end of each fiscal year the president shall cause to be prepared and submitted to the board a report pertaining to the university's development functions. Said report shall include detailed information regarding the university's relationship with the YSU foundation and activities performed by the Youngstown state university development service agreement entered into between the university and the YSU foundation.

(4) Purchasing practice. All purchases by the university shall be made in accordance with the policies of the board and the laws of the state of Ohio.

(F) Article VI. University organizations.

(1) Auxiliary agencies.

(a) As recommended by the president and approved by the board, certain university operations, whose income includes

substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The president shall cause to be prepared and submitted to the finance and facilities committee, at or before its first meeting after September first of each year, an annual report including an itemization of income and expenditures and a résumé of the operation for the year.

(b) Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other university purposes as directed by the president with the approval of the finance and facilities committee.

(c) The rental policies of the university as approved by the board also apply to all auxiliary activity facilities.

(G) Article VII. Instruction and degrees.

(1) Degrees and certificates.

(a) Degrees, titles, and certificates shall be awarded by the board upon recommendation of the university faculty and transmitted to the board by the president. All diplomas issued to those receiving degrees and titles from the university shall be signed by the chairperson and the president.

(b) Honorary degrees. The board will consider the conferral of honorary degrees given the recommendations to the provost by the academic senate as stipulated in its charter and the provost to the president as recommended to the board.

(c) Commencement speakers. The board will consider the selection of a commencement speaker given the recommendations to the provost by the academic senate as stipulated in its charter and the provost to the president as recommended to the board.

(H) Article VIII. Miscellaneous.

(1) Appearances before governmental offices. Subject to specific control by the board, the preparation and presentation of requests for appropriations from the state of Ohio, and all appearances, communications, and representations made on behalf of the university with all federal, state, and local government offices, boards, and agencies, shall be under the direction of the president. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.

(2) Use of university facilities. The use of university facilities shall be governed by such rules and regulations as may be promulgated by the president.

(3) Protocol for requests to address the board and/or its committees.

(a) Any and all persons desiring to address the board shall submit in writing a request for permission to address the board. Such request shall be submitted not less than three weeks prior to the meeting of the board at which the party requests to be heard.

(b) All such requests shall be submitted to the board chairperson through the secretary to the board of trustees, by submission either directly to the secretary or through the office of the president of the university.

(c) All such requests shall state the subject of the matter to be addressed to board, the identity or identities of the person(s) who will speak to the subject matter before the board, the relationship(s) of such person(s) to the university and the matter being brought to the attention of the board, the postal and electronic mail addresses and daytime telephone number of the person(s) requesting permission to address the board.

(d) As the standing committees of the board are composed of all of the board's trustees, the board chairperson may in his or her discretion, refer any request to address the board to such committee of the board as the chairperson deems appropriate.

(e) Any presentation to the board or a committee thereof contemplated under this procedure shall not be longer than five minutes in total length. The board chairperson and/or the chair of the board committee before which such presentation is to be delivered may at any time, in his or her discretion, increase or decrease the number of persons addressing the board or committee, and/or lengthen, shorten, or cancel the time permitted for any address or presentation.

(f) The format and substance of any address or presentation to the board or its committees shall at all times remain within the bounds of relevance, civility, and decorum as shall be determined in the sole discretion of the chairperson of the body before which the matter is addressed or presented. The chairperson of that body shall at all times possess the authority to lengthen, short, or cancel, without notice or action of the body, the time allotted to any address or presentation.

(g) No request to address the board or any of its committees shall knowingly be permitted or permitted to proceed if the substance or purpose of such address is or may be a subject of litigation, collective bargaining, employment relations involving the university, its employees, and/or students, or any other matter which is not properly within the public interest or the interest of the university.

(4) Protocol for handling letters, petitions, or other such forms of communication submitted to the board.

(a) Any such communication of a personnel nature will be considered by the appropriate committee of the board at the next regularly scheduled meeting.

(b) Communications other than personnel matters will be considered for appropriate disposition at the next agenda setting meeting for the upcoming regular meeting of the board.

If considered to be an urgent matter by the president, the board chair will be consulted to determine the appropriate next steps regarding the matter.

(I) Article IX. Bylaws, rules, and policies (promulgation, amendment, and repeal).

(1) Statement of purpose. University bylaws, including additions or amendments, outline the major administrative and governing functions of the board. Detailed rules, policies, and ordinances for the operation of the university may be enacted or amended by action of the board or may be promulgated by the president, provided such shall not conflict with policies or bylaws of the board.

(2) Rules and policies: promulgation, amendment, and repeal. Detailed rules and policies for the organization, administration, and operation of the university may be promulgated, amended, and repealed by the board, in consideration of recommendations of the president.

(3) Amendments to bylaws.

(a) Bylaws may be altered, amended, or repealed, and new bylaws may be adopted, by affirmative vote of not less than six trustees at any regular meeting or special meeting of the board. Any proposed alteration, amendment, repeal, or adoption of all or any part of the bylaws shall first be announced at a meeting of the board (regular or special). Action on the proposal may not be taken until the next meeting of the board (regular or special).

(b) Amendments to the bylaws shall be effective upon adoption by an affirmative vote of not less than six members of the board.

TO BE RESCINDED

3356-1-13 Electronic attendance of board of trustees meetings.

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	September 2022
Board Committee:	University Affairs
Effective Date:	**September 18, 2025**
Next Review:	N/A

(A) Policy statement. It is the policy of the Youngstown state university board of trustees to allow its members to attend meetings of the board via means of electronic communication in accordance with section 3345.82 of the Revised Code.

(B) Definitions.

(1) "Board meeting" – a regular, special, or emergency meeting of the board of trustees as set forth in the board of trustees bylaws. See paragraph (B) of rule 3356-1-01 of the Administrative Code, bylaws policy "Article II Meetings."

(2) "Committee meeting" – a meeting held by any of the board standing committees, including subcommittee meetings of the standing committees, and ad hoc committees appointed from time to time.

(3) "Electronic communication" – live, audio-enabled communication, as further defined in division (A) of section 3345.82 of the Revised Code, which permits trustees to attend board meetings remotely.

(C) Electronic meeting attendance.

(1) Trustees may attend board meetings via electronic communication, subject to the following requirements:

(a) A trustee shall attend in person at least one-half of the regular meetings of the board annually; and

(b) All meetings conducted using electronic communication shall meet the following minimum standards:

(i) At least one-third of the trustees attending the meeting shall be present in person at the place where the meeting is conducted;

(ii) All votes taken at the meeting shall be taken by roll call vote; and

(iii) A trustee who intends to attend a meeting via means of electronic communication must notify the chair of that intent not less than forty-eight hours before the meeting, except in the case of a declared emergency.

(2) A trustee who attends a board meeting via means of electronic communication will be considered to be present at the meeting, will be counted for purposes of establishing a quorum, and may vote at the meeting, consistent with the authority of division (C) of section 3345.82 of the Revised Code.

(3) Electronic meeting attendance is also available for committee meetings. The same minimum standards set forth in paragraph (C)(1)(b) of this policy apply to committee meetings.

DRAFT

FOR USE AT THE DECEMBER 2025 MEETING OF THE BOARD OF TRUSTEES

RESOLUTION TO AMEND
THE BYLAWS OF THE
BOARD OF TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

WHEREAS, the Board of Trustees has voted to incorporate into the Bylaws the requirements associated with electronic attendance at meetings of the Board;

WHEREAS, the Board of Trustees had addressed the matter in a Board approved university policy (3356-1-13) titled, "Electronic attendance of board of trustees meetings" in September 2022.

NOW THEREFORE BE IT RESOLVED, that the board of trustees does hereby modify the Bylaws to include the requirements for electronic attendance for board of trustees' meetings, to be effective immediately.

Board of Trustees Meeting
December 11, 2025
YR 2026 -

DRAFT

FOR USE AT THE DECEMBER 2025 MEETING OF THE BOARD OF TRUSTEES

RESOLUTION TO AMEND
THE BYLAWS OF THE
BOARD OF TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

WHEREAS, the Board of Trustees has voted to incorporate into the Bylaws the requirements associated with electronic attendance at meetings of the Board;

WHEREAS, the Board of Trustees had addressed the matter in a Board approved university policy (3356-1-13) titled, "Electronic attendance of board of trustees meetings" in September 2022.

NOW THEREFORE BE IT RESOLVED, that the policy (3356-1-13) on "Electronic attendance of board of trustees meeting" is now rescinded.

Board of Trustees Meeting
December 11, 2025
YR 2026 -

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION RELATED TO THE
FALL 2025 14th-DAY PRELIMINARY ENROLLMENT REPORT

WHEREAS, after significant campus involvement in the process, the Board of Trustees in June 2020 endorsed and in September 2023 renewed the Plan for Strategic Actions to Take Charge of Our Future ("Plan");

WHEREAS, considering the appointment of President William L. Johnson as president and Jennifer Pintar as provost, both in 2024, and in consideration of the State of the University and the State of Academic Affairs presentations, a further revised Plan was endorsed by the Board of Trustees in December 2024;

WHEREAS, several actions associated with the Plan to "Optimize the Academic Portfolio" and "Increase Enrollment Purposefully and Strategically" are foundational elements of attracting students to YSU;

WHEREAS, a component of enrollment is retention, persistence, completion, and a purposeful career, that are also inherent attributes of an action in the Plan to "Improve the Student Experience for Those Who Trust Their Futures to YSU;"

WHEREAS, the Board via various Resolutions, and via a variety of topics of discussion has consistently, over time, stressed the importance of tailoring the academic portfolio in consideration of serving the region and beyond, including the accountability structures currently in place and that are emerging regarding state and federal support of higher education;

WHEREAS, while academic excellence and student success are foundational to the success of the university, athletics and the physical environment are important attributes associated with the viability and vitality of the university, as previously resolved during the development of the Plan and via BOT Bylaws related to the governing of athletics;

WHEREAS, the administration has considered the 14th-day Preliminary Enrollment Report for fall 2025 (attached), in the context of Article 13 of the Collective Bargaining Agreement (CBA) with the Youngstown State University Chapter of the Ohio Education Association (2023-2026).

NOW THEREFORE, BE IT RESOLVED that in consideration of the 14th-day Preliminary Enrollment Report for Fall 2025, the Board of Trustees anticipates the Academic Program

Effectiveness and Enhancement initiative will continue in consideration of two categories, the first being continuous quality improvement, and the second being Detailed Analysis, that require additional direction for adjustments to preferably eventually rate as continuous quality improvement without which the potential to suspend and end the program is a possible eventual outcome;

BE IT ALSO RESOLVED, the leadership team will present a framework for an Academic Master Plan that aligns with the Strategic Enrollment Plan at the Governance Committee meeting in December, 2025;

IT IS FURTHER RESOLVED, that after considering all relevant factors as outlined in the CBA, the administration does not anticipate retrenchment at this time,

Board of Trustees
September 17, 2025
YR 2026 -

DRAFT

Strategic Enrollment Planning with RNL: From Vision to Action

Presented by:
Jeanne Herman
Dr. David Graham
Dr. Mike Sherman
Ross Morrone

Why We Engaged RNL

Drivers:

- Enrollment pressures and demographics
- Competition in our market
- Need for alignment:
  - Cross-unit collaboration
  - Merge points between the Academic Master Plan + Enrollment Strategy

Meeting & Collaboration

Highlights:

- Nearly 20 formal consultation visits
- SEP Steering Committee + Student Success Collaborative
- Cross-campus engagement (Admissions, Registrar, OAA, Financial Aid, Student Success, Deans, Faculty)

Ah-Ha! Moments

Examples:

- Enrollment is not just recruitment; retention drives growth
- Advising gaps repeatedly surfaced in data
- Affordability and financial aid literacy are decisive for persistence
- Market analysis showed opportunities in associate degrees, CCP, Hispanic/first-gen growth and Market Share Opportunities

What an Action Plan is:

Definition:

- Guiding document, not a magic bullet
- Outlines goals, steps, accountability, timelines, budgets, and KPIs
- Implementation reveals what works, what doesn't, and what must be adjusted

Our Action Plans

Examples:

- Financial Aid Leveraging & Literacy
- Reimagine Orientation
- Associate Degree Strategy
- Transfer Enrollment
- Market+ Recruitment
- Persistence Task Force
- Continuing Student Communications
- CCP Direct Admit
- Student Success Collaborative (Advising, Persistence, Communication, Finish Line)

Student Success as the Core

Initiatives:

- Advising Redesign under Academic Affairs
- Re-enrollment strategies (reducing “silent sliders”)
- Early Alert system (Congratulating, Alerting, Nudging)
- Second-Year Experience initiatives

Momentum We Already See

Evidence:

- SEO growth: 1,080% increase in AI Overview rankings; program page traffic up 700%+ in key areas
- Advising redesign underway, targeted for full rollout by Spring 2026
- Student Success Plan with measurable goals (80% retention, 60% graduation)
- YSU team had multiple presentations at National RNL conference
- Acknowledgement by conference keynote speaker and former U.S. Secretary of Education
- Enrollment increase of 13% over 2 years

Where We're Heading

Next Steps:

- Finalize action plans this fall
- Deliver written Strategic Enrollment Plan by winter
- Transition from SEP (planning) to SEM (management) in 2026
- Dashboard creation and alignment for campus administration and staff

YOUNGSTOWN STATE UNIVERSITY

ODHE Trustees Summit

September 18th, 2025

Presenters:

Jennifer Pintar, PhD, MPH

Provost, Youngstown State University

Mike Sherman, PhD

Vice President, Youngstown State University

OHIO REVISED CODE | SECTION 3345.35

EFFECTIVE SEPTEMBER 1, 2022

SUMMARY

- The Board of Trustee's from every state institutions shall evaluate all courses and programs based on enrollment and duplication of its courses and programs with other state institutions.
- A summary and actions shall be presented for courses or programs with low enrollment.
- Summaries and actions should include collaborative opportunities for duplicative programs.

CASE STUDY: YOUNGSTOWN STATE UNIVERSITY

How section 3345.35 can be transformative for your institution.

OHIO REVISED CODE | SECTION 3345.35

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REASONS FOR LOW-ENROLLED COURSES

PRE-REQUISITES

CURRICULAR ROTATION

HIGH DFW RATES

"PET" COURSES

LOW COURSE CAPACITY

TOO MANY FACULTY

NO INCENTIVE TO CHANGE

TERRITORIAL OF COURSES

OHIO REVISED CODE | SECTION 3345.35

EFFECTIVE SEPTEMBER 1, 2022

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DECISION BREAKDOWN OF 158 "NO ACTION" COURSES

UNLIKELY TO CHANGE

37% PEDAGOGICALLY APPROPIATE

22% ACCREDITATION REQUIREMENTS

3% CONSORTIUM COURSE

CAN CHANGE

32% NEEDED FOR ON-TIME GRADUATION

3% NO COST TO YSU

2% PROGRAM TEACH OUT

1% HEI NEEDS CHANGED

DECISION BREAKDOWN OF 179 "ACTION NEEDED" COURSES

50%	22%	15%	7%	6%
OFFER LESS OFTEN	ELIMINATE COURSE	LESS SECTIONS IN THE FUTURE	CHANGE COURSE MODALITY	MERGE WITH ANOTHER COURSE

OHIO REVISED CODE | SECTION 3345.35

EFFECTIVE SEPTEMBER 1, 2022

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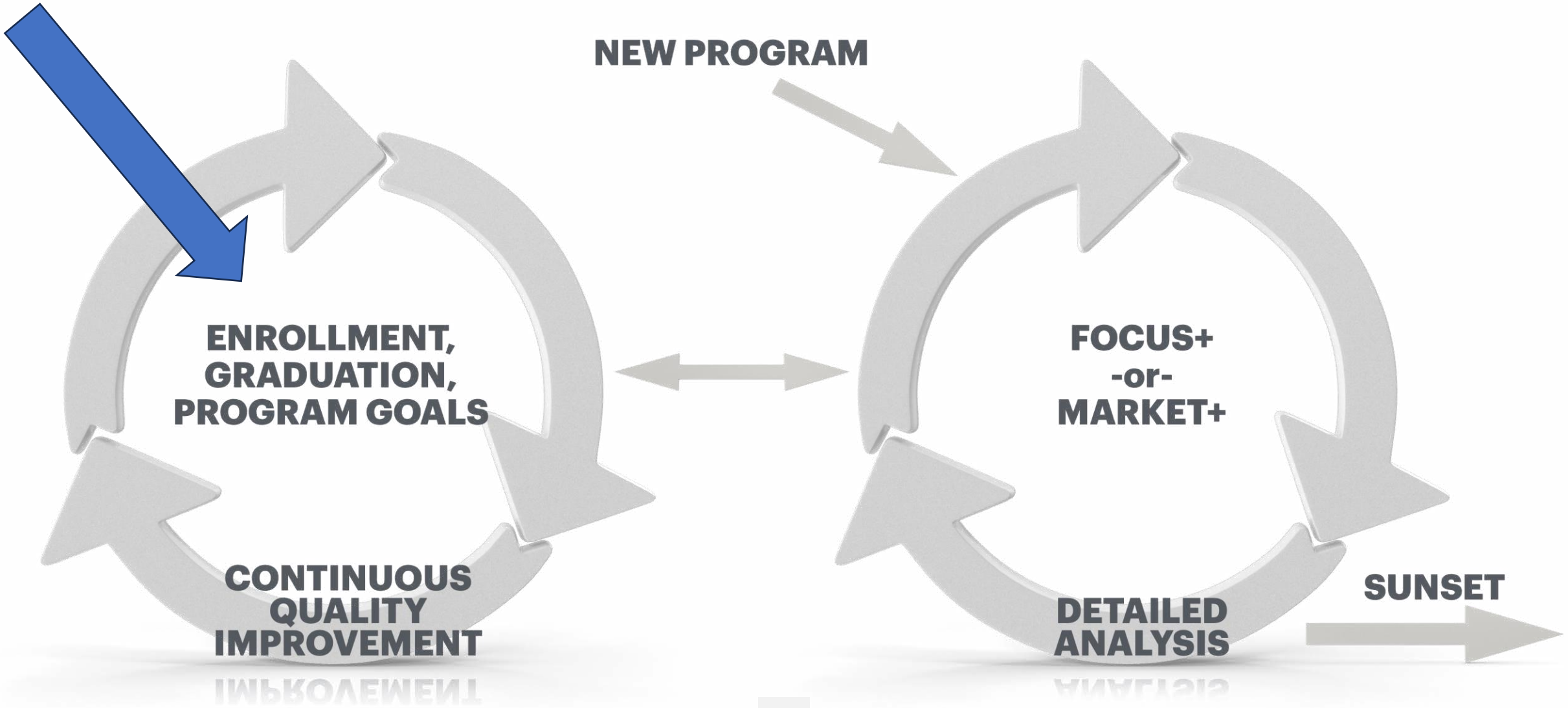
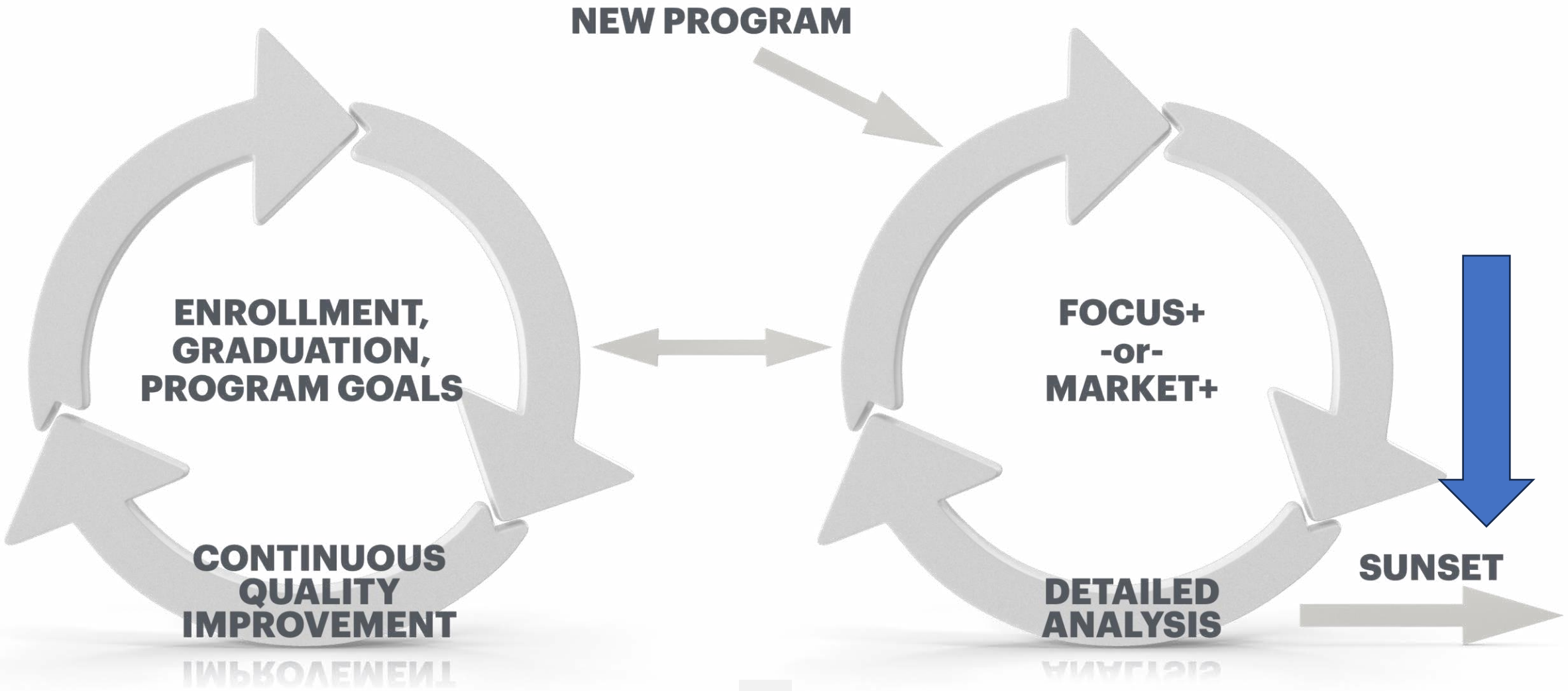
APEEI PROCESS

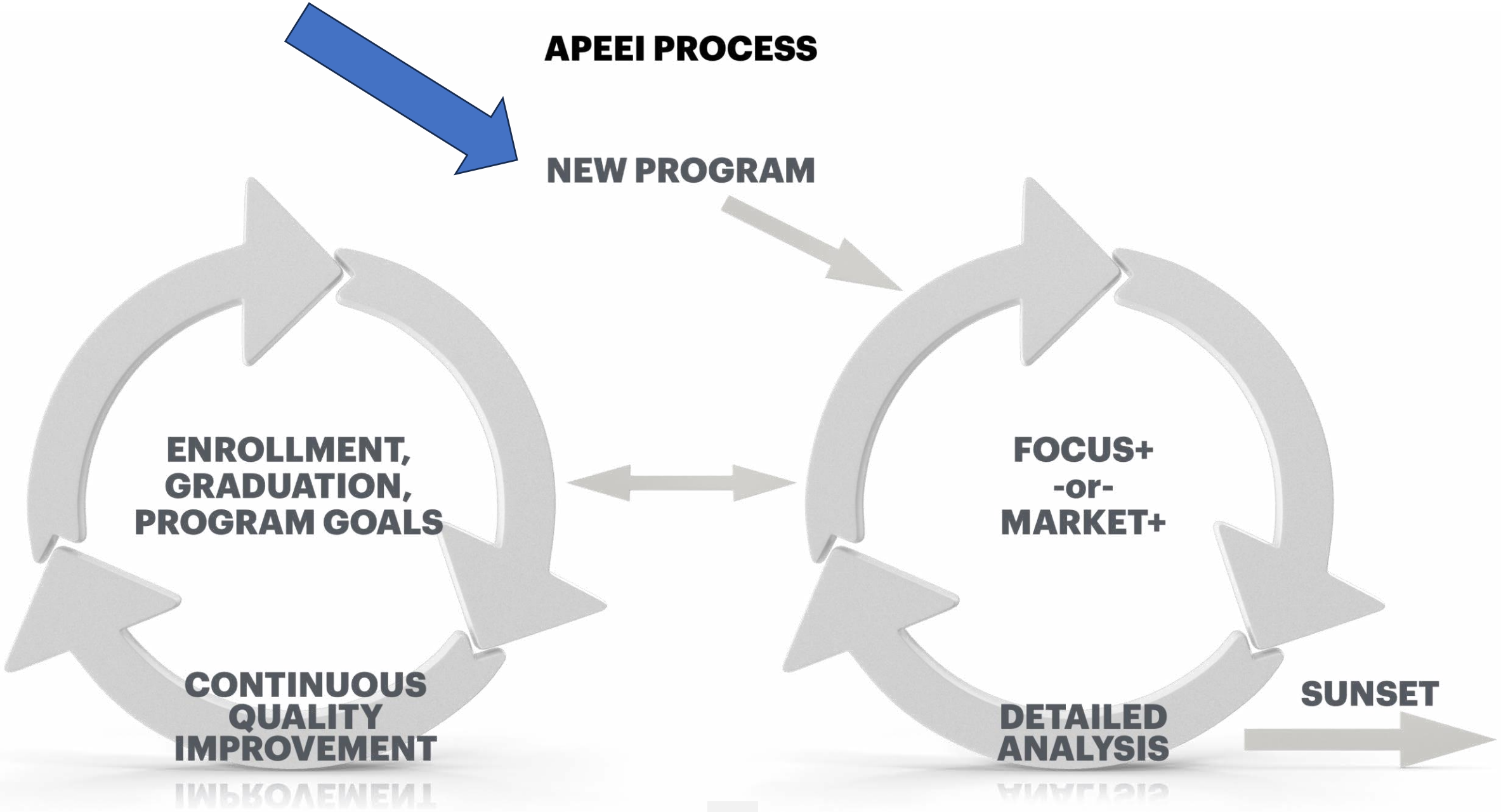


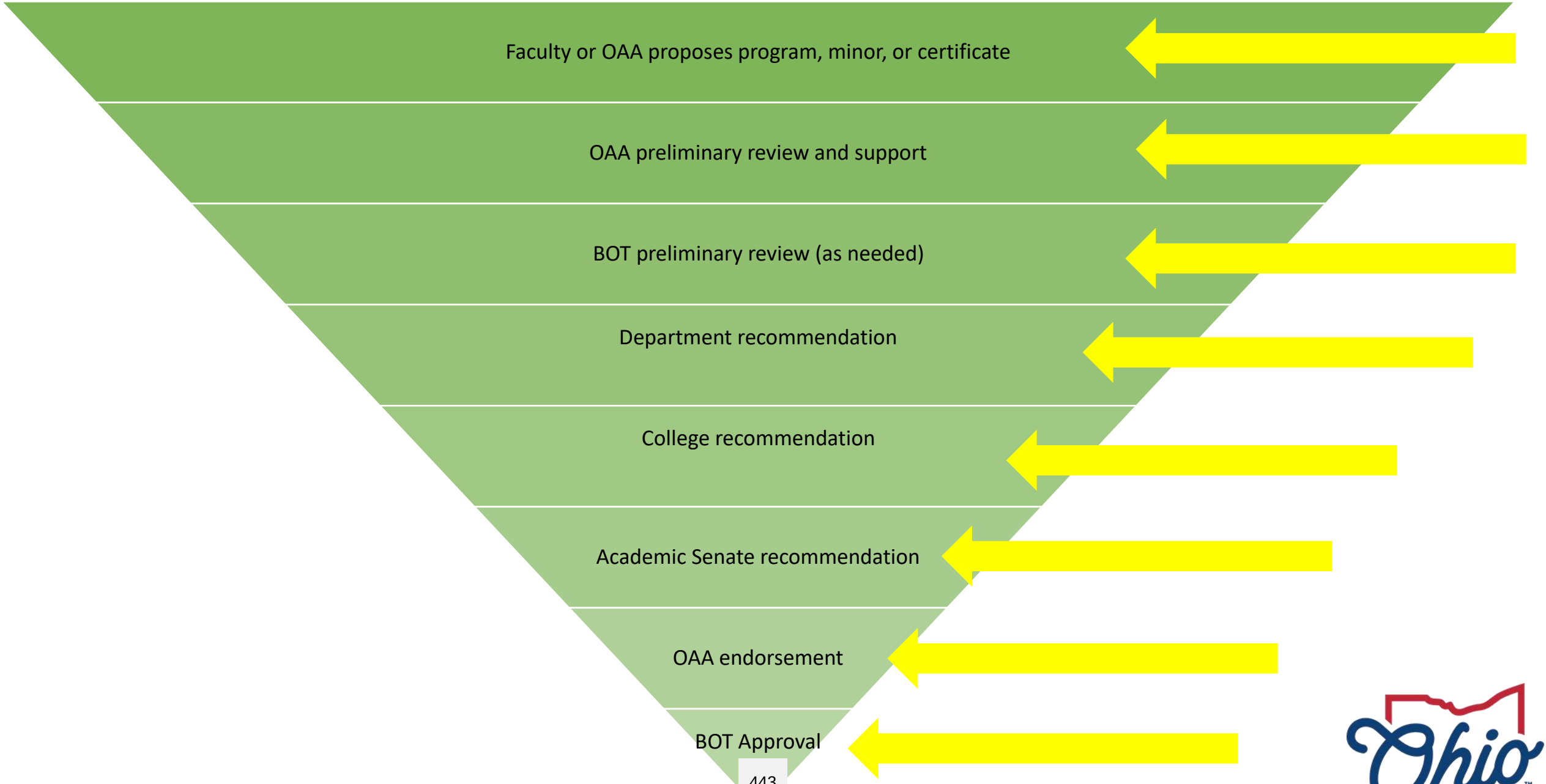
		Category		
		Continuous Quality Improvement (CQI)	Detailed Analysis (DA)	Sunset
# Grads (3 yr. avg.)		>9	5 - 9	<5* (SB1) not exclusive criteria *Programs may be placed here due to strategic direction, external constraints, or risk factors beyond listed metrics
# Students Enrolled	Associates Bachelors Masters	>10 >50 >18	<10 <50 <18	
Goals, Pitch Statements, Action Steps		High Impact / Evolving	Low Impact / Stagnant	
Fiscal Sustainability		(+) Standing	(-) Indicators	

APEEI PROCESS

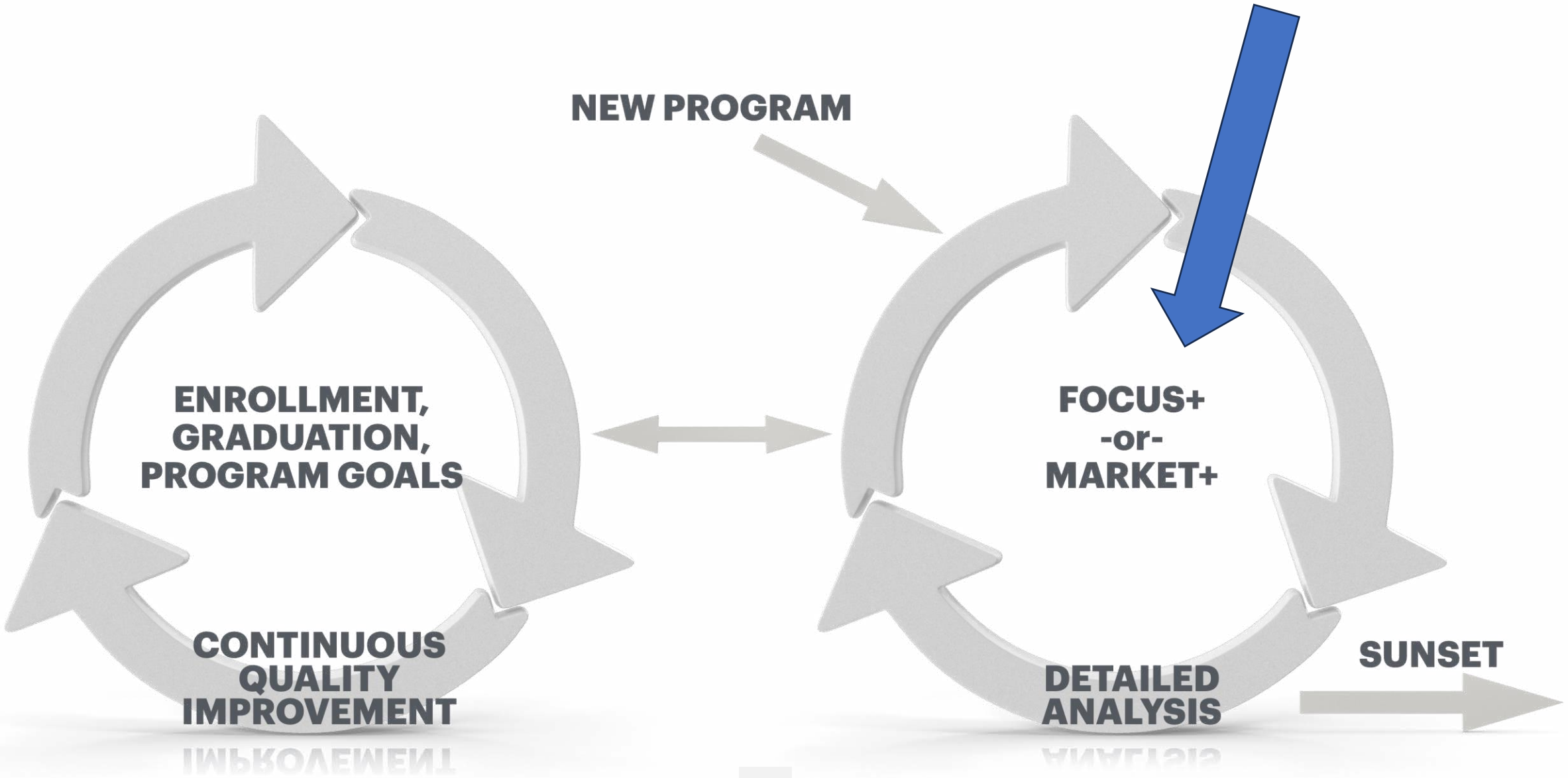


APEEI PROCESS




Faculty or OAA proposes program, minor, or certificate
OAA preliminary review and support
BOT preliminary review (as needed)
Department recommendation
College recommendation
Academic Senate recommendation
OAA endorsement
BOT Approval

APEEI PROCESS



ACADEMIC PROGRAM ANALYSIS
STUDENT DEMAND

Student Demand
Score: 11 Percentile: 90

Category	Pctl	Criterion	Value	Score
Size		Google Search Volume (3 Months)*	NA	NS
	89	International Page Views (12 Months)	240	NS
	94	New Student Enrollment Volume (12 Mo.)	131	4
	90	On-ground Completions at In-Market Institutions	79	2
	0	Online Completions by In-Market Students	0	0
	90	Sum of On-ground and Online Completions	79	2
Growth		Google Search YoY Change (Units)*	NA	NS
	2	New Student Enrollment Vol. YoY Change (Units)	-23	0
	96	Completion Volume YoY Change (Units)	13	2
		Google Search YoY Change (%)*	NA	NS
	38	New Student Enrollment Vol. YoY Change (%)	-15%	0
	77	Completion Volume YoY Change (%)	20%	1

Analysis of Google search and IPEDS new student and completion data.

ACADEMIC PROGRAM ANALYSIS
COMPETITIVE INTENSITY

Competitive Intensity
Score: 2 Percentile: 44

Category	Pctl	Criterion	Value	Score
Volume of In-Market Competition	95	Campuses with Graduates**	12	2
	97	Campuses with Grads YoY Change (Units)**	1	NS
	0	Institutions with Online In-Market Students**	0	0
In-Market Program Sizes	42	Average Program Completions	7	0
	33	Median Program Completions	4	0
	35	YoY Median Prog. Compl. Change (Units)	-2	0
	10	YoY Median Prog. Compl. Change (%)	-67%	0
In-Market Saturation		Google Search * Cost per Click**	NA	NS
		Google Competition Index**	NA	NS
National Online Competition	87	National Online Institutions (Units)**	5	NS
	55	Nat'l Online % of Institutions	2%	NS
	53	Nat'l Online % of Completions	1%	NS

Analysis of IPEDS institutional data.

ACADEMIC PROGRAM ANALYSIS

EMPLOYMENT

Employment
Score: 5 Percentile: 77

Category	Pctl	Criterion	Value	Score
Size: Entry Jobs	89	Job Postings Total (12 Months)	59	2
	89	BLS Current Employment	392	0
	89	BLS Annual Job Openings	30	0
Underemployed	7	Underemployed Percent of Graduates**	26%	2
Growth: Entry Jobs	10	BLS 1-Year Historical Growth	0.9%	0
	6	BLS 3-Year Historic Growth (CAGR)	-0.6%	0
	8	BLS 10-Year Future Growth (CAGR)	0.2%	0
Saturation: Entry Jobs	54	Job Postings per Graduate	0.8	0
	56	BLS Job Openings per Graduate	0.4	0
Weighted-Avg BLS Wages	10	Entry 25th Percentile	$44,024	0
	8	Post Entry Median	$66,180	0
		Post Entry w/Associates Median	NA	NS
	10	Post Entry w/Bachelors Median	$62,605	NS
	4	Post Entry w/Masters Median	$77,069	0
	15	Post Entry w/Doctoral Median	$94,585	NS
National American Community Survey Bachelor's Degree Outcomes*	76	% with Any Graduate Degree*	50%	NS
	94	% with Masters*	43%	NS
	52	% with Doct/Prof Degree*	7%	NS
	31	% Unemp. (Age <30)**	2%	
	98	% in Direct Prep Jobs*	60%	NS

Analysis of job boards, the Bureau of Labor and Statistics and National American Community Survey data.

ACADEMIC PROGRAM ANALYSIS

OAA HAS DEVELOPED AN ONGOING PROGRAM ANALYSIS THAT INCLUDES PROGRAMS THAT HAVE GROWTH POTENTIAL AND ANY NEW PROGRAMS BEING INTRODUCED INTO A DEPARTMENT.

SIX CATEGORIES OF DETAILED ANALYSIS

1. STUDENT DEMAND
2. COMPETITIVE INTENSITY
3. EMPLOYMENT
4. PROGRAM GOALS
5. DUPLICATIVE WITHIN THE STATE
6. FISCAL SUSTAINABILITY

OHIO REVISED CODE | SECTION 3345.35

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RECOMMENDED ACTIONS FOR 65 LOW-ENROLLED UNDERGRADUATE PROGRAMS

37%

MAINTAIN AS IS

31%

SUNSET / SUSPEND

22%

CURRICULUM REDESIGN

3%

IN TEACH-OUT

2%

COMBINE WITH ANOTHER INSTITUTION

OHIO REVISED CODE | SECTION 3345.35

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DUPLICATIVE PROGRAM OPPORTUNITIES

Share courses (online) Share resources/equipment Consortiums

ALL OF THIS IS A GREAT THING!

COMMUNICATION

- Share the **SECTION 3345.35** with faculty early and often

SHARED GOVERNANCE

- Make sure faculty members are part of opportunity to make decisions/improve programs. It is a shared responsibility!
- Create differentiators within your programs

AGILITY

- This is the best thing to do not only for your institution but for **ALL OHIO PUBLICS**

REMINDER: 2028 REPORT

Evaluation of the strategies and actions identified in this report to increase enrollment and/or reduce cost in low enrollment courses and programs

OHIO REVISED CODE

SB1, SECTION 3345.0217, SECTION 3345.35

KEY POINTS

- Statutory requirements (SB1, ORC 3345.0217, ORC 3345.35).
- BOT role in affirmations, program approvals, and monitoring student success metrics.
- Need for a standing “Board Guidebook” that outlines what decisions, reports, and compliance items land at what time of year.

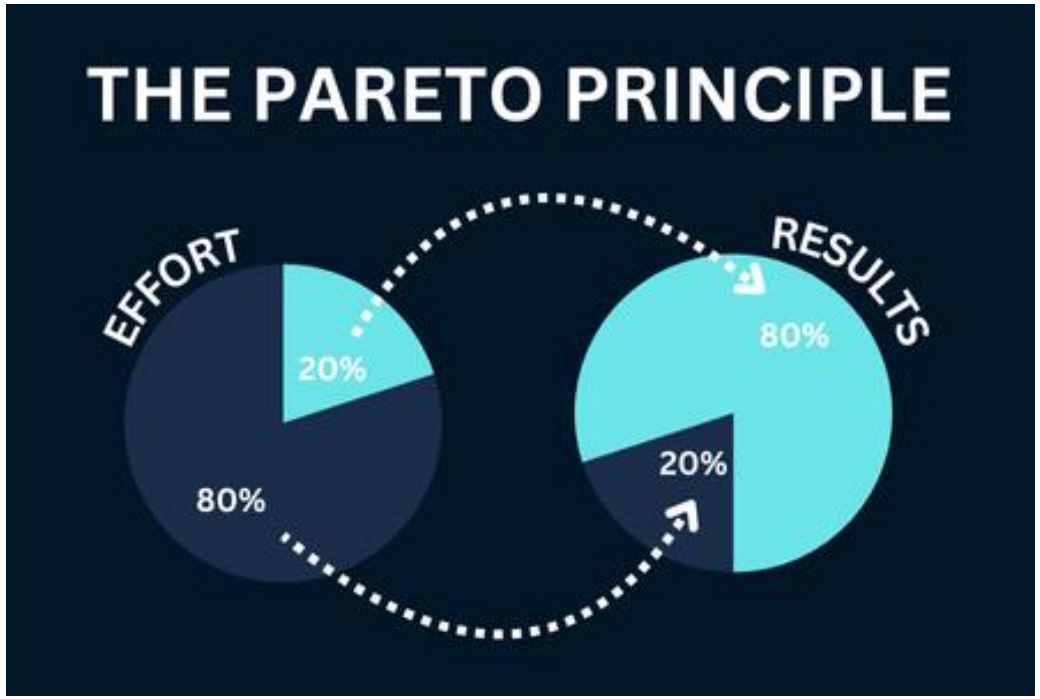
WHAT IS WORTH THE EFFORT?

PARETO PRINCIPLE

EXAMPLE FRAMING

- "20% of our programs drive 80% of enrollment."
- "A handful of majors generate the majority of credit hour production."

Message: Focus BOT energy where returns are highest.

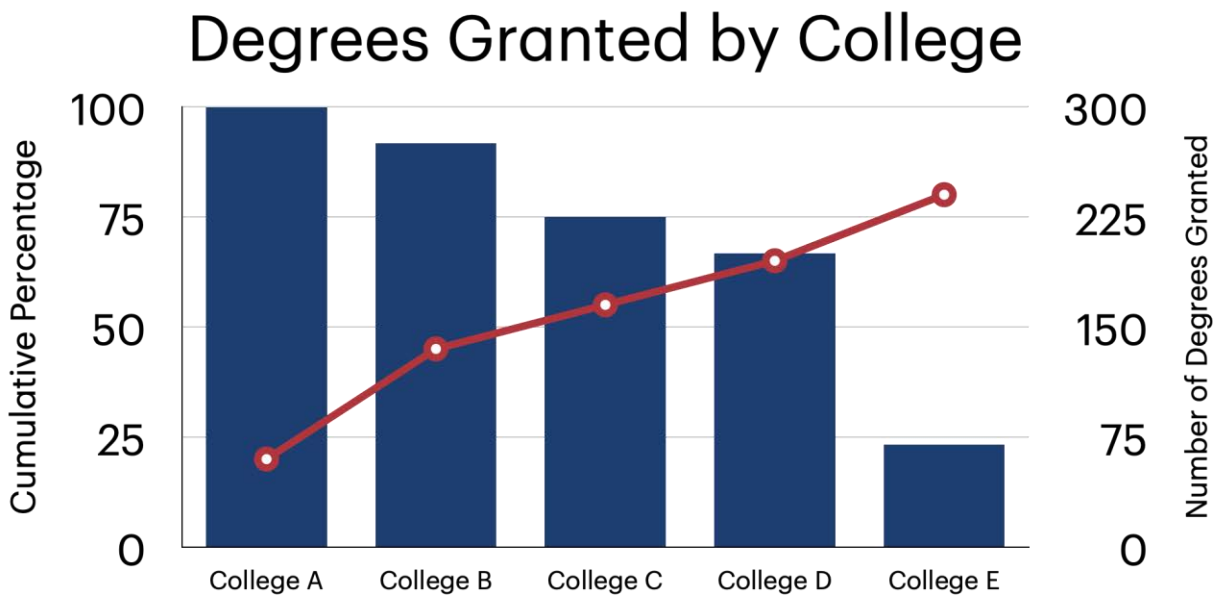


POWER PRINCIPLE

BOARDS SHOULD ASSESS FREQUENCY DISTRIBUTION TO HIGHLIGHT CONCENTRATION

KEY POINTS

- Outcomes in higher education are not evenly distributed
- A “small” number of programs drive the majority of enrollment, credit hours, and degrees
- Example: 5 of 20 majors (25%) can account for more than 60% of all graduates
- Low-frequency programs may still matter: they serve Gen Ed, fulfill mission, or support regional needs



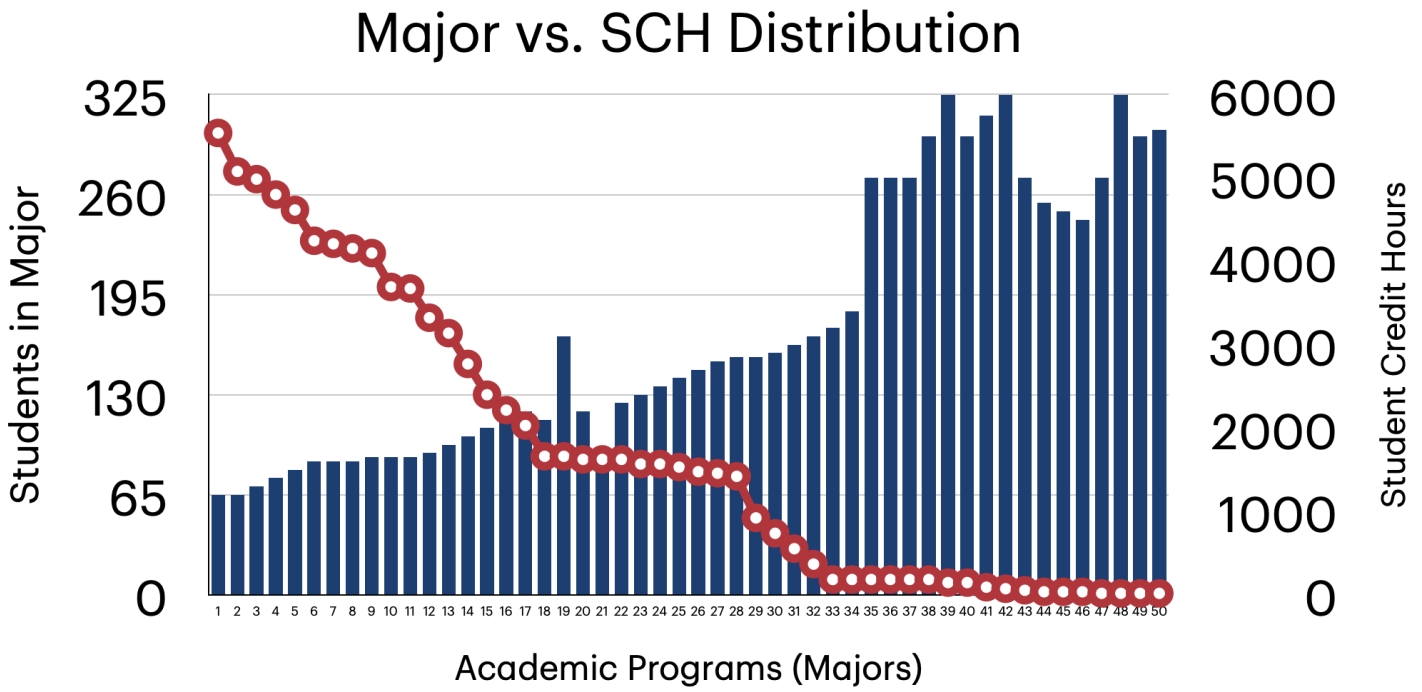
The power principle reminds us: the distribution is uneven, but the responsibility is shared.

ASSESS THE FACTS

BOARDS SHOULD LOOK AT PROGRAMS HOLISTICALLY

KEY POINTS

- Number of students in the major
- Number of graduates
- Credit hours taught to non-majors



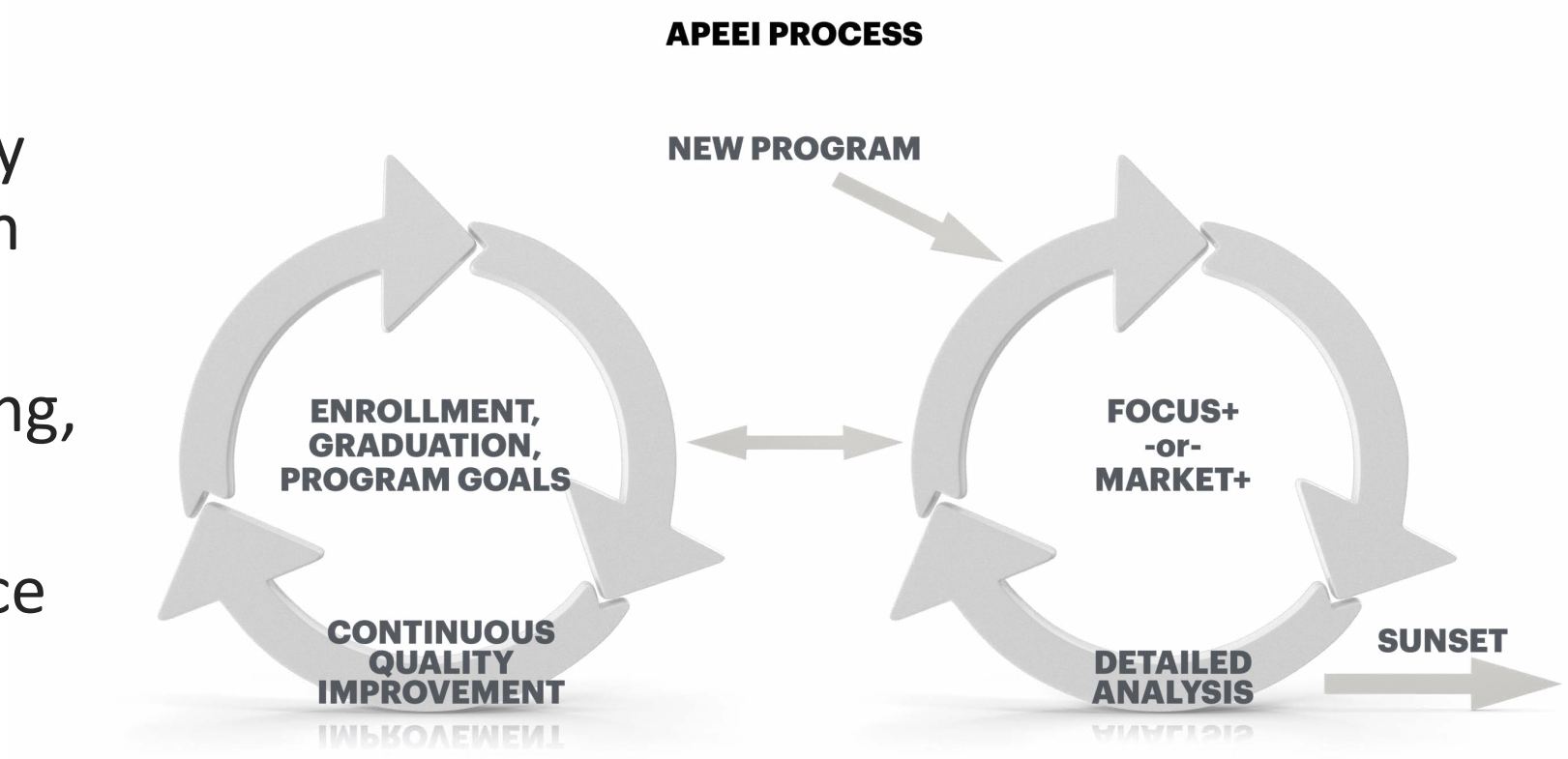
Not every program has to be big, but every program must be purposeful.

DETERMINE PERSPECTIVE

BOARDS MUST INTERPRET CONTEXT

KEY POINTS

- Are lower-productivity programs aligned with mission?
- Are they new/emerging, or legacy programs?
- Do they fill a workforce or regional need?

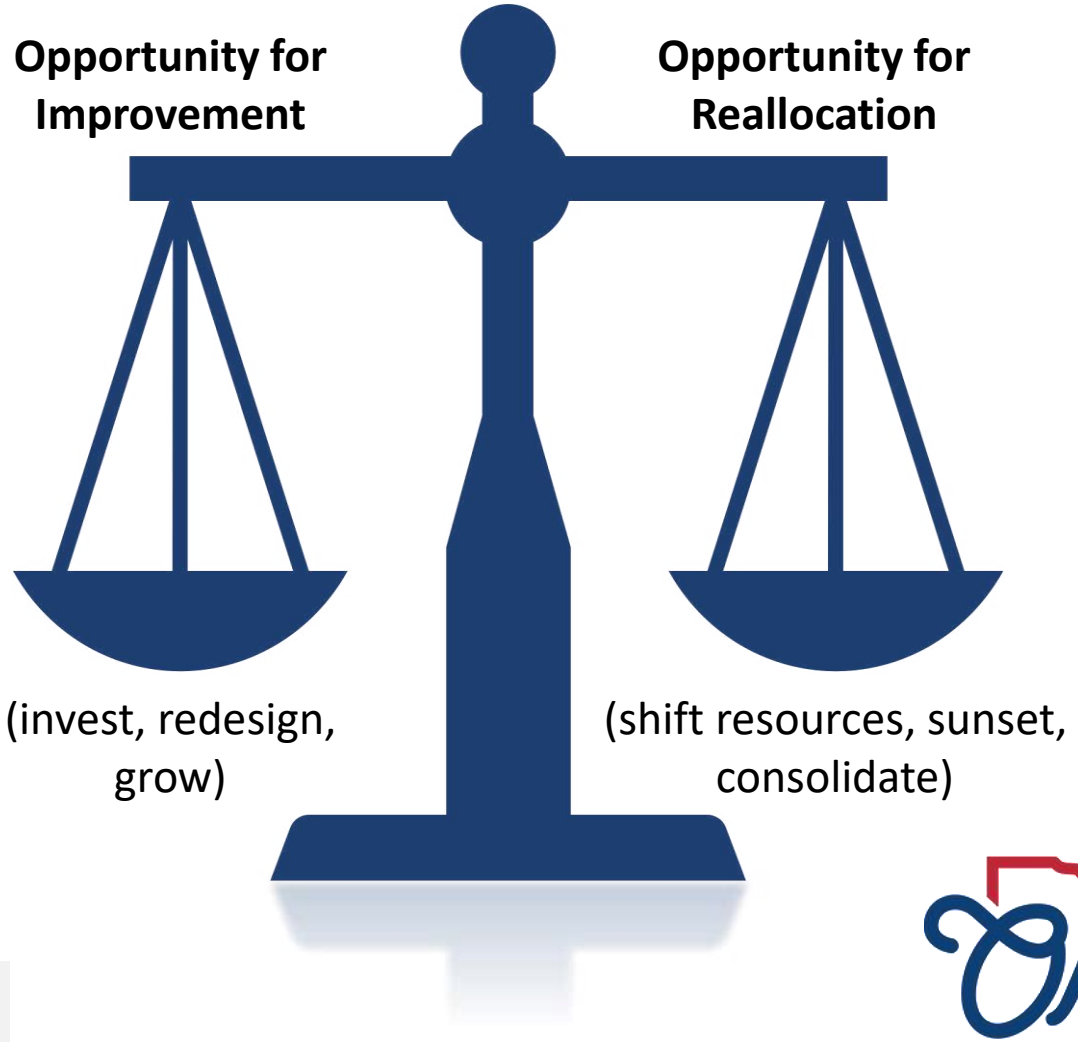


WHAT TO DO?

BOARDS MUST INTERPRET CONTEXT

KEY POINTS

- **Opportunity for Improvement**: Some low-performing programs may have potential if marketed better, redesigned, or aligned with workforce demand.
- **Opportunity for Reallocation**: Other programs may no longer align with mission or market, so reallocating resources supports sustainability.
- Trustees don't just see data, they see **decision points**.

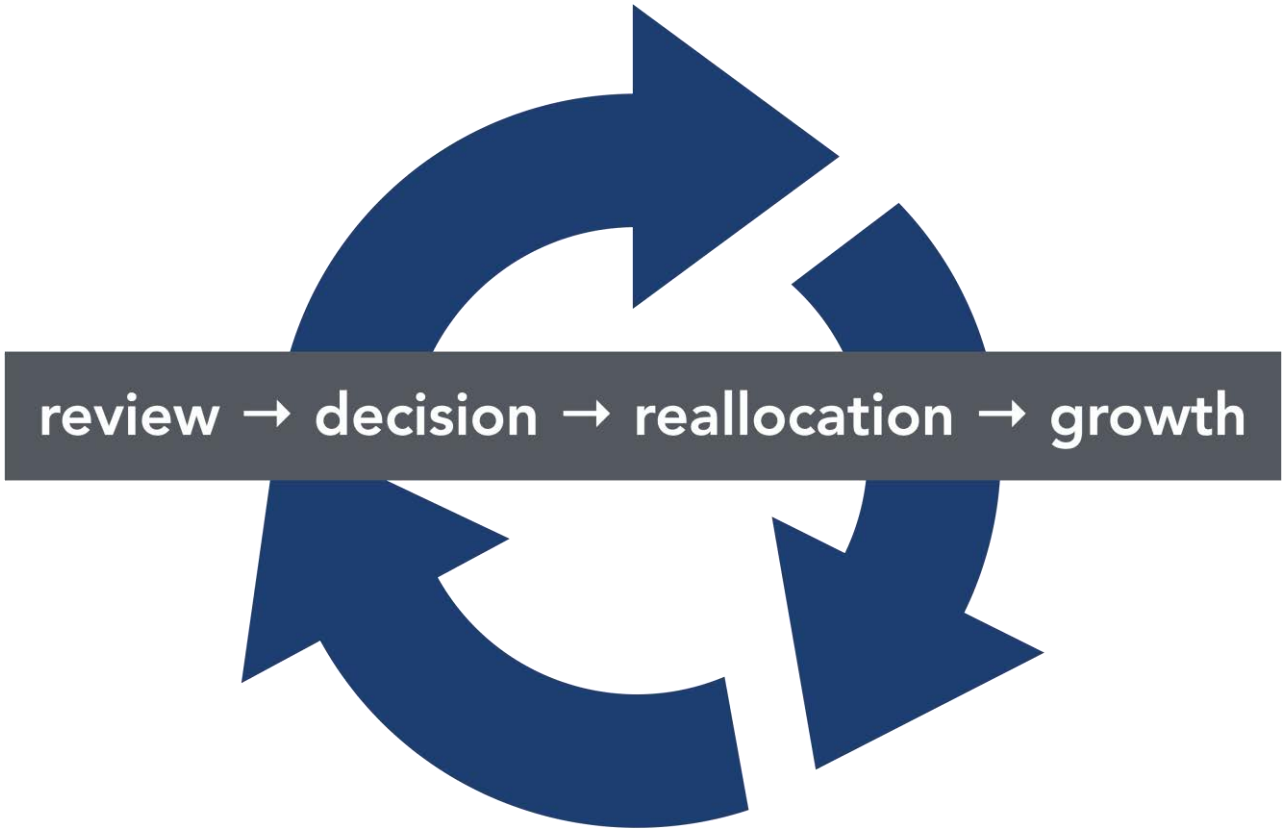


OUTCOME OF THE CONTINUOUS CYCLE

FROM REVIEW TO RENEWAL: AN ONGOING CYCLE OF IMPROVEMENT

KEY POINTS

- Over time, every area contributes purposefully—either directly producing, or supporting those that do.
- Subsidizers are intentional, not accidental. General education programs as purposeful subsidizers; high-enrollment programs funding mission-aligned but smaller programs.



YOUNGSTOWN STATE UNIVERSITY

THANK YOU!

Presenters:

Jennifer Pintar, PhD, MPH

Provost, Youngstown State University

Mike Sherman, PhD

Vice President, Youngstown State University

Week Of and Weeks Before the Board Meetings		Administrative Liaison Works with Respective Cabinet Liaison and Committee Chair and Vice Chair to Schedule Future Committee Agenda Setting Meetings		
	2	Committee Agenda Setting Formally Kicks-off - Cabinet Liaison Connects with Committee Chair as Appropriate to Discuss Topics Under Consideration to Develop Agenda		
			By End of Business Friday, Committee Meeting Agendas are Posted to OnBoard	
	1	Committee Agenda Setting Meetings are Scheduled Tuesday through Thursday		
		Committee Meeting Materials Are Posted No Less than 24-h Prior to the Committee Meeting		
		Committee Meeting Materials are Available to All Members of the Board During this Week		
	0	**Week of the Meetings of the Committees and of the Board of Trustees**		
		Monday Morning, Final Agenda Review, President and Cabinet		
		Monday Afternoon, Final Agenda Review (both days), Board Executive Officers, President and Cabinet	Committee Meetings	Board Meeting

Summary of Discussion to Improve Board Meetings
July 15, 2025 and modified several times thereafter

Attendees: Chair George, Vice Chair Kerola, President Johnson, Vice Presidents Harrington, Jacobs, Keeler, McNally, Pintar, Polkabla Byers, Sherman, and Strollo

Improvements to implement:

A. Committee meeting agenda-setting will occur on Tuesday, Wednesday, and/or Thursday (Monday is an option and Friday is a last resort) the week before the scheduled board meetings allowing the ten committees to set agendas across the three days

Committee agenda-setting will occur during the days in the middle of the week the week before the meetings of the board.

OnBoard will be available to all board members for viewing beginning on3-week before the meetings of the board.

   a. All committee materials are to be posted to OnBoard no later than 24-h before the scheduled committee agenda setting meeting
      i. If materials cannot be available within that timeframe for a legitimate reason, this must be brought to the attention of the President's Cabinet and the chair of the committee prior to the 24-h window
   b. The meetings will be pre-scheduled well in advance across those three primary days to accommodate attendee schedules

B. Final agenda setting will be scheduled for Monday, the week of the board meetings

Final agenda-setting for the board meetings will occur the Monday during the week of the board meetings.

   a. These meetings will be pre-scheduled for the upcoming year
   b. The agendas for the various committees will be reviewed and adjusted as deemed appropriate
   c. The agenda for the full board meeting day will be reviewed as it will be available for viewing to discuss the evolving agenda
      i. The consent agenda for the board meeting day will align with the outline as presented in OnBoard (need to triangulate with the Order of Business as outlined in the Bylaws ((B(7)(a) – (m))

DRAFT

1. A customized outline has been created by OnBoard Support to match the outline in the board Bylaws (A. primary; 1. Sub-primary number one; a. Sub/sub-primary number two; i. Sub/sub/sub-primary number three)

C. A narrative for the Agenda for the Board meeting day will be developed that is easily adaptable from meeting to meeting that does not require extensive revisions for each meeting and easily accommodates the evolution of meeting agendas over time

There will be no changes in OnBoard following final agenda-setting unless recommended by the president to the board chairperson.

   a. The items that are specific to a particular board meeting will be reviewed at final agenda-setting (letter(s)/number(s) resolutions; swearing-in; Heritage Award, etc., as appropriate)

D. Guidance will be provided to the board committee meeting presenters that the materials are to not to be repeated verbatim; rather, present varied perspectives regarding the topic(s) to secure a deeper and more complete understanding of and insights related to the respective topic(s) to provoke discussion

   a. Board members will have reviewed the materials; consequently, it is redundant to repeat the information contained in the materials for the board

E. Unless determined otherwise, there will be a student and faculty speaker, a coach and athlete speaker and a speaker that is a representative of a student organization (there will be no speakers at the June board meeting at which will be the Heritage Award presentation). A decision can be made to not have presenters at a board meeting given the nature of the topics and time needed to finalize such topics for board deliberation and action.

The time allotted for the presentations to the board is 37 min.

   a. The purpose of the speaker engagement with the Board is to feature a faculty member and coach; most importantly, *to feature the students*

DRAFT

i. The area responsible for selecting the speakers will be responsible for assuring the speaker(s) adhere to expectations associated with the opportunity to present to the Board
    1. The Provost and Vice President for Academic Affairs (OAA) will select the faculty and student presenters, and introduce the speakers
    2. The Vice President and Director of Intercollegiate Athletics (Athl) will select the coach and student athlete, and introduce the speakers
    3. The student trustees in consultation with the Interim Vice President for Student Affairs will select the featured student organization (Stud Tru), and one student trustee will introduce the speaker

b. The following expectations will be relayed to the individuals selected to speak to the Board
    i. Arrive at the meeting 15-20 minutes in advance of the scheduled start time, and remain until the end of the meeting, if possible
    ii. The speaker must present within the allotted time; otherwise, the presentation will be interrupted to move on to the next speaker (time allocated for all speakers is 37 minutes) (the individual introducing the respective presenters will be responsible to move to the next speaker should a speaker exceed the allotted time to speak)
        1. OAA - Faculty member, 8 minutes
        2. OAA - Student 8 minutes
        3. Athl - Coach 5 minutes
        4. Athl - Athlete, 8 minutes total
        5. Stud Tru - Student organization, 8 minutes
    iii. The objective is to increase awareness and understanding of the accomplishments of the respective speaker/organization, as well as to enhance the Board and community awareness of the student experience provided by the university community

DRAFT

iv. If a speaker chooses to use slides, considering the time allowance, no more than 10 slides should be presented
v. No more than one person can be listed as a speaker

Committee meeting agenda-setting

Two weeks before the week of the board meetings, the cabinet liaison will discuss with the committee chair the Agenda for the upcoming committee meeting. The working agenda will be determined by the end of business on the Friday of that week.

i. There is a cabinet and administrative liaison for each committee.
1. Investment – McNally/Bowyer
2. Audit – McNally/Bowyer
3. Finance & Facilities – McNally/Bowyer
4. Intercollegiate Athletics – Strollo/Bowyer
5. Academic Excellence & Student Success – Pintar/Habuda & Polkabla Byers/Hollabaugh with Habuda primary & Hollabaugh assist
6. Workforce Education & Innovation – Pintar/Habuda
7. Governance – Sherman/Bell
8. Institutional Engagement – Sherman & Herman/Texter
9. University Affairs – Harrington/Bowyer
10. Executive – Harrington & Sherman/Bell

i. The administrative liaison (Brittany, Christine, Christina, Cindy) will upload materials for the respective committees into OnBoard
   a. When uploading starts, the administrative liaison will alert the chair, vice chair, vice president, and presenters that materials are being or have been uploaded

The chair and vice chair of the committees and participants will be alerted by the administrative liaison when materials are being uploaded to OnBoard.

ii. All agenda-setting meetings will be conducted **only** via Teams and will be scheduled by the administrative liaison
iii. The respective vice president committee liaison will assure that the agenda can be shared via Teams
   a. The committee meeting materials do not need to be viewed; however, the outline of the agenda should be available to be scrolled
      i. The agenda can be located at the beginning of the meeting Book (not on the OnBoard agenda-building interface)

DRAFT

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
GIFTS FOR THE BENEFIT OF THE UNIVERSITY (INCLUDING ENDOWMENT FUNDS) POLICY 3356-5-07

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 creation of the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-5-07 Gifts for the benefit of the university (including endowment funds).

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	March 1999; March 2010; March 2015; June 2015; December 2020; September 2025
Board Committee:	Institutional Engagement
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement concerning gifts for the benefit of the university (including endowment funds).

Gifts for the benefit of Youngstown state university (the university) help the university fulfill its mission of education, scholarship, research, and service. The Youngstown state university foundation (the foundation) exists to secure, accept, manage, and invest gifts on behalf of the university. "Gifts" include endowed gifts. To provide long-term managed financial support for the university, the foundation and university have mutually agreed that gifts to the university shall be made through the foundation in accordance with the "Youngstown State University Development Transfer and Service Agreement" (available through the office of the general counsel) and this policy.

(B) Gifts for the benefit of the university.

(1) Purpose. To provide guidance to the university community, the foundation, and the general public regarding the solicitation, acceptance, and management of gifts for the benefit of the university.

(2) Scope. This policy applies to all fundraising efforts to benefit the university and the management of such funds. This policy does not apply to the fundraising efforts of the university's public radio station (WYSU), the Rich center for autism, and the penguin club,

which may continue to raise, bill, and acknowledge their own gifts and/or funds.

(3) Definitions.

(a) "Gift" – the voluntary irrevocable transfer of an item of value from an individual, corporation, or organization for the benefit of the university with no expectation of a return of goods or services. Gifts may consist of real or personal property, both tangible and intangible, and may be restricted, unrestricted, for permanent endowment, pledged, deferred, or made outright.

(b) "Conditional gift" is a gift which is subject to or dependent on a particular event or occurrence.

(4) Parameters.

(a) The university and the foundation shall work cooperatively to implement donor intent and to fulfill the stated and/or written strategic fundraising goals and priorities of the university, particularly those aligned with the mission, vision and values, and that support successful implementation of the strategic plan the uses for which support achieving one or more goals of the plan.

(b) Gifts to the university shall only be accepted in accordance with all applicable federal or state laws, university policies, and written agreements between the university and the foundation.

(c) The university and the foundation reserve the right to refuse any gift which is too restrictive in purpose, requires an unreasonable expenditure of university or foundation resources, is contrary to law, compromises the mission of the university, or is based on a vague or uncertain condition.

(d) When conducting fundraising activities, a university division, department, or college must coordinate with the foundation to ensure that such activity does not conflict with any ongoing foundation fundraising activity or prospects, or planned foundation activity.

(e) When determining the acceptance of gifts, the university and the foundation shall consider any long-term and/or ongoing costs or commitments associated with or resulting from the gift.

(5) Parameters specific to endowed gifts.

(a) Those endowments recorded in the financial records of the university up to the date of December 16, 2014 shall be managed and invested pursuant to board of trustees' policies.

(b) Donor intent shall be respected and complied with at all times to the extent permissible under applicable tax laws.

(6) Procedures specific to endowed gifts.

(a) All endowed gifts, whether restricted or unrestricted, for an endowment not recorded in the financial records of the university as of December 16, 2014 shall be deposited with the foundation to be managed by the foundation, unless specific donor intent demonstrates that the gift is to be given to the university for a restricted or unrestricted purpose.

(b) Additions to any endowment recorded in the financial records of the university as of December 16, 2014 shall be deposited with the university unless specific donor intent demonstrates that the gift is to be given to the foundation.

(c) Those endowed funds which are under university management, and unless otherwise provided by a donor,

will operate in accordance with rule 3356-3-10 of the Administrative Code with regard to investment of endowment or non-endowment funds.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
GIFTS FOR THE BENEFIT OF THE UNIVERSITY POLICY, 3356-5-07

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 rescind University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-5-07 Gifts for the benefit of the university.

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	June 2015; December 2020
Board Committee:	Institutional Engagement
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. Gifts for the benefit of Youngstown state university ("the university") help the university fulfill its mission of education, scholarship, research, and service. The Youngstown state university foundation ("the foundation") exists to secure gifts for the benefit of the university. In order to provide long-term managed financial support for the university, the foundation and university have mutually agreed that gifts to the university shall be made through the foundation in accordance with the "Youngstown State University Development Transfer and Service Agreement" (available through the office of the general counsel) and this policy.

(B) Purpose. To provide guidance to the university community, the foundation, and the general public regarding the solicitation, acceptance, and management of gifts for the benefit of the university.

(C) Scope. This policy applies to all fundraising efforts to benefit the university and the management of such funds. This policy does not apply to the fundraising efforts of the university's public radio station ("WYSU"), the Rich center for autism, and the penguin club, which may continue to raise, bill, and acknowledge their own gifts and/or funds.

(D) Definitions.

(1) "Gift." The voluntary irrevocable transfer of an item of value from an individual, corporation, or organization for the benefit of the university with no expectation of a return of goods or services. Gifts may consist of real or personal property, both tangible and intangible, and may be restricted, unrestricted, for permanent endowment, pledged, deferred, or made outright.

(2) "Conditional gift." A gift which is subject to or dependent on a particular event or occurrence.

(E) Parameters.

(1) The university and the foundation shall work cooperatively to implement donor intent and to fulfill the stated and/or written strategic fundraising goals and priorities of the university, particularly those aligned with the mission, vision and values, and that support successful implementation of the strategic plan the uses for which support achieving one or more goals of the plan.

(2) Gifts to the university shall only be accepted in accordance with all applicable federal or state laws, university policies, and written agreements between the university and the foundation.

(3) The university and the foundation reserve the right to refuse any gift which is too restrictive in purpose, requires an unreasonable expenditure of the university or the foundation resources, is contrary to law, compromises the mission of the university, or is based on a vague or uncertain condition.

(4) When conducting fundraising activities, a university division, department, or college must coordinate with the foundation to ensure that such activity does not conflict with any ongoing or planned foundation fundraising activity or prospects.

(5) When determining the acceptance of gifts, the university and the foundation shall consider any long-term and/or ongoing costs or commitments associated with or resulting from the gift.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
ENDOWMENT FUNDS POLICY, 3356-5-09

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-5-09 Endowment funds.

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	March 1999; March 2010; March 2015; December 2020
Board Committee:	Institutional Engagement
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. In order to assist in the mission of the university, the board of trustees authorizes the Youngstown state university foundation ("YSU foundation") to accept, manage, and invest philanthropic gifts on behalf of the university in accordance with this policy and all applicable laws and agreements between the university and the YSU foundation.

(B) Purpose. To establish guidelines for the acceptance and management of endowed philanthropic gifts to the university.

(C) Scope. This policy applies to all philanthropic endowed gifts made to benefit the university, whether restricted or unrestricted.

(D) Parameters.

(1) Those endowments recorded in the financial records of the university up to the date of December 16, 2014 shall be managed and invested pursuant to the university board of trustees' policies.

(2) Donor intent shall be respected and complied with at all times to the extent permissible under applicable tax laws.

(E) Procedures.

(1) All philanthropic endowed gifts, whether restricted or unrestricted, for an endowment not recorded in the financial records of the university as of December 16, 2014, shall be deposited with the YSU foundation to be managed by the foundation, unless specific donor intent demonstrates that the gift is to be given to the university for a restricted or unrestricted purpose.

(2) Additions to any endowment recorded in the financial records of the university as of December 16, 2014 shall be deposited with the university, unless specific donor intent demonstrates that the gift is to be given to the YSU foundation.

(3) Those philanthropic endowed funds which are under university management and unless otherwise provided by a donor will operate in accordance with rule 3356-3-10 of the Administrative Code with regard to investment of endowment or non-endowment funds.

(4) Any actions taken pursuant to this policy will be reported to the board of trustees at its meeting as close in time as possible to when the action is taken.

RESOLUTION TO MODIFY
UNIVERSITY PUBLICATIONS POLICY 3356-5-11

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-5-11 University publications.

Responsible Division/Office:	Marketing and Communications
Responsible Officer:	~~Associate Vice President for University Relations~~Vice President Strategic Communications and Chief of Staff
Revision History:	May 1999; June 2010; June 2011; September 2016; December 2021; September 2025
Board Committee:	Institutional Engagement
Effective Date:	~~**December 2, 2021**~~**September 17, 2025**
Next Review:	~~2026~~2030

(A) Policy statement. The office of marketing and communications serves as the clearinghouse for all tier one publications developed for distribution to external audiences. As such, this office has oversight for all printed and digital materials that represent official university programs and services.

(B) Parameters.

(1) A critical part of any institution's or organization's image is the communications messages it sends out and with which it is identified. An institutional brand is established through the consistent and frequent use of distinctive images and messages in its external publications and communications media.

(2) The office of marketing and communications requires the cooperation of all campus offices and individuals (including the department of athletics, all academic colleges, and graphic services) to create a strong, consistent, and high-end brand for Youngstown state university (~~"~~YSU~~"~~) through all its publications.

(3) A "tier one publication" is any printed or electronic piece directed to:

(a) Any external audience (e.g., alumni, the general public, prospective students, donors).

(b) All (or most) current YSU students, faculty and/or staff.

(4) All publications meeting tier one criteria must first be reviewed before proceeding to the design stage.

(5) If a publication is not tier one according to the criteria above, guidelines and templates for design and printing are available through the office of marketing and communications.

(C) Procedures.

(1) For all publications meeting tier one criteria, a "Publications Request" must be submitted by email to creativeserevices@ysu.edu and processed by the marketing and communications team. For the review to be done in a timely and efficient manner, the request must be submitted at least two weeks prior to the beginning of the design phase.

(2) The marketing and communications team will arrange a meeting to discuss the needs, exchange ideas, and establish ~~time lines~~timelines. Budget sources for the project will be discussed at that time.

(3) The office of marketing and communications may contract the publications to new internal or external sources as appropriate and expedient.

(4) The requesting unit will be responsible for furnishing suggested text for the publication.

(5) Appropriate artwork or photographs will be prepared in cooperation with the requesting unit.

(6) After a first-draft proof of the publication is prepared, the requestor will review the proof, note any changes, and return the publication for preparation of a final proof.

(7) The final proof will be submitted to the requesting unit, who assumes primary responsibility for the content, accuracy, and completeness of information in the publication. Marketing and communications assumes primary responsibility for grammar, punctuation, and overall appearance.

(8) Additional procedures for using university symbols and related publication information can be found in the ~~"Visual Identity Standards"~~"Visual Style and Branding Guide" available through the office of marketing and communications.

RESOLUTION TO MODIFY
STUDENT SCHOLARSHIPS AND GRANTS, ADMINISTRATION, AND AWARDING POLICY 3356-8-10

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
September 17, 2025
YR 2026-

3356-8-10 Student scholarships and grants, administration, and awarding

Responsible Division/Office:	~~Student Affairs~~Student Enrollment and Institutional Effectiveness
Responsible Officer:	AVP ~~Student~~ Strategic Enrollment ~~& Business Services~~
Revision History:	September 2023; September 2025
Board Committee:	Institutional Engagement
Effective Date:	~~**September 20, 2023**~~**September 17, 2025**
Next Review:	~~2028~~2030

(A) Policy statement. This policy governs the administration of scholarships and grants at Youngstown state university (YSU) and establishes principles, policies, and responsibilities for the awarding of scholarships. YSU awards scholarships to eligible students through funds provided by the YSU Foundation, private donors, the federal and state governments, university general funds and other external sources. The university's enrollment strategy relies, in part, on the use of student scholarships. Accordingly, the university's enrollment goals shall be aligned with its scholarship strategies. To ensure that annual scholarship spending is within the university's approved budget, and to ensure compliance with all state and federal laws and applicable student aid regulations, the administration of scholarships shall be centrally managed by the office of financial aid and scholarships. The associate vice president for ~~student enrollment and business services~~ strategic enrollment shall have the final decision on the suitability of scholarship and grant expenditures.

(B) Definitions.

(1) "Scholarships" are financial support based on defined criteria and may be awarded on a one-time or renewable basis to defray the cost of direct tuition and fees charges and indirect college expenses (depending on award criteria) if the total amount of aid received does not exceed the recipients total cost of attendance. Donor agreements establish the award criteria for recipient selection (i.e., financial need, program of study, GPA, etc.).

(2) "Grants" are funds based on defined criteria that typically requires financial need. Recipients are selected based on the award criteria

set by federal or state requirements or established by the university.

(3) "Institutional Aid" is funded by YSU's general fund or through undesignated and unrestricted scholarship funds the university receives from the YSU foundation. These scholarship and grant funds are awarded based on enrollment and retention strategies or by required donor award criteria.

(4) "Prizes" are awarded during events or are based on competitions or other selection criteria; they act as scholarships for policy and reporting purposes.

(5) "Fellowships and Graduate assistantships" are financial support awarded to students to defray tuition.

(6) "Aid" means funds awarded to students, regardless of the funding source. Aid includes scholarships, grants, work-study employment, and student loans borrowed from federal and alternative loan sources.

(7) "Cost of attendance" includes estimated tuition~~,~~; fees~~,~~; ~~room~~ food and ~~board~~housing~~,~~; transportation~~,~~; books, course materials, supplies, and equipment~~,~~; and personal expenses. These costs are established by the office of financial aid ~~&~~and scholarships based on the average or actual expenditures.

(8) "Total financial aid package" means the aggregate amount of aid provided to a student from all funding sources.

(C) Procedures.

(1) Scholarships must be centrally administered by and awarded through the office of financial aid and scholarships.

(2) In instances where student aid is decided outside of the centrally managed scholarship programs, it is the responsibility of the awarding authority/department to select students in accordance with donor stipulations in conformance with state and federal law, to adhere to all applicable rules and regulations pertaining to scholarships and aid, and to promptly communicate award recommendations to the office of financial aid and scholarships.

Awarding authorities that do not comply with donor stipulations may be subject to disciplinary action.

(3) A student's total financial aid package/offer cannot exceed the student's total cost of attendance, and, in the case of need-based scholarships, cannot exceed the recipient's unmet need. Upon notification by the office of financial aid and scholarships, aid may be disbursed to the student's account.

(4) If a student's total financial aid package/offer exceeds the student's direct tuition, ~~fee~~fees, ~~book~~books, course materials, supplies, equipment, and ~~room~~food and ~~board~~housing charges, the student may be entitled to a refund. Scholarships may be refundable to the student to use towards indirect colleges expenses depending upon the terms of the scholarship. If a student receives additional aid after the calculation of the total financial aid package, certain forms of need-based financial aid may be subject to reduction. Loans will be reduced before any other aid sources, except if the terms of a particular award require that it be reduced before financial aid from any other source is reduced.

(5) Scholarships may be awarded on a one-time or renewable basis. Renewable scholarships must have defined criteria for scholarship retention, such as GPA requirements, and specified limits regarding the maximum number of terms or credit hours to be covered.

Explanation of Modifications to *University Policy*:

3356-5-10 Alcoholic beverages on campus

The modifications to the policy are the result of entering into a new contract for catering service.

Board of Trustees Meeting
September 17, 2025
YR 2026-

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
ALCOHOLIC BEVERAGES ON CAMPUS POLICY 3356-5-10

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
September 17, 2025
YR 2026-

3356-5-10 Alcoholic beverages on campus.

Responsible Division/Office:	University Relations
Responsible Officer:	~~Associate Vice President of University Relations~~Vice President of Strategic Communications and Chief of Staff
Revision History:	March 1999; March 2010; September 2015; March 2018; September 2023; September 2025
Board Committee:	Institutional Engagement
Effective Date:	**~~September 20, 2023~~September 17, 2025**
Next Review:	~~2028~~2030

(A) Policy statement. ~~The associate vice president of university relations, or his/her designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages on property or in facilities owned or controlled by the university and at off-campus events sponsored by the university.~~ The use of alcoholic beverages on university premises is only allowed if consistent with state laws and university policies and only when it will not interfere with the decorum and academic atmosphere of the campus.

(B) Parameters.

(1) The university may permit the sale and/or consumption of beer, liquor and/or wine at events that are sponsored by recognized university entities, including but not limited to divisions, colleges, departments, administrative units, and educational/professional groups and by non-university groups appropriate to the university's mission. Any student organization wishing to sell or consume beer, liquor and/or wine at an event must receive prior approval from the associate director of student activities or his/her designee.

(2) Advertising, promotion, or marketing of alcoholic beverages is prohibited except as authorized by the ~~associate vice president of university relations~~ vice president of strategic communications and chief of staff or his/her designee.

(3) A working staff member and at least one university police officer must be present at university events where alcohol is sold or served.

(4) All events selling or serving alcoholic beverages must be supervised by a qualified bartender. A qualified bartender is an individual who is at least twenty-one years of age and has knowledge and experience regarding the sale of alcoholic beverages and appropriate legal responsibilities.

(5) Annually, the university's food service vendor will purchase an alcoholic beverage permit from the Ohio division of liquor control. The area covered by the permit ~~is the campus core, defined as south of the Madison avenue expressway, north of Lincoln avenue, west of Wick avenue, and east of Fifth avenue, with the exception of Stambaugh stadium, the Watson and Tressel training center, and Beeghly center~~ includes all or portions of the following buildings: Andrews student recreation and wellness center, Beeghly hall, Bliss hall, Cafaro hall, Coffelt hall, Cushwa hall, DeBartolo hall, Fedor hall, Fok hall, Jones hall, Kilcawley center, Maag library, McDonough museum, Melnick hall, Meshel hall, Moser hall, Silvestri hall, Sweeney hall, Tod hall, Veterans center, Ward Beecher hall, and Williamson hall.

(6) Annually, the university's athletic concessions vendor will purchase an alcoholic beverage permit from the Ohio division of liquor control. The area covered by the permit is Stambaugh stadium, except for the DeBartolo stadium club and loges, the Watson and Tressel training center, and Beeghly ~~Center~~ center, except for the ~~Coaches Court~~ coaches court.

(7) If the event is within the area covered by ~~a~~ the university's food service vendor or the university's athletic concession vendor permit, all alcohol served must be purchased by the sponsoring organization from the university's food service vendor or the university's athletic concessions vendor, as applicable.

(8) If the event is held on university property outside the permit ~~premise~~ area:

(a) Liquor, beer and/or wine must be delivered to the location of the event and removed after the event.

(b) Alcoholic beverages cannot be sold and the cost of the alcoholic beverages may not be included in the cost of the event ticket or in any meal costs unless the individual or group holding the event ("sponsor") obtains a temporary Ohio division of liquor control permit, which must be approved in writing by the university chief of police prior to the event.

(c) The sponsor of the event must employ a qualified bartender. The bartender must supervise the sale and/or dispensing of alcoholic beverages.

(d) Events outside the permit area must comply with all requirements of this policy unless specifically excepted pursuant to this policy.

(9) All servers of alcoholic beverages must be a qualified bartender at least twenty-one years of age.

(10) Bartenders and other servers may not consume alcoholic beverages at any time during the scheduled event and are not permitted to sell or dispense alcoholic beverages if intoxicated.

(11) The service of alcoholic beverages on property owned or controlled by the university will be in compliance with applicable state and local laws and university policies and procedures, and the group providing the beverages is responsible for administering and supervising the event.

~~(12) Any organization or group that sponsors an event in which alcoholic beverages are served on campus is responsible for compliance with all laws, policies, procedures and regulations, and for administering and supervising the event.~~

~~(13) All on-campus events at which alcoholic beverages are served are subject to university oversight. Violations of state/local laws or university policy/rules will be grounds to cancel the event and may result in additional sanctions.~~

~~(14)~~(12) Non-alcoholic beverages and a variety of foods must be available in quantities sufficient for all guests whenever alcoholic

beverages are served. Such beverages and food must be visible and available and not contingent on the purchase of alcohol.

~~(15)~~(13) Alcoholic beverages may not be brought into an event being held within an area covered by ~~a liquor~~ the university's athletic concessions vendor permit.

~~(16)~~(14) Intoxicated individuals will not be served, nor may they possess or consume alcoholic beverages at any on-campus event.

~~(17)~~(15) Alcoholic beverages may not be served to anyone unable to provide proof of being twenty-one years of age or older.

~~(18)~~(16) Under no circumstances may any alcoholic beverages be permitted to leave the approved area of the event.

~~(19)~~(17) Gambling and gambling devices are not permitted at any on-campus event where alcoholic beverages are served.

~~(20)~~(18) Alcoholic beverages may not be purchased with state funds.

~~(21) University police must be present at all times during an event in which alcohol is served.~~

~~(22)~~(19) Events at which alcoholic beverages are available may not exceed six hours in length, unless a written request for exception has been approved by the ~~associate vice president of university relations~~ vice president of strategic communications and chief of staff at least two weeks prior to the scheduled date of the event. Sale or service of alcoholic beverages must be discontinued at least one hour prior to the conclusion of any event that is scheduled to last four or more hours.

~~(23) Activities that serve to promote the sale or use of alcoholic beverages shall not be associated with university-sponsored events or programs.~~

~~(24)~~(20) Events where alcoholic beverages are used, served, or sold will not be sponsored in any manner by any manufacturer, distributor, or retailer of alcoholic beverages. This prohibition does not include acknowledgment of a donor to an event.

~~(25)~~(21) Events at which alcoholic beverages are sold or served may not have the presence of these beverages or their consumption as an event theme. At no time during the event may any manner of consumption of these beverages be encouraged.

~~(26)~~(22) The possession or use of alcoholic beverages in any of the university student residence houses is prohibited. (See rule 3356-8-01.1 of the Administrative Code, university policy 3356-8-01.1, "The Student Code of Conduct" and the "University Housing – Resident Handbook.")

~~(C) University events outside the Ohio division of liquor control permitted area must follow these additional procedures.~~

~~(1) All university groups or non-university groups wishing to sponsor an event on the campus involving the use of alcoholic beverages must complete an appropriate application and submit it at least two weeks prior to the event to the office of university events or to Kilcawley center.~~

~~(2) If the planned event is scheduled for Kilcawley center, the completed application should be submitted for first review to the executive director of auxiliary services or his/her designee. If the event is scheduled elsewhere on the campus, the completed application should be submitted to the director of university events to determine the nature of the event, if those projected to attend satisfy appropriate age criteria and the source of funds of payment of alcoholic beverages. All student organization events must be approved by the associate director of student activities or his/her designee.~~

~~(3) If it is determined by the executive director of auxiliary services and the director of university events or their designee that the use of alcoholic beverages at the event is appropriate, the application will be forwarded to the vice president for finance and business operations for final approval.~~

~~(4) Once a decision has been reached, the vice president for finance and business operations will notify either the executive director of auxiliary services or the director of university events of the status of the application.~~

~~(5) The executive director of auxiliary services or the director of university events will notify the event sponsor of the decision. If the use of alcoholic beverages is approved for the event, notification is also forwarded to the Youngstown state university police and to other departments as needed.~~

~~(D)~~(C) The following additional procedures apply to those on-campus university events outside the area covered by the permits obtained from the Ohio division of liquor control as noted in paragraphs (B)(5) and (B)(6) of this rule.

(1) All university groups or non-university groups wishing to sponsor an event on the campus involving the exchange of money with alcoholic beverages must complete an appropriate application prior to the event. Application forms are available in the office of university events.

(2) Final approval for the sale of alcoholic beverages at the event is contingent upon the sponsor having or obtaining an appropriate permit from the Ohio division of liquor control to sell such beverages. The sponsor is responsible for contacting the office of university events to obtain the permit application. Once completed, the application and required payment must be returned to university events for required signatures and submittal to the state. The approved permit is forwarded directly to the office of university events from the state of Ohio. A copy of the permit is made and filed and the original is given to the event sponsor to display at the event.

(3) An event which does not obtain a permit may proceed without the service of alcoholic beverages.

DEVELOPMENT GOALS AND OBJECTIVES FOR FISCAL YEAR 2025-2026

YSU and the YSU Foundation will pursue multiple development objectives in the 2025 – 2026 fiscal year, designed to impact scholarships, physical spaces, and programs. The Kilcawley Center Renovation Campaign that experienced a major resurgence in the previous fiscal year will continue. Demolition on the project began in May 2025. This campaign seeks an additional $5 million in philanthropic support above the nearly $20 million raised in 2024 – 2025, further reducing the University's debt service on the project.

The Dana School of Music "Crescendo" Campaign seeks the acquisition of $10 to $15 million in philanthropic commitments during fiscal year 2025 – 2026. The intended purpose of this campaign is to provide annual funding for various programs and renovate spaces in the Dana School to assure alumni and friends that the Dana School and its programs are here for future generations.

Embracing YSU's fundamental mission of access to higher education, $5 to $7 million in additional scholarship funding and 15 new athletic endowments will be a significant focus of development efforts.

Launching ***The President's Excellence Fund for Strategic Initiatives*** by acquiring $1 million in unrestricted funds to support key priorities will improve operational efficiency, drive enrollment growth, and develop new areas of excellence at the university. Through strategic investment, we can enhance learning environments, attract top faculty, and create programs that prepare students for the evolving job market.

Raising $500,000 to complete much needed renovations to the Beeghly Center to support YSU's Division 1 athletic programs will continue to be a focus of development efforts.

Additional gifts of opportunity will be accepted if donors' intentions fall within the University's mission and objectives.

The Annual Fund will continue to be the primary donor acquisition, retention, and planned giving discovery tool. The mailing to the entire 104,000 alumni database will take place in October. We will create and mail informational material regarding planned giving to all alumni 55 years of age and older, in the spring of 2026.

Quantifiable goals for fiscal year 2025 – 2026 are as follows:

- Acquire a total of $25 million or more in cash and pledges on behalf of YSU and the YSU Foundation. Areas of focus include:
    - Acquire an additional $5 million for the Kilcawley Center Renovation Campaign.
    - Acquire $10 to $15 million for the Dana School of Music "Crescendo" Campaign.
    - Acquire $5 to $7 million in additional scholarship gifts.
    - Acquire 15 new athletic endowments.
    - Acquire $1 million in unrestricted funds for the President's Excellence Fund for Strategic Initiatives.
    - Acquire an additional $500,000 for renovations to Beeghly Center.

YOUNGSTOWN STATE UNIVERSITY AND
YOUNGSTOWN STATE UNIVERSITY FOUNDATION
2025-2026 FUNDRAISING PLAN

WHEREAS the Youngstown State University (University) Service Agreement, initiated on December 16, 2014, and then updated June 7, 2018, specifies the terms and conditions of the relationship between the University and the Youngstown State University Foundation (Foundation);

WHEREAS Article III. University Obligations, Section 3.1 Fundraising Plan, specifies, "The Administrative Leadership of both the University and Foundation will develop a comprehensive set of strategic objectives and priorities, including specific and measurable fundraising goals that will constitute the "Plan" for the University..." thereby establishing the Foundation's fundraising priorities for the University;

WHEREAS such a Plan "...shall be presented..." and approved by the respective boards of the University and Foundation, "...recognizing that the Plan is designed to be a long-term planning document that may change from time-to-time, and may also include short-term goals...;"

WHEREAS it is understood by both parties that if substantive changes are needed to be made to the Plan, that a revised Plan will receive consideration for endorsement by the respective boards as a new Plan;

NOW THEREFORE BE IT RESOLVED that the attached document shall serve as the Plan comprising the measurable fundraising goals for 2025-2026;

BE IT FURTHER RESOLVED that the University board of trustees shall receive a status report at each meeting of the University board of trustees.

Board of Trustees
September 17, 2025
YR 2026 -

DRAFT

Youngstown State University Foundation
Gift Processing Summary

	Fourth Quarter			Year-to-Date		
	FY'25	FY'24	Difference 2025/2024	FY'25	FY'24	Difference 2025/2024
Development (New Gifts and New Pledges):						
YSU	$6,453,942.21	$1,655,158.68	$4,798,783.53	$13,147,014.84	$6,391,924.36	$6,755,090.48
YSUF	$2,323,063.38	$2,422,125.70	-$99,062.32	$8,352,012.46	$6,224,071.64	$2,127,940.82
Total Development (New Gifts and New Pledges)	$8,777,005.59	$4,077,284.38	$4,699,721.21	$21,499,027.30	$12,615,996.00	$8,883,031.30
Planned Giving/Charitable Gift Annuities	$1,550,000.00	$130,000.00	$1,420,000.00	$9,120,000.00	$920,000.00	$8,200,000.00
Pledge Payments (For Pledges Currently or Previously Included as Development):						
YSU	$1,520,850.00	$518,055.00	$1,002,795.00	$3,677,995.79	$2,597,684.11	$1,080,311.68
YSUF	$802,100.50	$331,220.50	$470,880.00	$1,687,913.34	$1,086,149.30	$601,764.04
Total Pledge Payments	$2,322,950.50	$849,275.50	$1,473,675.00	$5,365,909.13	$3,683,833.41	$1,682,075.72
Number of Gifts						
New Gifts	571	609	-38	2,747	3,199	-452
Pledges	17	16	1	91	66	25
Payments	76	89	-13	351	369	-18
Planned Gifts/Charitable Gift Annuities	3	3	0	10	8	2

BOT Report
Sarah Keeler, Vice President
Office of Government Affairs
September 16, 2025

- State Operating Budget
    - Increased Funding for ETC
    - Addition of a seventh Tech Prep, now Career Pathways Support Network, regional center
    - Rich Center – homeschool language change and increase in autism scholarhsip

- Federal Appropriations Requests (pending)
    - Tentative $10 million for ETC Foundry Program through ManTech in NDAA

- Elected Officials
    - Meeting with House Members and Senators at both the State and Federal levels
    - Recap of First Annual Red and White Reception in DC
    - Lake to River Delegation lunch and tour
    - Upcoming lunch and tour with Sens. Cutrona and Chavez

- Grants
    - $15 for ETC Summer Camp
    - $49,800 Norfolk Southern Grant
    - $300 Career Pathways Support Network - pending

- Greater Community Objectives
    - Youngstown Warren Regional Chamber's Government Affairs Council
    - Chairing campus committee to review Joint Use Agreements with community partners.
    - Member of the Downtown Development Partnership

- P-12 Update
    - P-12 Engagement
    - College Credit Plus/Pathways to YSU
    - Workforce Development
    - **Impact:** These efforts ensure YSU remains at the forefront of regional education partnerships, strengthens pipelines from P–12 to higher education, and aligns with workforce development priorities across Northeast Ohio.

YSU Board of Trustees Report - Strategic Communications / University Relations Update

Presenter: Tim Harrington / September 16, 2025

I. Opening

- Brief introduction / overview and acknowledgment

II. Brand Impact & Awareness Enhancement

A. Social Media Metrics – Posts, Impressions, Reactions, Daily Reach et al

B. Marketing Campaigns

- Billboard Campaign - Locations and coverage areas, program highlights featured

C. Social Media / Digital / Audio

- Platforms, Campaign Durations, Impressions, Reach

III. Media Relations & External Communications

A. Media/News distribution

- News Releases/Advisories distributed, Earned Media – telling the YSU Story

B. Campus Communications Network – up coming sessions, Training Topics

IV. Digital Infrastructure Updates

A. New Website update – Drupal training, additional improvements

V. Community Engagement & Events

A. Major Campus Events / Community Outreach

- Summer Festival of the Arts
- Canfield Fair
- Lecture Speaker Series Programs

VII. Looking Ahead

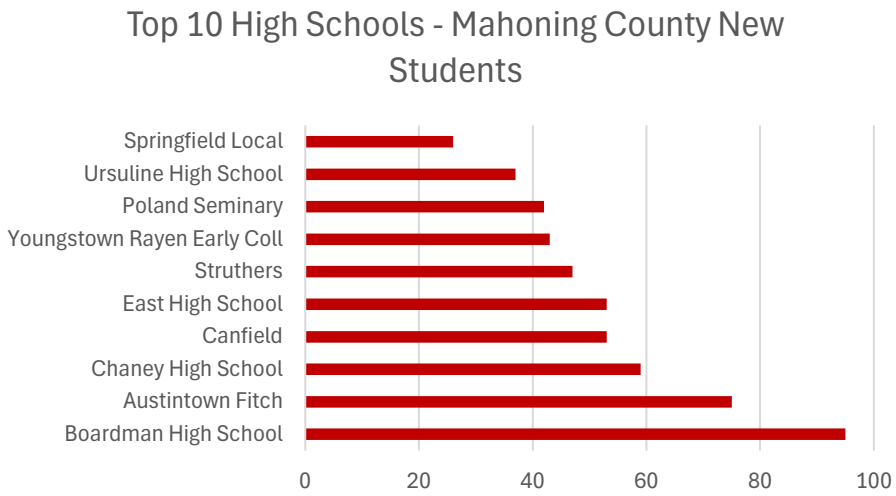
- Upcoming initiatives

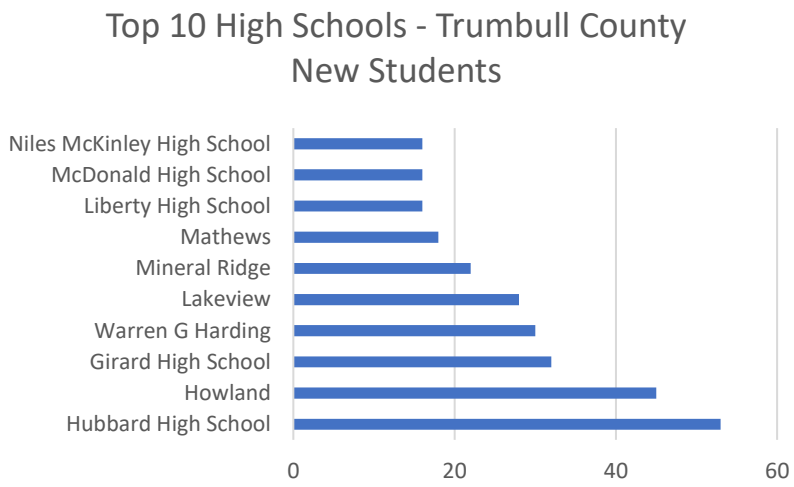
Enrollment Update

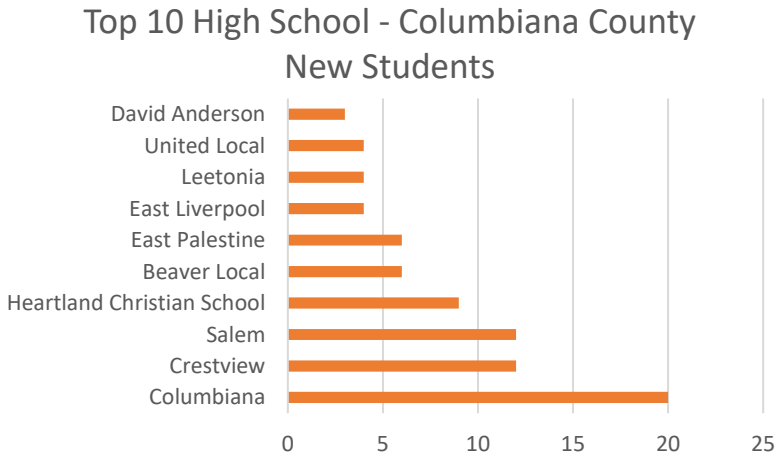
Presented by:
Tysa Egleton
Jeanne Herman
Christine Hubert
Melissa McKenney

YOUNGSTOWN STATE UNIVERSITY

First Time First Year Students by High School by County



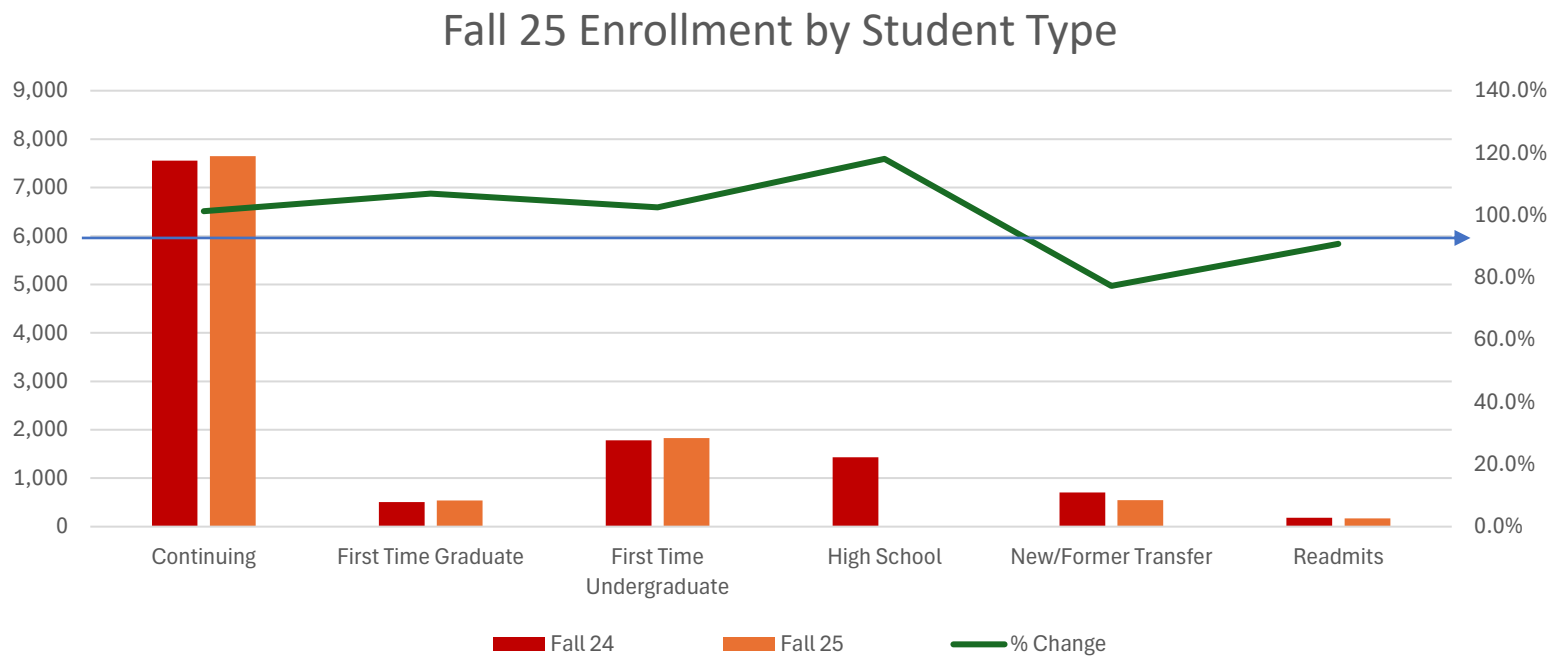




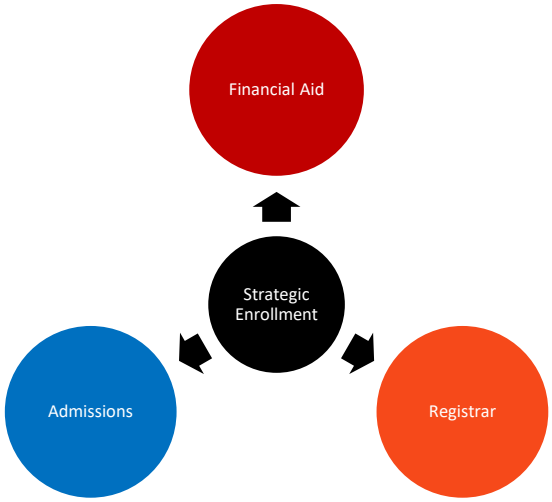
New Students Enrolled	
Mahoning, OH	679
Trumbull, OH	351
Columbiana, OH	84
Mercer, PA	66
Lawrence, PA	48
Total from 5 County Areas	1228

Fall 2025 vs Fall 2024 Enrollment Highlights

- Student headcount is increased +2.1%
- Student full-time equivalent enrollment is increased +1.9%
- First-time undergraduate is increased +2.5%
- First-time graduate is increased +6.9%
- Doctoral level enrollment is increased + 28%
- Continuing students increased +1.3%



Strategic Enrollment Services



Admissions

Focus on Critical Stages of the Application Funnel: Improving the conversion rate from applications accepted to orientation to enrollment.

Collaboration with First year Services: Partnered with First Year Student Services to reduce summer melt, resulting in a 22% increase in orientation registrations from fall 24.

Process Efficiency: Undergraduate Admissions is now Admissions; processing new, former, and transfer students, from associate to doctoral degrees, including international and online students. New structure reduces duplication and provides efficiency and standardization for application processing.

Financial Aid

Customized Financial Aid Packages: Developing tailored aid packages for diverse student populations, including associate degree, transfer, undergraduate online, and international students.

Targeted Communication: Aligning messaging with individual student needs. YSU emphasizes its value and affordability to support both recruitment and retention.

Process Efficiency: Enhancing automation and compliance in awarding processes to improve timeliness, transparency, and clarity for students and families making enrollment decisions.

Registrar

Expanded Financial Wellness Education: Successfully implemented Fund Your Education (FYE) financial wellness sessions for all first-year students as an integrated component of each FYSS orientation program.

Sustained the PSC+ enrollment initiative: Supports students vulnerable to financial suspension through individualized counseling, goal setting, and ongoing outreach to remove barriers to continued enrollment.

Expanded Use of "What If" Degree Audits: Enabled advisors and students to utilize "What If" audits to explore and compare General Education models, supporting student success and the institution's General Education transition.

YOUNGSTOWN STATE UNIVERSITY ENROLLMENT FUNNEL

2024 IPEDs comparison report shows the average yield for Cleveland State University, Kent State University, and the University of Akron was 19%

The enrollment funnel serves as a tool to help guide students through the college decision-making process.

The Admissions Office utilizes targeted communication to create a seamless transition from one stage to the next.

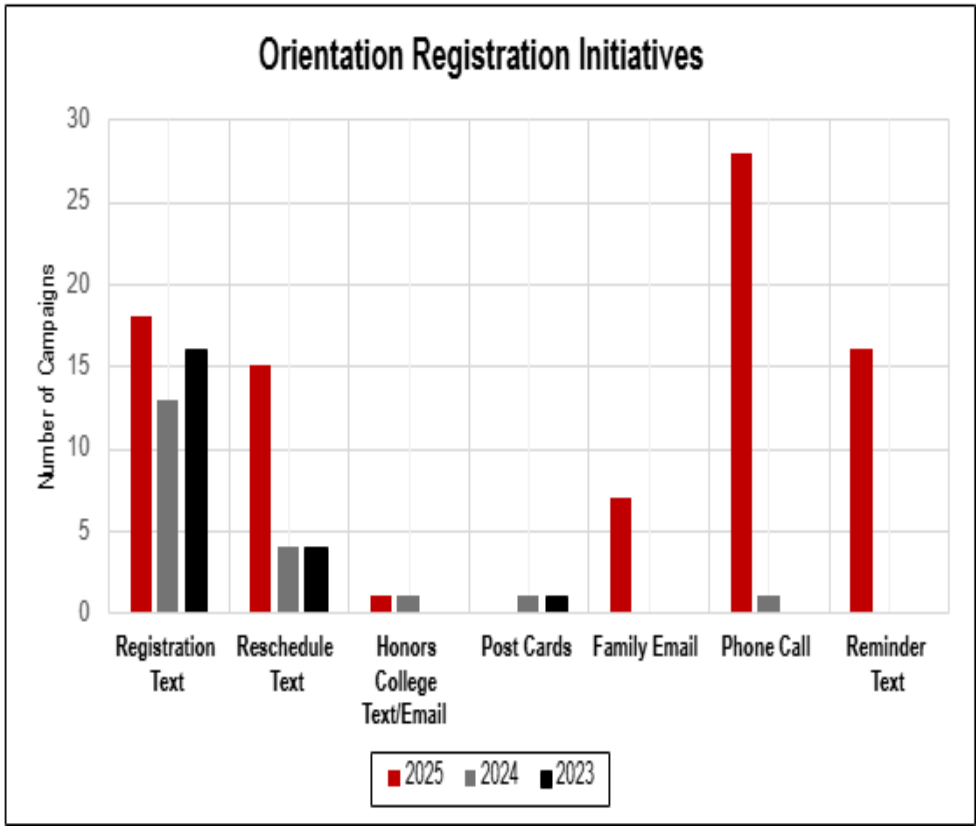
Yield from Accepted to Enrolled*:
Fall 2025 ~ 31%
Fall 2024 ~ 21%
Fall 2023 ~ 29%

*domestic first-time

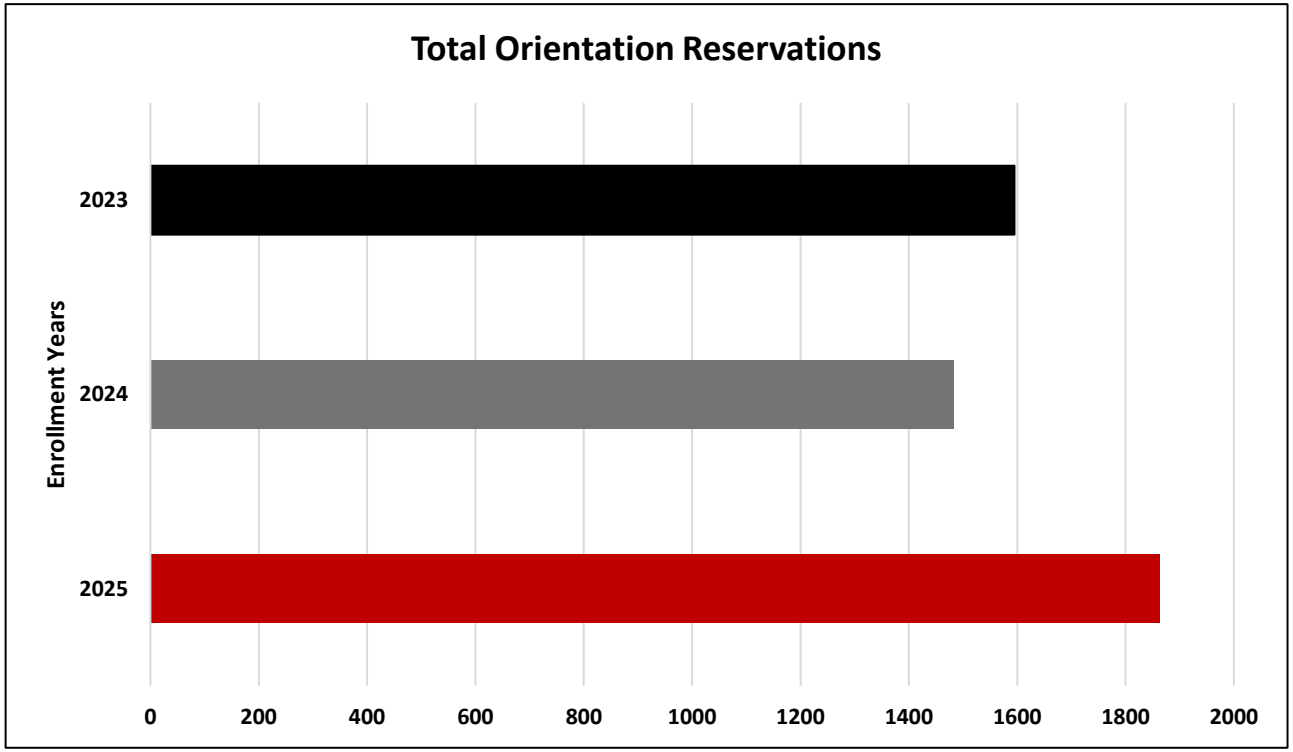
Strategic Admissions Initiatives Orientation

The Office of Admissions collaborated with First Year Student Services to develop an integrated approach to increase orientation registration.

New initiatives were incorporated into our communication plans to guide students from the accepted to attended orientation. The ultimate goal is enrollment.

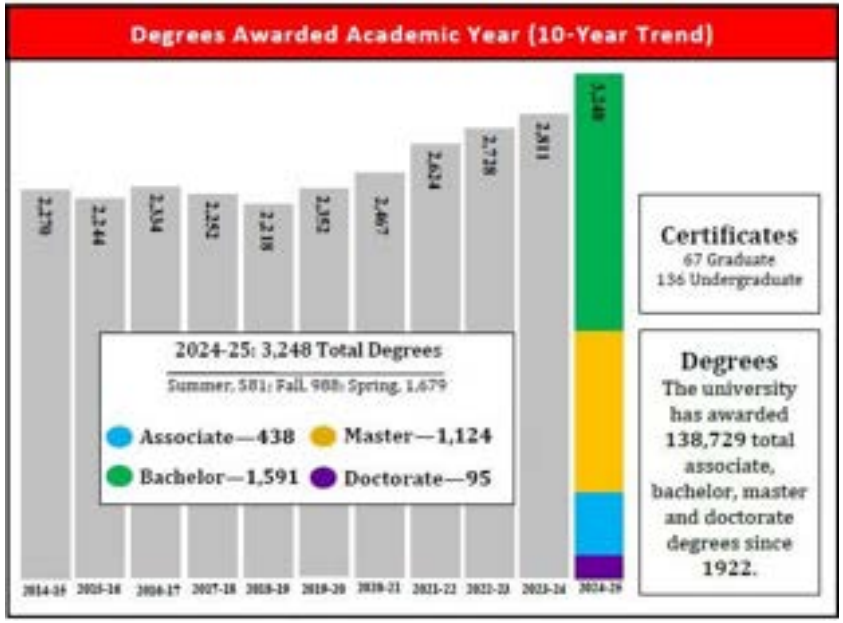


RESULTS OF ENHANCED COMMUNICATION PLAN



Incorporating a combination of emails, phone calls and texts to remind students to register for orientation helped increase orientation reservations.

Academic Support, Records, & Registration Contributions to Enrollment



- **Alternative Credit:** 6,679 credits awarded to 631 students, accelerating degree progress
- **Degree Conferrals:** 3,248 degrees in 2024–25 — a **15% increase** from prior year
- **Registration:** 5,000+ students participated in 7-day priority registration

Penguin Service Center
Contributions to Enrollment

Fast & Effective Service

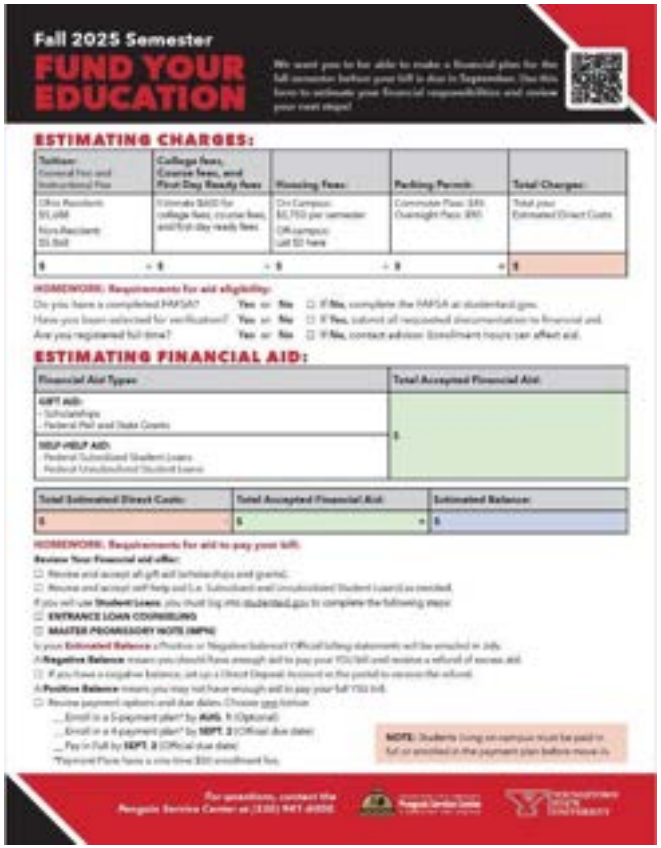
- 20,101 student contacts in 2024-25 (44% increase)
- 95% of email resolved in under 1 hour
- 77.5% of phone/in-person inquires resolved in under 5 minutes

Expanded Student Support

- Financial literacy integrated into all first-year orientations
- Assumed full responsibility for student billing and walk-in financial aid support
- Continued PSC+ initiative for students at risk of financial suspension

"From when my daughter started as a freshman last fall, the Penguins Service Center has been absolutely amazing in helping me navigate all the forms and documents and are kind of on top of it!"

Reduce Enrollment Barriers Through Financial Education



Fall 2025 Semester

FUND YOUR EDUCATION

ESTIMATING CHARGES:

Tuition:	College fees, Course fees, and First-Day Ready fees	Housing fees	Parking Permit	Total Charges:
Ohio Residents $5,688 Non-Residents $5,868	Estimate $600 for college fees, course fees, and first-day ready fees	On Campus: $5,750 per semester Off-campus: call $0 here	Commuter Pass: $85 Overnight Pass: $90	Total your Estimated Direct Costs
$	+ $	+ $	+ $	= $

HOMEWORK: Requirements for aid eligibility:

Do you have a completed FAFSA? Yes or No ☐ If No, complete the FAFSA at studentaid.gov.

Have you been selected for verification? Yes or No ☐ If Yes, submit all requested documentation to financial aid.

Are you registered full-time? Yes or No ☐ If No, contact advisor. Enrollment hours can affect aid.

ESTIMATING FINANCIAL AID:

Financial Aid Types	Total Accepted Financial Aid
GIFT AID: - Scholarships - Federal Pell and State Grants	$
SELF-HELP AID: - Federal Subsidized Student Loans - Federal Unsubsidized Student Loans	

Total Estimated Direct Costs:	Total Accepted Financial Aid:	Estimated Balance:
$	- $	= $

HOMEWORK: Requirements for aid to pay your bill:

Review Your Financial aid offer:

☐ Review and accept all gift aid (scholarships and grants).

☐ Review and accept self-help aid (i.e. Subsidized and Unsubsidized Student Loans) as needed.

If you will use **Student Loans**, you must log into studentaid.gov to complete the following steps:

☐ **ENTRANCE LOAN COUNSELING**

☐ **MASTER PROMISSORY NOTE (MPN)**

Is your **Estimated Balance** a Positive or Negative balance? Official billing statements will be emailed in July.

A **Negative Balance** means you should have enough aid to pay your YSU bill and receive a refund of excess aid.

☐ If you have a negative balance, set up a Direct Deposit account in the portal to receive the refund.

A **Positive Balance** means you may not have enough aid to pay your full YSU bill.

☐ Review payment options and due dates. Choose one below:

__ Enroll in a 5-payment plan* by **AUG. 1** (Optional)

__ Enroll in a 4-payment plan* by **SEPT. 2** (Official due date)

__ Pay in Full by **SEPT. 2** (Official due date)

*Payment Plans have a one-time $30 enrollment fee.

NOTE: Students living on campus must be paid in full or enrolled in the payment plan before move-in.

For questions, contact the Penguin Service Center at (330) 941-4000.

- Fund Your Education sessions, launched three years ago, were fully integrated into the FYSS orientation this year.
- Every first-year student participated in a counselor-led review of their financial aid status and billing obligations.
- As of September 2, **82.37%** participants are in *Good Financial Standing* for Fall 2025.

Expanding our Market Share

- Expand market share in surrounding counties to boost regional enrollment
- Collaborate with alumni to strengthen institutional presence
- Target recruitment efforts toward key school districts within these counties
- Promote associate and certificate programs to re-engage students with "some college no degree"

Fall 2026 New Student Enrollment Actions

- Recruiting plan targeting strategic market areas
- Focus on increasing market share in major Ohio school districts
- Collaborate with Alumni Affairs
- Leverage the CCP Direct Admit program
- Optimize P12 & business partnerships
- Promote YSU's educational opportunities to serve regional needs
- Customize communications for different student types and levels
- Integrate recruitment and admissions strategies with student success initiates

KNOW

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September 16, 2025

Youngstown State University

Investment Committee Meeting

John Colla, CFA
jcolla@clearstead.com

1100 Su Avenue East
Suite 7 eveland, Ohio 44114

(216) 621-1090
clearstead.com

Agenda

1. Work Plan
2. Capital Markets Update
3. Non-Endowment Assets: Performance & Asset Allocation Review
4. Strategic Asset Allocation Review / Asset Allocation Guidelines **(ACTION)**
    - ORC Compliance Review

Appendix

- Endowment Assets: Performance & Asset Allocation Review
- Detailed Performance
- Supporting Information
- Definitions & Disclosures

Work Plan

2025 Calendar Year Work Plan

		1Q	2Q	3Q	4Q	COMMENTS:
STRATEGIC / ADMINISTRATIVE	Investment Policy Review			✓		
	Strategic Asset Allocation Review			✓		
	Peer Review		✓			
	2026 Oversight Dashboard				☐	
	STAR Ohio/Plus Annual Review		✓			
PORTFOLIO	Fixed Income Review		✓			
	Alternative Investments Review				☐	
	Global Equity Review	✓				
PERFORMANCE	Capital Markets Review	✓	✓	✓	☐	
	Quarterly Performance Review	✓	✓	✓	☐	
	Endowed Account Review / Oversight	✓	✓	✓	☐	
OTHER	Fee Review				☐	
	ORC Compliance Review			✓		
	Clearstead Firm Update	✓				

LAST REVIEWED

Investment Policy:	09/16/2025
Strategic Asset Allocation:	09/16/2025
Fee Review:	09/18/2024

MEETING SCHEDULE

1Q: March 12, 2025
2Q: June 23, 2025
3Q: September 16, 2025
4Q: December 10, 2025

FOLLOW UP / INITIATIVES

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Capital Markets Update

Quarterly Themes

- **Looking Backward**
  - Economy "appeared" to slow in Q1, and "appeared" to accelerate in Q2—but reality is ~1.5% (sub-trend) growth expected for the year.
  - US corporation and consumer fundamentals remained healthy and labor markets continued to be resilient.
  - Equity markets recovered from early April volatility (Bear market intraday), with the S&P 500 reaching record highs.
    - Mag-7 to Lag-7 back to Mag-7 (+21% in Q2).
  - Treasury yields were volatile, but the10-year ended the quarter nearly unchanged from Q1; however, the yield curve steepened
  - **2Q25 Returns:** S&P 500 +10.9%; Russell 2000 +8.5%; MSCI EAFE +11.8%; Bloomberg US Agg +1.2%
  - **YTD Returns:** S&P 500 +6.2%; Russell 2000 -1.8%; MSCI EAFE +19.5%; Bloomberg US Agg +4.0%
- **Looking Forward**
  - Economy stable, and recession risks are decreasing—roughly a 20-30% proposition; but inflation risks remain elevated
    - Economy still hinges on the continued strength of the labor market and the US consumer.
    - US trade policy presents headwinds to growth, while the passage of U.S. tax bill is likely to be modestly supportive.
    - Foreign country trade retaliation and US$ strength/weakness may also inform economic outlook.
    - Fed caught between rising prices and rising unemployment; the market expects 2X (25 bps) cuts in 2025.
  - Equity sentiment is positive
    - Volatility has normalized; areas to watch – trade talks, debt ceiling, geopolitical risks.
    - Fundamentals are neutral-to-positive
      - Q2 earnings season guidance will be a key factor in determining future earnings revisions/downgrades.
  - Fixed Income spreads remain historically tight
  - Geopolitical tail risk remain—Middle East trending more positive; Ukraine trending worse; east-Asia mostly status-quo.

Source: Clearstead, Bloomberg, as of 7/2/2025,
Past performance is not an indicator of future results

Fed Economic Projections | June 2025

Federal Reserve Board Members & Bank Presidents

		2025	2026	2027	LONGER RUN*
GDP	June 2025	1.4%	1.6%	1.8%	1.8%
	March 2025	1.7%	1.8%	1.8%	1.8%
	December 2024	2.1%	2.0%	1.9%	1.8%
	September 2024	2.0%	2.0%	2.0%	1.8%
Unemployment Rate	June 2025	4.5%	4.5%	4.4%	4.2%
	March 2025	4.4%	4.3%	4.3%	4.2%
	December 2024	4.3%	4.3%	4.3%	4.2%
	September 2024	4.4%	4.3%	4.2%	4.2%
Core PCE Inflation	June 2025	3.1%	2.4%	2.1%	
	March 2025	2.8%	2.2%	2.0%	
	December 2024	2.5%	2.2%	2.0%	
	September 2024	2.2%	2.0%	2.0%	
Federal Funds Rate	June 2025	3.9%	3.6%	3.4%	3.0%
	March 2025	3.9%	3.4%	3.1%	3.0%
	December 2024	3.9%	3.4%	3.1%	3.0%
	September 2024	3.4%	2.9%	2.9%	2.9%
# of implied 25 bps Rate changes/year	June 2025	-2	-1	-1	
	March 2025	-2	-2	-1	
	December 2024	-2	-2	-1	
	September 2024	-4	-2		

The Fed decided to maintain the benchmark rate in the target range of 4.25% - 4.50%. In its statement the Fed noted that "... recent indicators suggest that economic activity has continued to expand at a solid pace. The unemployment rate remains low, and labor market conditions remain solid. Inflation remains somewhat elevated."

*Longer-run projections: The rates to which a policymak 519 s the economy to converge over time – maybe in five or six years – in the absence of further shocks and under appropriate monetary policy.
Source: Clearstead, U.S. Federal Reserve 6/18/2025

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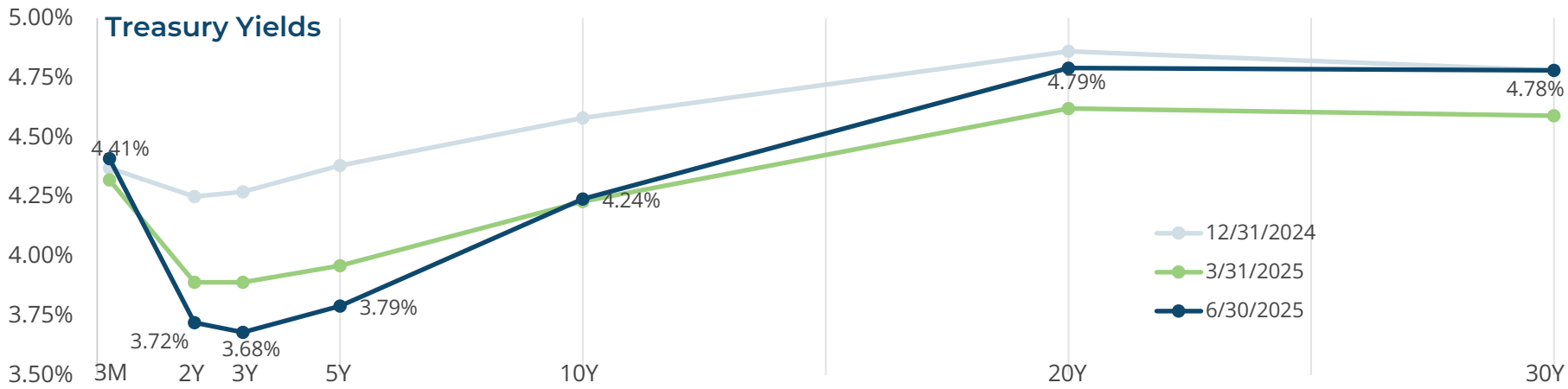
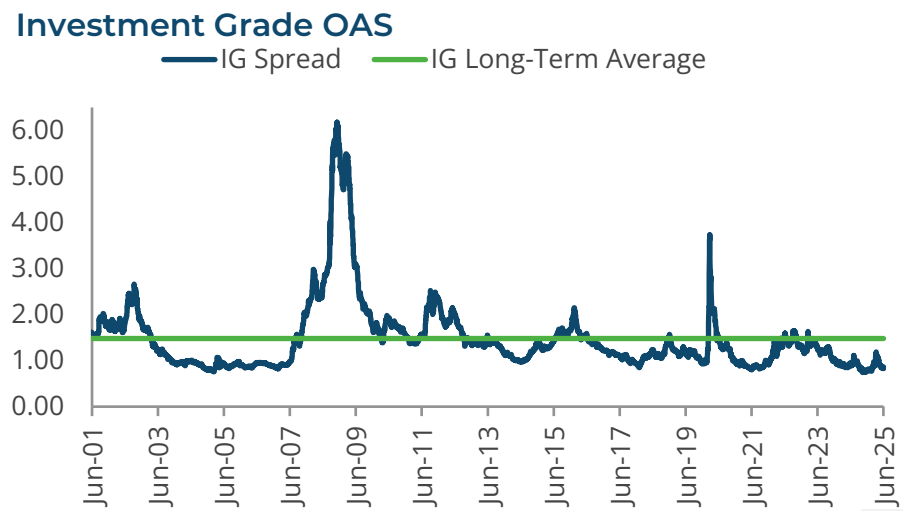
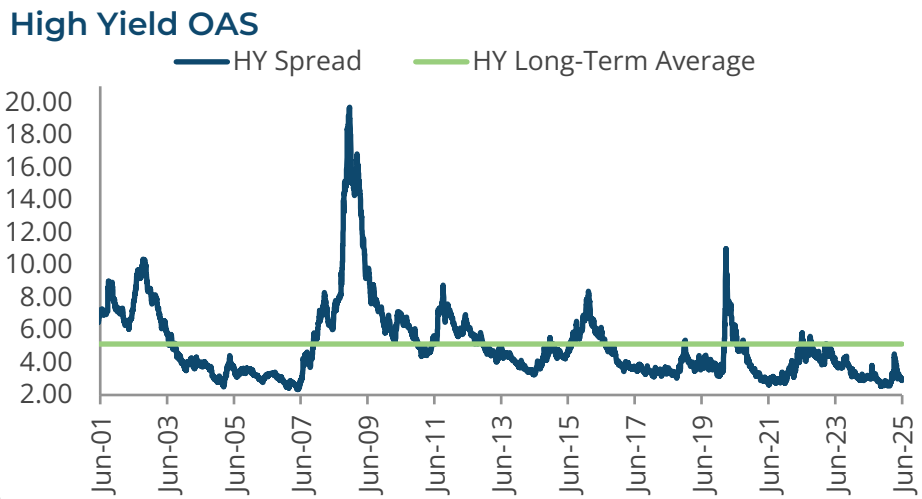
Fixed Income | Yields & Spreads | 6/30/2025



Yield Change (bps)	3M	2Y	3Y	5Y	10Y	20Y	30Y
QTD	9	-17	-21	-17	1	17	19
YTD	4	-53	-59	-59	-34	-7	0





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Source: U.S. Dept. of the Treasury, Daily Treasury Par Y e Rates, as of 6/30/2025
Past performance is not an indicator of future results

Markets Performance Recap | August 2025

- August was positive for risk assets, positive investor sentiment, strong Q2 earnings, prospect for lower interest rates, and mostly solid economic data.
- Value outperformed growth, small > mid > large caps, International Developed > US > EM.
- Rates declined and the curve steepened as the yield on the 10-year Treasury ended the month at 4.23%—down 14bps—while the 2-year finished at 3.59%—down 35bps.
- Markets continued to make steady gains building on the momentum from July; U.S. dollar weakened against Intl DM FX; Q2 earnings finished strong, investor complacency building steadily.
  - U.S. economy remains stable, job market softer but not weak, VIX is below normal, lots of good news baked into S&P 500 along with outlook for rate cuts in September and Q4.

MARKET	2024	Q1	Q2	Jul-25	Aug-25	YTD	Trend
S&P 500	25.0%	-4.3%	10.9%	2.2%	2.0%	10.8%	
Russell 2000	11.5%	-9.5%	8.5%	1.7%	7.1%	7.1%	
MSCI EAFE	3.8%	6.9%	11.8%	-1.4%	4.3%	22.8%	
MSCI EM	7.5%	2.9%	12.0%	2.0%	1.3%	19.0%	
MSCI China	19.4%	15.0%	2.0%	4.8%	4.9%	29.0%	
MSCI ACWI	18.0%	-1.2%	11.7%	1.4%	2.5%	14.7%	
Bloomberg US Agg Bond	1.3%	2.8%	1.2%	-0.3%	1.2%	5.0%	
Bloomberg High Yield Bond	8.2%	1.0%	3.5%	0.5%	1.3%	6.4%	
Bloomberg Muni Bond	1.1%	-0.2%	-0.1%	-0.2%	0.9%	0.3%	
S&P UBS Leveraged Loan	9.1%	0.6%	2.3%	0.8%	0.4%	4.2%	

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Source: MSCI, Bloomberg 8/31/2025. Past performance is not an indicator of future results

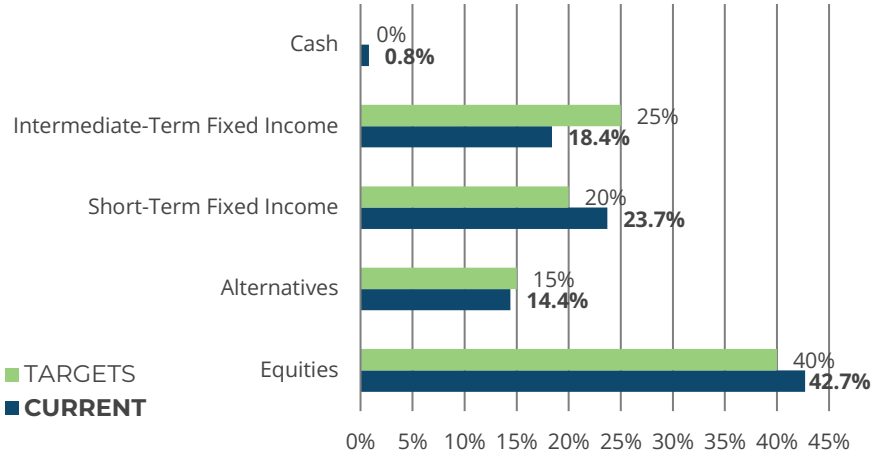
Non-Endowment Assets: Performance & Asset Allocation Review

Non-Endowment Performance Review (As of 6/30/2025)

NON-ENDOWMENT ASSETS	MARKET VALUE ($M)	TRAILING PERIODS QTD	CYTD	1 YR	2 YR	3 YR	5 YR	10 YR	CALENDAR YEARS 2024	2023	2022	SINCE INCEPTION[4]
Total Non-Endowment Assets	$85.3	**4.9%**	**5.3%**	**9.7%**	**9.6%**	**8.7%**	**6.9%**	**5.4%**	**8.8%**	**11.0%**	-7.8%	**4.5%**
	Benchmark [1]	*4.2%*	*4.4%*	*7.7%*	*8.1%*	*7.3%*	*5.0%*	*4.1%*	*7.4%*	*8.7%*	*-4.7%*	*3.5%*
Operating & Short-Term Pool	$8.4	1.0%	2.0%	4.4%	4.8%	4.3%	2.6%	1.9%	4.9%	4.8%	**1.4%**	1.3%
	Benchmark [2]	*1.0%*	*2.1%*	*4.7%*	*5.0%*	*4.5%*	*2.7%*	*1.9%*	*5.2%*	*5.0%*	*1.2%*	*1.3%*
Long-Term Pool	$76.9	5.5%	**5.5%**	**10.3%**	10.2%	**9.5%**	**7.0%**	5.7%	**9.8%**	**11.9%**	-11.2%	**5.6%**
	Benchmark [3]	*5.6%*	*5.4%*	*9.7%*	*10.2%*	*9.3%*	*6.7%*	*5.7%*	*9.6%*	*11.7%*	*-9.7%*	*5.3%*

LONG-TERM POOL ASSET ALLOCATION

	CURRENT	TARGETS	RANGE	+ / -
Equities	42.7%	40%	25-50%	2.7%
Alternatives	14.4%	15%	0-20%	-0.6%
Short-Term Fixed Income	23.7%	20%	15-35%	3.7%
Intermediate-Term Fixed Income	18.4%	25%	15-35%	-6.6%
Cash	0.8%	0%	0-5%	0.8%



1) Total Long-Term / Reserves Fund Benchmark: 70%, 90-Da sury Bill: 30%.
2) Blmbg. 1-3 Govt: 95%, 90-Day Treasury Bill: 5%.
3) Russell 3000: 32%, MSCI ACWI ex US: 8%, Total Alternative ark: 15%, Blmbg. Int. U.S. Govt/Credit: 25%, ICE BofA 1-3 Yr. Gov/Corp: 20%.
4) Inception date for Long-Term and Short-Term Pools: June , ception Date for Total Non-Endowment Assets: March 2004.

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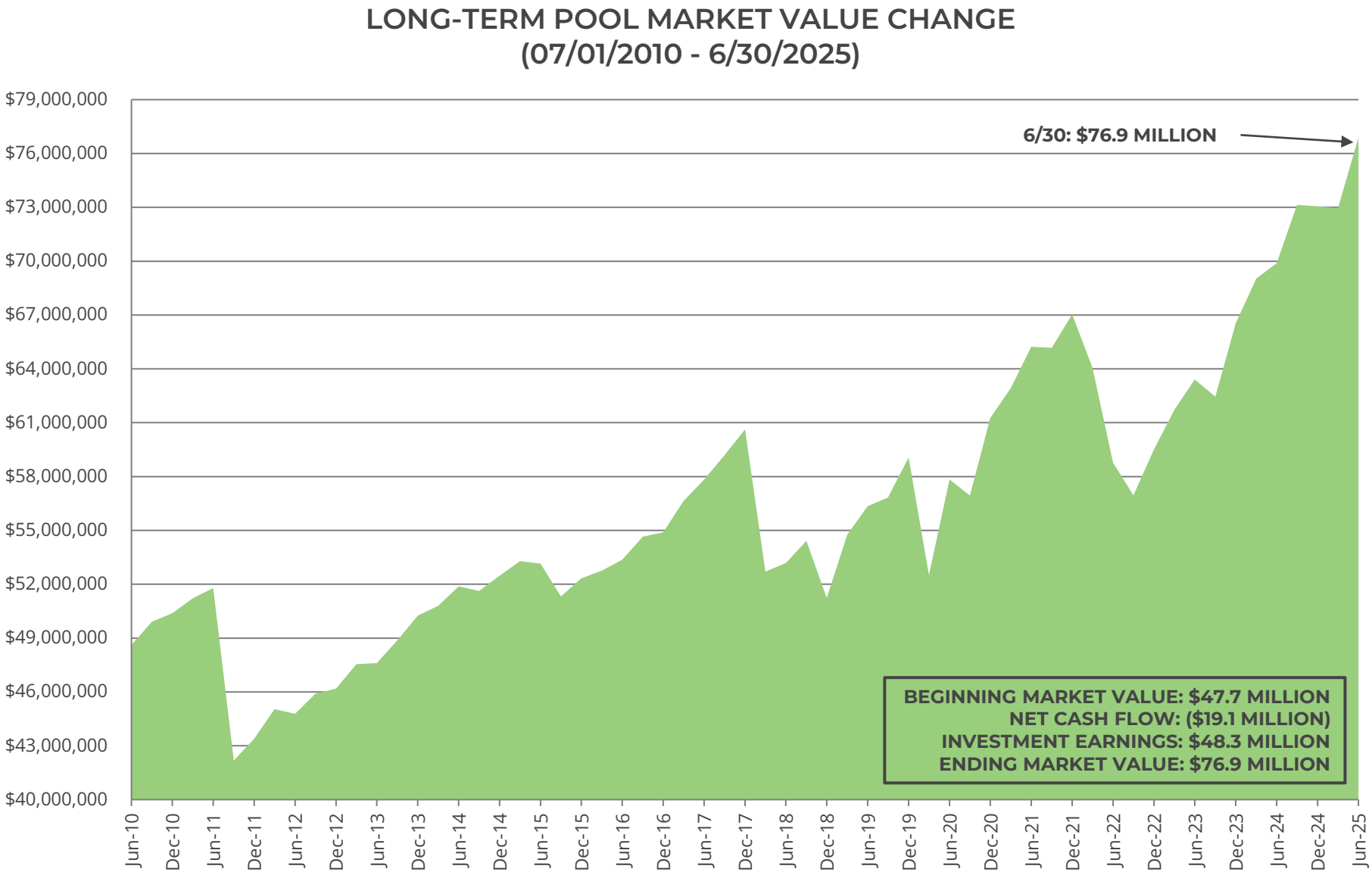
Long-Term Pool: Market Value Growth Since Inception



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The University made strategic withdrawals from the Long-Ter[illegible] follows: In 2011 to support an early retirement incentive program that required a large purchase of state service credit; in 2018 to support capital improvement projects on cam[illegible] 2020 to cover a projected COVID-19-related shortfall in the short-term operating pool.

Long-Term Pool: July Performance Update

AS OF 07/31/2025	MARKET VALUE ($M)	JULY	CYTD	FYTD
Total University Assets	$77.6	+0.4%	+5.8%	+0.4%
Operating/Short-Term Pool	$0.4	+0.3%	+2.3%	+0.3%
Long-Term Pool*	$77.2	+0.4%	+5.9%	+0.4%

Operating/Short-Term Pool market value at $0.4 million. The pool generated +0.3% during the month (August).

The Long-Term Pool eclipsed $77 million in market value.

- Global equity managers lagged U.S. equities in July in large part due to the strengthening of the U.S. dollar
- Moved out of Victory Integrity Small Value Fund and into Applied Financial Explorer Fund
- Alternative managers Evanston (Weatherlow) and Cliffwater continued their strong results – both on an absolute and relative basis - returning +1.3% and +0.9% FYTD, respectively
    - H.I.G. (private credit) and Apollo (infrastructure) continue to call capital (report results on a lag)
- Slightly higher interest rates during the month led to a modest decline in fixed income performance

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*Does not include performance from H.I.G. or Apollo as they report results on a lag. Their results are through 3/31.

July Performance Update

	Market Value 07/01/2025	Market Value 07/31/2025	% of Portfolio	1 Mo (%)	FYTD (%)	YTD (%)	1 Yr (%)	3 Yr (%)	5 Yr (%)	Inception (%)	Inception Date
Total University Assets	**$85,309,691**	**$77,654,279**	**100.0**	**0.4**	**0.4**	**5.8**	**8.5**	**7.7**	**6.4**	**4.5**	**Apr-04**
Total Policy Benchmark[1]				*0.7*	*0.7*	*5.1*	*7.3*	*6.8*	*4.9*	*3.6*	
Total Operating & Short Term	**$8,418,902**	**$421,337**	**0.5**	**0.3**	**0.3**	**2.3**	**4.3**	**4.3**	**2.6**	**1.3**	**Jul-10**
Total Operating & Short Term Benchmark[2]				*0.3*	*0.3*	*2.4*	*4.6*	*4.6*	*2.8*	*1.3*	
Federated Hermes Government Obligations Fund	$8,418,902	$421,337	0.5	0.3	0.3	2.3	4.3	4.4	2.7	3.6	Oct-21
90 Day U.S. Treasury Bill				*0.3*	*0.3*	*2.4*	*4.6*	*4.7*	*2.8*	*3.8*	
Total Long Term/ Reserves Pool	**$76,890,789**	**$77,232,943**	**99.5**	**0.4**	**0.4**	**5.9**	**8.8**	**8.2**	**6.5**	**5.6**	**Jul-10**
Total Long Term/ Reserves Fund Benchmark[3]				*0.8*	*0.8*	*6.2*	*8.9*	*8.3*	*6.4*	*5.3*	
Total Equity	**$32,785,072**	**$33,048,657**	**42.6**	**0.9**	**0.9**	**8.2**	**12.3**	**13.7**	**13.2**	**12.4**	**Jul-10**
Total Domestic Equity	**$20,022,032**	**$20,306,843**	**26.2**	**1.5**	**1.5**	**5.0**	**10.9**	**13.9**	**14.1**	**13.9**	**Jul-10**
Russell 3000 Index				*2.2*	*2.2*	*8.1*	*15.7*	*16.4*	*15.2*	*14.5*	
Vanguard Institutional Index	$11,205,274	$11,456,339	14.8	2.2	2.2	8.6	16.3	17.1	15.8	14.9	Jul-10
S&P 500 Index				*2.2*	*2.2*	*8.6*	*16.3*	*17.1*	*15.9*	*14.9*	
Vanguard Equity Income Adm	$5,668,312	$5,681,687	7.3	0.2	0.2	7.4	10.7	11.1	14.0	4.5	Apr-25
FTSE High Dividend Yield Index				*0.6*	*0.6*	*6.6*	*11.0*	*11.4*	*14.0*	*4.8*	
Vanguard Mid Cap Index Adm	$1,072,896	$1,094,521	1.4	2.0	2.0	9.1	15.2	11.6	12.0	12.0	Oct-10
Vanguard Mid Cap Index Benchmark				*2.0*	*2.0*	*9.2*	*15.3*	*11.6*	*12.1*	*12.1*	
Loomis Sayles Sm Growth N	$1,046,734	$1,050,349	1.4	0.3	0.3	-2.1	0.7	7.4	6.4	7.4	Sep-19
Russell 2000 Growth Index				*1.7*	*1.7*	*1.2*	*3.2*	*9.1*	*7.1*	*7.8*	
Victory Integrity Small Value Y	$1,028,815	-	0.0	2.1	2.1	-5.1	-9.0	5.4	14.9	9.3	Oct-10
Russell 2000 Value Index				*1.8*	*1.8*	*-1.5*	*-4.3*	*4.8*	*12.4*	*8.9*	
Applied Financial Explorer Fund Instl	-	$1,023,947	1.3	0.6	0.6	0.4	-2.6	8.5	17.1	-	Aug-25
Russell 2000 Index				*1.7*	*1.7*	*-0.1*	*-0.6*	*7.0*	*9.8*	-	
Total Global Equity	**$12,763,040**	**$12,741,815**	**16.4**	**-0.2**	**-0.2**	-	-	-	-	**13.1**	**Apr-25**
MSCI AC World Index (Net)				*1.4*	*1.4*	*11.5*	*15.9*	*15.3*	*12.8*	*13.0*	
Baillie Gifford LT Global Growth K	$3,870,394	$3,909,129	5.0	1.0	1.0	15.4	31.7	20.0	7.3	22.3	Apr-25
MSCI AC World Index (Net)				*1.4*	*1.4*	*11.5*	*15.9*	*15.3*	*12.8*	*13.0*	
Mondrian Global ACW Equity LP	$4,517,437	$4,575,532	5.9	1.3	1.3	17.4	13.9	15.4	12.0	11.2	Apr-25
MSCI AC World Index (Net)				*1.4*	*1.4*	*11.5*	*15.9*	*15.3*	*12.8*	*13.0*	
Ninety One Global Franchise I LLC	$4,375,209	$4,257,154	5.5	-2.7	-2.7	-	-	-	-	5.2	May-25
MSCI AC World Index (Net)				*1.4*	*1.4*	*11.5*	*15.9*	*15.3*	*12.8*	*12.0*	
Total Alternatives	**$11,066,095**	**$11,165,023**	**14.4**	**0.9**	**0.9**	**5.2**	**11.3**	**9.0**	**6.0**	**3.1**	**Mar-15**
Total Alternatives Benchmark[4]				*1.0*	*1.0*	*3.8*	*7.5*	*6.5*	*4.9*	*3.2*	

1) Total Long-Term / Reserves Fund Benchmark: 70%, 90-Day U.S. Treasury Bill: 30%.
2) Blmbg. 1-3 Govt: 95%, 90-Day Treasury Bill: 5%.
3) Russell 3000: 32%, MSCI ACWI ex US: 8%, Total Alternative[illegible]ark: 15%, Blmbg. Int. U.S. Govt/Credit: 25%, ICE BofA 1-3 Yr. Gov/Corp: 20%.
4) Total Alternatives Benchmark: HFRI Fund of Funds Compo[illegible].
5) Total Fixed Income Benchmark: Blmbg. Int. U.S. Govt/Credit [illegible], ICE BofA 1-3 Yr. Gov/Corp: 55%.

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July Performance Update

	Market Value 07/01/2025	Market Value 07/31/2025	% of Portfolio	1 Mo (%)	FYTD (%)	YTD (%)	1 Yr (%)	3 Yr (%)	5 Yr (%)	Inception (%)	Inception Date
Total Alternatives	**$11,066,095**	**$11,165,023**	**14.4**	**0.9**	**0.9**	**5.2**	**11.3**	**9.0**	**6.0**	**3.1**	**Mar-15**
*Total Alternatives Benchmark**				*1.0*	*1.0*	*3.8*	*7.5*	*6.5*	*4.9*	*3.2*	
Weatherlow Offshore Fund I Ltd Cl IIA	$5,885,785	$5,962,301	7.7	1.3	1.3	7.5	13.9	10.3	8.3	4.4	Jul-21
HFRI Fund of Funds Composite Index				*1.0*	*1.0*	*3.8*	*7.5*	*6.5*	*5.9*	*3.5*	
Apollo Infrastructure Opportunities Fund III (TE 892), L.P.	$304,156	$304,156	0.4	0.0	0.0	4.0	-	-	-	4.0	Nov-24
FTSE Global Core Infrastructure 50/50 Index (Net)				*0.3*	*0.3*	*9.6*	*10.3*	*5.2*	*7.6*	*6.2*	
Cliffwater Corporate Lending I	$2,626,050	$2,648,464	3.4	0.9	0.9	5.4	10.2	11.3	10.6	11.4	Jan-24
S&P UBS Leveraged Loan Index				*0.8*	*0.8*	*3.8*	*7.6*	*9.2*	*7.2*	*8.1*	
H.I.G. Whitehorse Principal Lending Offshore Feeder Fd, L.P.	$2,250,103	$2,250,103	2.9	0.0	0.0	1.1	3.8	7.7	-	7.5	Jul-22
S&P UBS Leveraged Loan Index				*0.8*	*0.8*	*3.8*	*7.6*	*9.2*	*7.2*	*9.6*	
Total Fixed Income	**$32,401,445**	**$32,355,448**	**41.7**	**-0.1**	**-0.1**	**3.6**	**4.6**	**3.7**	**1.5**	**2.3**	**Jul-10**
*Total Fixed Income Benchmark**				*-0.1*	*-0.1*	*3.5*	*4.6*	*3.4*	*1.1*	*1.9*	
JPMorgan Core Bond	$5,598,358	$5,579,877	7.2	-0.2	-0.2	4.0	3.7	2.1	-0.5	1.7	Sep-17
Blmbg. U.S. Aggregate Index				*-0.3*	*-0.3*	*3.7*	*3.4*	*1.6*	*-1.1*	*1.3*	
YSU Intermediate Term Bond	$4,804,132	$4,797,136	6.2	-0.1	-0.1	4.1	4.7	3.3	0.7	3.2	Apr-04
Blmbg. Intermed. U.S. Government/Credit				*-0.1*	*-0.1*	*4.0*	*4.6*	*3.0*	*0.5*	*2.9*	
Fidelity Interm Treasury Bond Index	$3,451,228	$3,432,847	4.4	-0.5	-0.5	4.8	3.3	0.9	-1.7	3.3	Jan-24
Blmbg. U.S. Treasury: 5-10 Year				*-0.5*	*-0.5*	*4.8*	*3.3*	*0.9*	*-1.7*	*3.1*	
Breckenridge Intermediate Gov/Credit	$4,412,195	$4,408,105	5.7	-0.1	-0.1	4.1	-	-	-	4.1	Nov-24
Blmbg. Intermed. U.S. Government/Credit				*-0.1*	*-0.1*	*4.0*	*4.6*	*3.0*	*0.5*	*4.0*	
YSU Short Term Bond	$14,135,532	$14,137,483	18.2	0.0	0.0	3.0	5.0	3.9	1.8	2.5	Apr-04
ICE BofA 1-3 Yr. Gov/Corp				*0.0*	*0.0*	*2.9*	*4.7*	*3.6*	*1.6*	*2.2*	
Total Cash & Cash Equivalents	**$638,178**	**$663,814**	**0.9**	**0.3**	**0.3**	**2.3**	**4.3**	**4.4**	**2.7**	**2.2**	**Apr-18**
90 Day U.S. Treasury Bill				*0.3*	*0.3*	*2.4*	*4.6*	*4.7*	*2.8*	*2.5*	
Federated Hermes Government Obligations Fund	$638,178	$663,814	0.9	0.3	0.3	2.3	4.3	4.4	2.7	2.4	Dec-19
90 Day U.S. Treasury Bill				*0.3*	*0.3*	*2.4*	*4.6*	*4.7*	*2.8*	*2.6*	

1) Total Long-Term / Reserves Fund Benchmark: 70%, 90-Day U.S. Treasury Bill: 30%.
2) Blmbg. 1-3 Govt: 95%, 90-Day Treasury Bill: 5%.
3) Russell 3000: 32%, MSCI ACWI ex US: 8%, Total Alternative[illegible]ark: 15%, Blmbg. Int. U.S. Govt/Credit: 25%, ICE BofA 1-3 Yr. Gov/Corp: 20%.
4) Total Alternatives Benchmark: HFRI Fund of Funds Compo[illegible].
5) Total Fixed Income Benchmark: Blmbg. Int. U.S. Govt/Credit: [illegible], ICE BofA 1-3 Yr. Gov/Corp: 55%.

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Investment Pool Summary (As of 8/31/2025)

YOUNGSTOWN STATE UNIVERSITY

As of August 31, 2025

	TICKER	INVESTMENT STRATEGY	MARKET VALUE (CURRENT)	% OF PORTFOLIO	POLICY TARGET	POLICY RANGE	TACTICAL + / -
Total Operating & Short Term			**$421,337**	**100.0%**	**100.0%**		
Federated Hermes Govt Obligations	GOFXX	Money Market	$421,337	100.0%			
Total Long Term Reserves Pool			**$78,178,636**	**100.0%**	**100.0%**		
Equity			**$33,831,454**	**43.3%**	**40.0%**	**25-50%**	**3.3%**
Domestic Equity			**$20,942,922**	**26.8%**			
Vanguard Instl Index	VINIX	Large Cap Core	$11,688,296	15.0%			
Vanguard Equity Income	VEIRX	Large Cap Dividend	$5,924,858	7.6%			
Vanguard Mid Cap Index Adm	VIMAX	Mid-Cap Core	$1,111,412	1.4%			
Loomis Sayles Small Growth N2	LSSNX	Small Cap Growth	$1,099,884	1.4%			
Applied Financial Explorer Fund Instl	AFDZX	Small Cap Value	$1,118,472	1.4%			
Global Equity			**$12,888,531**	**16.5%**			
Baillie Gifford LT Global Growth	BGSLX	Global Growth	$3,995,772	5.1%			
Ninety-One Global Franchise	-	Global Core	$4,317,227	5.5%			
Mondrian Global Equity Value	-	Global Value	$4,575,532	5.9%			
Alternatives			**$11,183,894**	**14.3%**	**15.0%**	**0-20%**	**-0.7%**
H.I.G. Principal Lending Fund[1]	-	Private Credit	$2,256,528	2.9%			
Cliffwater Corporate Lending Fund	CCLFX	Private Credit	$2,660,909	3.4%			
Apollo Infrastructure Opps Fund III[1]	-	Real Assets	$304,156	0.4%			
Weatherlow Fund[2]	-	Diversifying Strategy	$5,962,301	7.6%			
Fixed Income			**$32,459,584**	**41.5%**	**45.0%**	**30-70%**	**-3.5%**
Short Term Fixed Income			**$14,137,483**	**18.1%**	**20.0%**	**15-35%**	**-1.9%**
YSU Short Term Bond	-	Short-Term Fixed	$14,137,483	18.1%			
Intermediate Fixed Income			**$18,322,101**	**23.4%**	**25.0%**	**15-35%**	**-1.6%**
JPMorgan Core Bond Fund R6	JCBUX	Core Plus Fixed	$5,634,101	7.2%			
YSU Intermediate Term Fixed	-	Interm-Term Fixed	$4,797,136	6.1%			
Breckenridge Intermediate Gov/Credit	-	Interm-Term Fixed	$4,412,104	5.6%			
Fidelity Intermediate Treasury Index	FUAMX	Interm-Term Treasury	$3,478,760	4.4%			
Cash & Cash Equivalents			**$703,705**	**0.9%**	**0.0%**	**0-5%**	**0.9%**
Federated Hermes Govt Obligations	GOFXX	Money Market	$703,705	0.9%			
Total University Assets			**$78,599,973**				

1) NAV as of 7/31/2025 including recent capital calls [illegible] ows
2) 2) As of 8/31/2025.

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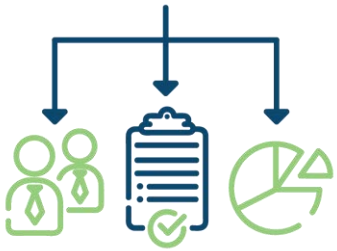
Strategic Asset Allocation / Asset Allocation Guidelines Review

Holistic View of Risk



	Organization	Strategic Investment Approach	Investment Portfolio
LEVELS OF RISK	▸ Leadership ▸ Governance ▸ Investment Committee ▸ Reliance on Investment Assets ▸ Fundraising ▸ Operational health ▸ Debt	▸ Risk of not meeting return objective ▸ Current and effective IPS ▸ Strategic asset allocation ▸ Spending rule ▸ Discipline to approach ▸ Liquidity ▸ Cash management ▸ Rebalancing	▸ Standard deviation ▸ Correlation ▸ Beta ▸ Downside capture ▸ Maximum drawdown ▸ Tracking error, R^2 ▸ Tactical positioning ▸ Value at risk

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Objectives & Risk Considerations

PORTFOLIO OBJECTIVES

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

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

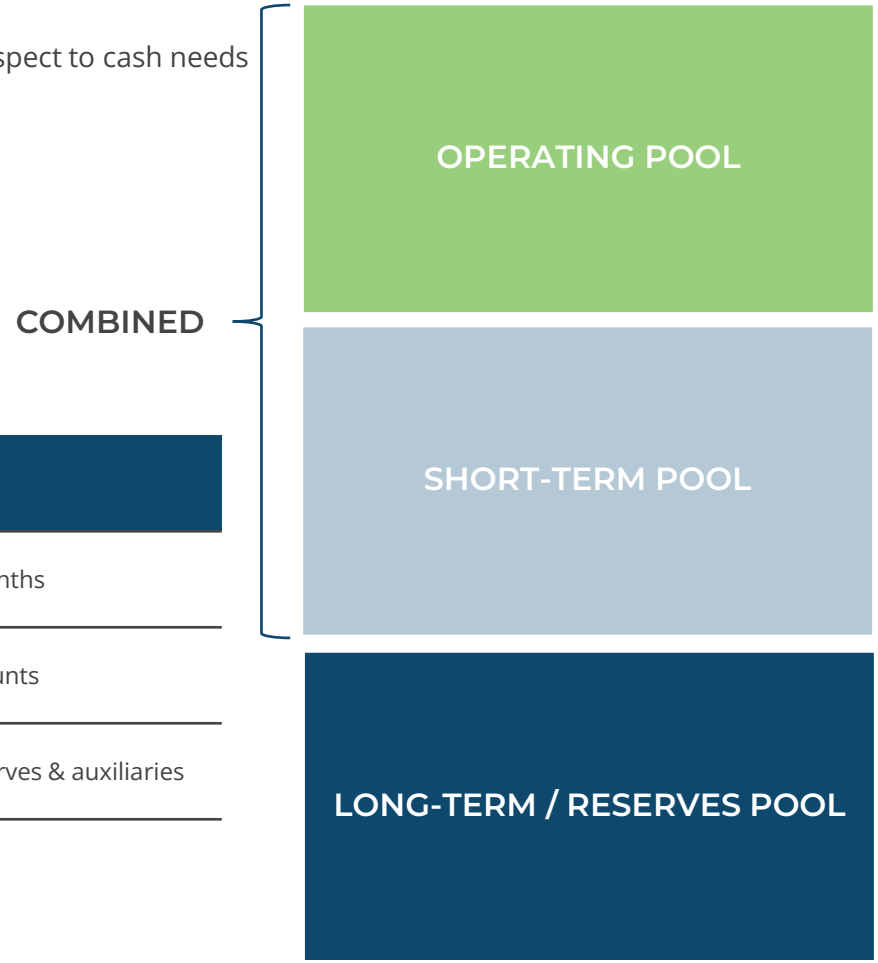
- Compliance with Ohio Revised Code 3345.05 (25% average rule*)
- Support YSU cash-flow and financial needs both currently and in the future
- Target a prudent level of investment return once risks have been mitigated

RISK CONSIDERATIONS

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

Liquidity Management & Investment Pool Structure

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



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

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Long-Term Pool Growth

CALENDAR YEAR	INVESTMENT ASSETS CASH OUTFLOW	INVESTMENT ASSETS CASH INFLOW	YEAR END (12/31) EQUITY %	YEAR END (12/31) ALTERNATIVES %	YEAR END (12/31) FIXED INCOME %	CALENDAR YEAR RETURN	MARKET VALUE (12/31)
2010	-	+$46,871,000 *(Creation of LT Pool)*	19.2%	0%	80.8%	**+5.5%**	$50,383,000
2011	-$8,000,000	-	24.9%	0%	75.1%	**+1.9%**	$43,392,000
2012	-	-	27.1%	0%	72.9%	**+6.4%**	$46,190,324
2013	-	-	33.8%	0%	66.2%	**+8.7%**	$50,249,454
2014	-	-	37.7%	0%	62.3%	**+4.5%**	$52,491,768
2015	-	-	35.0%	11.9%	53.2%	-0.5%	$52,324,443
2016	-	-	36.5%	15.6%	47.9%	**+4.0%**	$54,892,466
2017	-	-	37.0%	15.1%	47.8%	**+10.5%**	$60,625,347
2018	-$8,000,000	-	33.2%	15.0%	51.8%	-3.4%	$51,238,803
2019	-	-	35.9%	14.8%	49.2%	**+15.3%**	$59,067,298
2020	-$2,900,000	-	38.7%	11.2%	50.2%	**+8.8%**	$66,471,553
2021	-	-	41.2%	10.4%	48.3%	**+9.5%**	$67,042,600
2022	-	-	38.8%	11.2%	50.0%	-11.2%	$59,507,519
2023	-	-	37.0%	13.5%	49.5%	**+11.9%**	$66,536,739
2024	-	-	38.7%	14.2%	47.1%	**+9.8%**	$73,053,027
2025*	-	-	42.7%	14.4%	42.9%	**+5.5%**	$76,889,747

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*2025 figures as of 6/30/2025 and do not represent year-e[illegible]ndar year information.
The University made strategic withdrawals from the Long[illegible]ol as follows: In 2011 to support an early retirement incentive program that required a large purchase of state service credit; in 2018 to support capital improveme[illegible] on campus; and in 2020 to cover a projected COVID-19-related shortfall in the short-term operating pool.

Forward Looking Analysis (Long-Term Pool)

	Current Target	Alternate
U.S. Equity	32%	35%
International Equity	8%	10%
Alternative Investments	15%	15%
Fixed Income: Short-Term	20%	20%
Fixed Income: Intermediate-Term	25%	20%
Total	100%	100%
***10-Yr Forecasted Return**	**6.3%**	**6.5%**
***10-Yr Forecasted Return (75th – 25th Percentile)**	**4.5% - 8.3%**	**4.6% - 8.5%**
Forecasted Volatility (annual)	**8.8%**	**9.5%**

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*Forecasted returns and volatility are detailed on the s n the Appendix titled "Capital Market Assumptions". The 75th and 25th percentiles are calculated by running a Monte Carlo analysis over 10-years.

FY24 Asset Allocation vs Ohio State Universities (As of 6/30/2024)

	Youngstown State University	Small State University	Small State University	Mid-Sized State University	Mid-Sized State University	Mid-Sized State University	Mid-Sized State University	Mid-Sized State University	Large State University	Large State University
Equity	32%	0%	43%	1%	45%	38%	41%	40%	28%	30%
Alternatives	9%	0%	0%	5%	9%	16%	25%	20%	31%	43%
Fixed Income & Cash	59%	100%	57%	94%	46%	45%	34%	40%	41%	26%

- The above peer analysis compares Youngstown State's balance sheet asset allocation to other Ohio State Universities that range in size
  - While University Endowments/Foundations are much more long-term driven, balance sheet assets must support short-term and long-term needs of the institution and align with its strategic plan and financial position
- Comparing YSU to small and mid-sized (Ohio) State Universities, the University is similarly allocated to peers
  - The University historically has been modestly more conservative vs. peers, which has benefitted the institution through volatile periods in the market
  - The cyclicality of higher ed operating revenue also factors into FYE positioning for Universities

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Source: State of Ohio Auditor; FY 2024. University asset size m $10 million to $9.5 billion.
As of June 30, 2024.

YSU Asset Allocation Guidelines

Clearstead has reviewed YSU's Asset Allocation Guidelines and recommends modest changes to the current guidelines at this time.

The changes modestly increase the target to equities within the Long-Term Pool, which remains appropriate from an investment risk perspective, in-line with objectives of prudently growing the Long-Term Pool, and is similarly allocated compared to peers.

The changes also lower the long-term target allocation to short-term fixed income exposure.

OPERATING & SHORT-TERM POOL		ALLOCATION	
Asset Class/Investment Strategy	**Pool Target**	**Pool Range**	**Total Range**
Total Cash/Operating Assets	n/a	60-100%	
Total Short-Term Fixed Income	n/a	0-40%	
			0-50%
LONG TERM / RESERVES POOL			
Total Domestic Equity	~~32%~~ 35%	~~25-40%~~ 25-45%	
Total International Equity	~~8%~~ 10%	0-15%	
Total Equity	~~40%~~ 45%	~~25-50%~~ 35-55%	
Total Alternatives	15%	0-20%	
Total Short-Term Fixed Income	~~20%~~15%	~~15-35%~~ 5-25%	
Total Intermediate-Term Fixed Income	25%	15-35%	
Cash	0%	0-5%	
	100%		50-100%

The current asset allocation strategy conservatively factors:
- Adherence with State of Ohio guidelines
- Contingency for cash flow fluctuations in operating funds
- Adequate liquidity
- Growth opportunity through equity allocation
- Diversification with the incorporation of alternative investments
-Mitigates impact of equity market volatility on YSU balance sheet & income statement

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ORC Compliance Review

ORC Compliance Review (As of 6/30/2025)

	TOTAL NON-ENDOWMENT ORC 3345.05 DEFINED ASSETS*	% FROM SHORT-TERM POOL	% FROM LONG-TERM POOL
9/30/24	33%	23%	10%
12/31/24	16%	3%	13%
3/31/25	33%	22%	12%
6/30/25	23%	10%	13%
Average	***26%***	***14%***	***12%***

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

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

*A minimum of 25% of the average amount of the 538 y's investment portfolio over the course of the previous fiscal year must be invested according to ORC guidelines (i.e., US government bonds, cash nts). Analysis does not include cash equivalent or government security exposure in Long-Term Pool fixed income managers invested in through m ds. With this exposure, YSU's allocation and average would be higher.

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Appendix

Endowment Assets: Performance & Asset Allocation Review

Endowment Assets: Performance & Asset Allocation (As of 6/30/2025)

		TRAILING PERIODS							CALENDAR YEARS			
ENDOWMENT ASSETS	MARKET VALUE ($MM)	QTD	CYTD	1 YR	2 YR	3 YR	5 YR	10 YR	2024	2023	2022	SINCE INCEPTION[3]
YSU Endowment Fund	$19.5	**8.8%**	**7.7%**	**13.3%**	15.1%	13.3%	11.1%	9.5%	16.4%	12.8%	**-15.7%**	9.3%
	Benchmark [1]	*8.5%*	*5.8%*	*13.0%*	*15.8%*	*15.3%*	*12.2%*	*10.8%*	*18.7%*	*20.9%*	*-16.6%*	*11.1%*
	Benchmark [2]	*7.0%*	*5.5%*	*11.6%*	*13.5%*	*12.7%*	*9.6%*	*9.0%*	*15.0%*	*17.7%*	*-15.8%*	*9.3%*

COMPLIANCE

- Reporting & Oversight by Clearstead, Management/Implementation by Huntington
- Asset Allocation Guidelines: 70% Equities (60-80%) / 30% Cash & Fixed Income (20-40%) **(IN COMPLIANCE)**

HOLDINGS

- Equity Mutual Funds – 9.5% (Mutual Funds & ETFs)
- Stocks – 62% (30-60 Concentrated U.S. Large/Mid-Cap Stock Portfolio)
- Alternatives – 2% (Real Estate Mutual Fund)
- Fixed Income Mutual Funds – 2% (iShares High Yield, Stone Ridge)
- Individual Bonds – 24% (Individual Bond Portfolio: U.S. Corporate / Gov't / Asset Backed Debt)
- Cash – 0.5%

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1) Benchmark: 75% S&P 500 / 25% Blmbg. U.S. Agg
2) Benchmark: 60% S&P 500 / 40% Blmbg. U.S. Agg
3) Inception date: 06/2013,

Detailed Performance

Executive Summary

	Market Value 04/01/2025	Market Value 06/30/2025	% of Portfolio	2nd Quarter 2025 (%)	YTD (%)
Total University Assets	**$93,239,630**	**$85,308,649**	**100.0**	**4.9**	**5.3**
Total Policy Benchmark[1]				*4.2*	*4.4*
Total Operating & Short Term	**$20,283,666**	**$8,418,902**	**9.9**	**1.0**	**2.0**
Total Operating & Short Term Benchmark[2]				*1.0*	*2.1*
Total Long Term/ Reserves Pool	**$72,955,964**	**$76,889,747**	**90.1**	**5.5**	**5.5**
Total Long Term/ Reserves Fund Benchmark[3]				*5.6*	*5.4*
Total Domestic Equity	**$18,438,922**	**$20,022,032**	**23.5**	**8.7**	**3.4**
Russell 3000 Index				*11.0*	*5.8*
Total Global Equity	**$7,320,598**	**$12,763,040**	**15.0**	**13.3**	**-**
MSCI AC World Index (Net)				*11.5*	*-*
Total Alternatives	**$10,736,997**	**$11,065,052**	**13.0**	**4.2**	**4.2**
Total Alternatives Benchmark[4]				*3.3*	*2.9*
Total Fixed Income	**$31,939,508**	**$32,401,445**	**38.0**	**1.5**	**3.7**
Total Fixed Income Benchmark[5]				*1.5*	*3.6*
Total Cash & Cash Equivalents	**$1,121,281**	**$638,178**	**0.7**	**1.0**	**2.0**
90 Day U.S. Treasury Bill				*1.0*	*2.1*

Schedule of Assets

	Ticker	Account Type	Begin Market Value $	Market Value 06/30/2025	% of Portfolio
Total University Assets			**$93,239,630**	**$85,308,649**	**100.0**
Total Operating & Short Term			**$20,283,666**	**$8,418,902**	**9.9**
Federated Hermes Government Obligations Fund	GOSXX	Cash	$20,283,666	$8,418,902	9.9
Total Long Term/ Reserves Pool			**$72,955,964**	**$76,889,747**	**90.1**
Total Domestic Equity			**$18,438,922**	**$20,022,032**	**23.5**
Vanguard Institutional Index	VINIX	US Stock Large Cap Core	$11,140,388	$11,205,274	13.1
Vanguard Equity Income Adm	VEIRX	US Stock Large Cap Value	$3,018,018	$5,668,312	6.6
Vanguard Mid Cap Index Adm	VIMAX	US Stock Mid Cap Core	$1,563,608	$1,072,896	1.3
Loomis Sayles Sm Growth N	LSSNX	US Stock Small Cap Growth	$1,335,923	$1,046,734	1.2
Victory Integrity Small Value Y	VSVIX	US Stock Small Cap Value	$1,380,985	$1,028,815	1.2
Total Global Equity			**$7,320,598**	**$12,763,040**	**15.0**
Baillie Gifford LT Global Growth K	BGLKX	Global Equity	$3,195,598	$3,870,394	4.5
Mondrian Global ACW Equity LP		Global Equity	$4,125,000	$4,517,437	5.3
Ninety One Global Franchise I LLC		Global Equity	-	$4,375,209	5.1
Total Alternatives			**$10,736,997**	**$11,065,052**	**13.0**
H.I.G. Whitehorse Principal Lending Offshore Feeder Fd, L.P.		Direct Lending	$2,308,259	$2,250,103	2.6
Weatherlow Offshore Fund I Ltd Cl IIA		Hedge Fund	$5,496,617	$5,884,743	6.9
Apollo Infrastructure Opportunities Fund III (TE 892), L.P.		Infrastructure	$364,616	$304,156	0.4
Cliffwater Corporate Lending I		Private Debt	$2,567,504	$2,626,050	3.1
Total Fixed Income			**$31,939,508**	**$32,401,445**	**38.0**
JPMorgan Core Bond	WOBDX	US Fixed Income Core	$5,527,255	$5,598,358	6.6
YSU Intermediate Term Bond		US Fixed Income Core	$4,724,619	$4,804,132	5.6
Fidelity Interm Treasury Bond Index	FUAMX	US Fixed Income Core	$3,395,303	$3,451,228	4.0
Breckenridge Intermediate Gov/Credit		US Fixed Income Core	$4,340,434	$4,412,195	5.2
YSU Short Term Bond		US Fixed Income Short Term	$13,946,272	$14,135,532	16.6
Total Cash & Cash Equivalents			**$1,121,281**	**$638,178**	**0.7**
Federated Hermes Government Obligations Fund	GOSXX	Cash	$1,121,281	$638,178	0.7

Attribution of Market Value Change: Total University Assets

Total University Assets	Q3-2024	Q4-2024	Q1-2025	Q2-2025	One Year
Beginning Market Value	$81,565,271	$94,961,718	$75,005,524	$93,239,630	$81,565,271
Contributions	$19,000,000	$22,389	$20,000,000	$100	$39,022,489
Distributions	-$9,013,015	-$20,023,645	-$1,838,628	-$12,011,129	-$42,886,417
Net Cash Flows	$9,986,985	-$20,001,256	$18,161,372	-$12,011,029	-$3,863,928
Net Investment Change	$3,409,462	$45,062	$72,734	$4,080,048	$7,607,305
Ending Market Value	$94,961,718	$75,005,524	$93,239,630	$85,308,649	$85,308,649
Change $	$13,396,447	-$19,956,194	$18,234,105	-$7,930,981	$3,743,377

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Attribution of Market Value Change: Long-Term Pool

Total Long Term/ Reserves Pool	Q3-2024	Q4-2024	Q1-2025	Q2-2025	One Year
Beginning Market Value	$69,833,544	$73,139,888	$73,053,027	$72,955,964	$69,833,544
Contributions	-	$22,389	-	$100	$22,489
Distributions	-$13,015	-$23,645	-$38,628	-$11,129	-$86,417
Net Cash Flows	-$13,015	-$1,256	-$38,628	-$11,029	-$63,928
Net Investment Change	$3,319,360	-$85,605	-$58,435	$3,944,811	$7,120,131
Ending Market Value	$73,139,888	$73,053,027	$72,955,964	$76,889,747	$76,889,747
Change $	$3,306,345	-$86,861	-$97,063	$3,933,783	$7,056,203

Asset Allocation Guidelines: Long-Term Pool

	Current	%	Policy	Difference	Policy Range	Within Range
Equity	$32,785,072	42.6	40.0	2.6	25.0 - 50.0	Yes
Alternative	$11,065,052	14.4	15.0	-0.6	0.0 - 20.0	Yes
Intermediate Bond	$18,265,913	23.8	25.0	-1.2	15.0 - 35.0	Yes
Short-Term Bond	$14,135,532	18.4	20.0	-1.6	15.0 - 35.0	Yes
Cash	$638,178	0.8	0.0	0.8	0.0 - 5.0	Yes
Total	**$76,889,747**	**100.0**	**100.0**	**0.0**		

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Performance Summary (As of 6/30/2025)

	QTD (%)	YTD (%)	1 Yr (%)	2 Yr (%)	3 Yr (%)	5 Yr (%)	7 Yr (%)	10 Yr (%)	2024 (%)	2023 (%)	2022 (%)	Inception (%)	Inception Date
Total University Assets	4.9	5.3	9.7	9.6	8.7	6.9	6.1	5.4	8.8	11.0	-7.8	4.5	**Apr- 04**
Total Policy Benchmark[1]	*4.2*	*4.4*	*7.7*	*8.1*	*7.3*	*5.0*	*4.6*	*4.1*	*7.4*	*8.7*	*-4.7*	*3.5*	
Total Operating & Short Term	**1.0**	**2.0**	**4.4**	**4.8**	**4.3**	**2.6**	**2.5**	**1.9**	**4.9**	**4.8**	**1.4**	**1.3**	**Jul- 10**
Total Operating & Short Term Benchmark[2]	*1.0*	*2.1*	*4.7*	*5.0*	*4.5*	*2.7*	*2.5*	*1.9*	*5.2*	*5.0*	*1.2*	*1.3*	
Total Long Term/ Reserves Pool	**5.5**	**5.5**	**10.3**	**10.2**	**9.5**	**7.0**	**6.2**	**5.7**	**9.8**	**11.9**	**-11.2**	**5.6**	**Jul- 10**
Total Long Term/ Reserves Fund Benchmark[3]	*5.6*	*5.4*	*9.7*	*10.2*	*9.3*	*6.7*	*6.2*	*5.7*	*9.6*	*11.7*	*-9.7*	*5.3*	

1) Total Long-Term / Reserves Fund Benchmark: 70%, 90-Day U.S. Treasury Bill: 30%.
2) Blmbg. 1-3 Govt: 95%, 90-Day Treasury Bill: 5%.
3) Russell 3000: 32%, MSCI ACWI ex US: 8%, Total Alternative [illegible]ark: 15%, Blmbg. Int. U.S. Govt/Credit: 25%, ICE BofA 1-3 Yr. Gov/Corp: 20%.
4) Total Alternatives Benchmark: HFRI Fund of Funds Compo[illegible] .
5) Total Fixed Income Benchmark: Blmbg. Int. U.S. Govt/Cre[illegible]E BofA 1-3 Yr. Gov/Corp: 55%.

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Performance Summary (As of 6/30/2025)

	% of Portfolio	QTD (%)	YTD (%)	1 Yr (%)	2 Yr (%)	3 Yr (%)	5 Yr (%)	7 Yr (%)	10 Yr (%)	2024 (%)	2023 (%)	2022 (%)	Inception (%)	Inception Date
Total Operating & Short Term	**9.9**	**1.0**	**2.0**	**4.4**	**4.8**	**4.3**	**2.6**	**2.5**	**1.9**	**4.9**	**4.8**	**1.4**	**1.3**	**Jul-10**
Total Operating & Short Term Benchmark		*1.0*	*2.1*	*4.7*	*5.0*	*4.5*	*2.7*	*2.5*	*1.9*	*5.2*	*5.0*	*1.2*	*1.3*	
Federated Hermes Government Obligations Fund	9.9	1.0	2.0	4.4	4.7	4.3	2.6	2.3	1.7	4.9	4.8	1.4	3.5	Nov-21
90 Day U.S. Treasury Bill		*1.0*	*2.1*	*4.7*	*5.0*	*4.6*	*2.8*	*2.5*	*2.0*	*5.3*	*5.0*	*1.5*	*3.8*	

1) Total Long-Term / Reserves Fund Benchmark: 70%, 90-Day U.S. Treasury Bill: 30%.
2) Blmbg. 1-3 Govt: 95%, 90-Day Treasury Bill: 5%.
3) Russell 3000: 32%, MSCI ACWI ex US: 8%, Total Alternative ark: 15%, Blmbg. Int. U.S. Govt/Credit: 25%, ICE BofA 1-3 Yr. Gov/Corp: 20%.
4) Total Alternatives Benchmark: HFRI Fund of Funds Compo .
5) Total Fixed Income Benchmark: Blmbg. Int. U.S. Govt/Cre E BofA 1-3 Yr. Gov/Corp: 55%.

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Performance Summary (As of 6/30/2025)

	% of Portfolio	QTD (%)	YTD (%)	1 Yr (%)	2 Yr (%)	3 Yr (%)	5 Yr (%)	7 Yr (%)	10 Yr (%)	2024 (%)	2023 (%)	2022 (%)	Inception (%)	Inception Date
Total Long Term/ Reserves Pool	**90.1**	**5.5**	**5.5**	**10.3**	**10.2**	**9.5**	**7.0**	**6.2**	**5.7**	**9.8**	**11.9**	**-11.2**	**5.6**	**Jul-10**
Total Long Term/ Reserves Fund Benchmark		*5.6*	*5.4*	*9.7*	*10.2*	*9.3*	*6.7*	*6.2*	*5.7*	*9.6*	*11.7*	*-9.7*	*5.3*	
Total Domestic Equity	**23.5**	**8.7**	**3.4**	**11.9**	**16.0**	**16.8**	**15.0**	**12.3**	**12.1**	**21.0**	**22.7**	**-17.7**	**13.9**	**Jul-10**
Russell 3000 Index		*11.0*	*5.8*	*15.3*	*19.1*	*19.1*	*16.0*	*13.6*	*13.0*	*23.8*	*26.0*	*-19.2*	*14.5*	
Vanguard Institutional Index	13.1	10.9	6.2	15.1	19.7	19.7	16.6	14.4	13.6	25.0	26.2	-18.1	14.8	Jul-10
S&P 500 Index		*10.9*	*6.2*	*15.2*	*19.8*	*19.7*	*16.6*	*14.4*	*13.6*	*25.0*	*26.3*	*-18.1*	*14.9*	
Vanguard Equity Income Adm	6.6	4.2	7.1	15.2	14.8	12.8	14.7	10.9	10.9	15.2	7.8	0.0	4.2	Apr-25
FTSE High Dividend Yield Index		*4.1*	*5.9*	*15.6*	*15.5*	*12.9*	*14.6*	*10.5*	*10.5*	*17.6*	*6.6*	*-0.3*	*4.1*	
Vanguard Mid Cap Index Adm	1.3	8.7	7.0	17.5	14.6	14.3	13.0	10.3	10.0	15.2	16.0	-18.7	12.0	Oct-10
Vanguard Mid Cap Index Benchmark		*8.7*	*7.0*	*17.6*	*14.7*	*14.3*	*13.0*	*10.3*	*10.0*	*15.3*	*16.0*	*-18.7*	*12.0*	
Loomis Sayles Sm Growth N	1.2	9.4	-2.4	5.6	7.4	10.9	7.8	6.9	8.4	15.1	12.1	-22.8	7.4	Sep-19
Russell 2000 Growth Index		*12.0*	*-0.5*	*9.7*	*9.4*	*12.4*	*7.4*	*5.7*	*7.1*	*15.2*	*18.7*	*-26.4*	*7.6*	
Victory Integrity Small Value Y	1.2	1.7	-7.0	-3.0	3.7	7.9	14.9	5.1	6.3	4.8	17.6	-7.7	9.2	Oct-10
Russell 2000 Value Index		*5.0*	*-3.2*	*5.5*	*8.2*	*7.5*	*12.5*	*4.8*	*6.7*	*8.1*	*14.6*	*-14.5*	*8.8*	
Total Global Equity	**15.0**	**13.3**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**13.3**	**Apr-25**
MSCI AC World Index (Net)		*11.5*	*10.0*	*16.2*	*17.8*	*17.3*	*13.7*	*10.8*	*10.0*	*17.5*	*22.2*	*-18.4*	*11.5*	
Baillie Gifford LT Global Growth K	4.5	21.1	14.3	26.1	23.4	23.5	9.3	13.6	15.9	25.0	36.6	-46.0	21.1	Apr-25
MSCI AC World Index (Net)		*11.5*	*10.0*	*16.2*	*17.8*	*17.3*	*13.7*	*10.8*	*10.0*	*17.5*	*22.2*	*-18.4*	*11.5*	
Mondrian Global ACW Equity LP	5.3	9.8	15.9	17.0	16.8	16.0	12.5	9.5	-	7.5	23.4	-9.4	9.8	Apr-25
MSCI AC World Index (Net)		*11.5*	*10.0*	*16.2*	*17.8*	*17.3*	*13.7*	*10.8*	*10.0*	*17.5*	*22.2*	*-18.4*	*11.5*	
Ninety One Global Franchise I LLC	5.1	10.6	-	-	-	-	-	-	-	-	-	-	8.2	May-25
MSCI AC World Index (Net)		*11.5*	*10.0*	*16.2*	*17.8*	*17.3*	*13.7*	*10.8*	*10.0*	*17.5*	*22.2*	*-18.4*	*10.5*	
Total Alternatives	**13.0**	**4.2**	**4.2**	**11.0**	**10.4**	**9.1**	**6.2**	**4.0**	**3.5**	**13.7**	**7.3**	**-6.9**	**3.1**	**Mar-15**
Total Alternatives Benchmark		*3.3*	*2.9*	*7.2*	*7.9*	*6.5*	*5.2*	*3.6*	*3.3*	*9.2*	*6.1*	*-5.3*	*3.1*	
Weatherlow Offshore Fund I Ltd Cl IIA	6.9	7.0	6.1	13.2	12.6	10.4	8.3	7.6	6.0	15.3	7.5	-8.9	4.2	Jul-21
HFRI Fund of Funds Composite Index		*3.3*	*2.9*	*7.2*	*7.9*	*6.5*	*6.2*	*4.6*	*3.8*	*9.2*	*6.1*	*-5.3*	*3.4*	
H.I.G. Whitehorse Principal Lending Offshore Feeder Fd, L.P.	2.6	0.0	1.1	3.8	6.4	7.7	-	-	-	7.4	10.6	-	7.7	Jul-22
S&P UBS Leveraged Loan Index		*2.3*	*3.0*	*7.5*	*9.3*	*9.5*	*7.4*	*5.5*	*5.1*	*9.1*	*13.0*	*-1.1*	*9.5*	
Apollo Infrastructure Opportunities Fund III (TE 892), L.P.	0.4	0.0	4.0	-	-	-	-	-	-	-	-	-	4.0	Dec-24
FTSE Global Core Infrastructure 50/50 Index (Net)		*4.3*	*9.3*	*17.0*	*10.5*	*6.7*	*8.2*	*6.7*	*6.8*	*9.5*	*2.2*	*-4.9*	*2.9*	
Cliffwater Corporate Lending I	3.1	2.3	4.5	10.2	12.0	11.3	10.6	-	-	12.6	12.7	6.6	12.3	Dec-23
S&P UBS Leveraged Loan Index		*2.3*	*3.0*	*7.5*	*9.3*	*9.5*	*7.4*	*5.5*	*5.1*	*9.1*	*13.0*	*-1.1*	*8.0*	

1) Total Long-Term / Reserves Fund Benchmark: 70%, 90-Day U.S. Treasury Bill: 30%.
2) Blmbg. 1-3 Govt: 95%, 90-Day Treasury Bill: 5%.
3) Russell 3000: 32%, MSCI ACWI ex US: 8%, Total Alternative[illegible]ark: 15%, Blmbg. Int. U.S. Govt/Credit: 25%, ICE BofA 1-3 Yr. Gov/Corp: 20%.
4) Total Alternatives Benchmark: HFRI Fund of Funds Compo[illegible].
5) Total Fixed Income Benchmark: Blmbg. Int. U.S. Govt/Cre[illegible]E BofA 1-3 Yr. Gov/Corp: 55%.

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Performance Summary (As of 6/30/2025)

	% of Portfolio	QTD (%)	YTD (%)	1 Yr (%)	2 Yr (%)	3 Yr (%)	5 Yr (%)	7 Yr (%)	10 Yr (%)	2024 (%)	2023 (%)	2022 (%)	Inception (%)	Inception Date
Total Fixed Income	**38.0**	**1.5**	**3.7**	**6.5**	**5.7**	**4.2**	**1.7**	**2.7**	**2.3**	**3.8**	**5.9**	**-6.7**	**2.3**	**Jul-10**
Total Fixed Income Benchmark		*1.5*	*3.6*	*6.1*	*5.4*	*3.7*	*1.2*	*2.4*	*1.9*	*3.6*	*4.9*	*-5.4*	*1.9*	
JPMorgan Core Bond	6.6	1.2	4.2	6.4	4.7	2.9	-0.1	2.1	2.0	2.0	5.8	-12.3	1.7	Sep-17
Blmbg. U.S. Aggregate Index		*1.2*	*4.0*	*6.1*	*4.3*	*2.5*	*-0.7*	*1.8*	*1.8*	*1.3*	*5.5*	*-13.0*	*1.4*	
YSU Intermediate Term Bond	5.6	1.7	4.2	6.9	5.7	4.0	0.9	2.8	2.3	3.3	5.7	-8.0	3.3	Apr-04
Blmbg. Intermed. U.S. Government/Credit		*1.7*	*4.1*	*6.7*	*5.5*	*3.6*	*0.6*	*2.4*	*2.0*	*3.0*	*5.2*	*-8.2*	*2.9*	
Fidelity Interm Treasury Bond Index	4.0	1.6	5.4	6.7	4.1	1.9	-1.5	1.7	1.4	0.4	4.1	-12.7	6.1	Dec-23
Blmbg. U.S. Treasury: 5-10 Year		*1.6*	*5.3*	*6.6*	*4.1*	*1.9*	*-1.5*	*1.7*	*1.5*	*0.2*	*4.1*	*-12.6*	*3.7*	
Breckenridge Intermediate Gov/Credit	5.2	1.7	4.2	-	-	-	-	-	-	-	-	-	4.2	Nov-24
Blmbg. Intermed. U.S. Government/Credit		*1.7*	*4.1*	*6.7*	*5.5*	*3.6*	*0.6*	*2.4*	*2.0*	*3.0*	*5.2*	*-8.2*	*4.1*	
YSU Short Term Bond	16.6	1.4	3.0	6.2	5.7	4.1	1.9	2.6	2.1	4.8	5.0	-3.3	2.5	Apr-04
ICE BofA 1-3 Yr. Gov/Corp		*1.3*	*2.9*	*5.9*	*5.4*	*3.8*	*1.6*	*2.3*	*1.9*	*4.4*	*4.6*	*-3.8*	*2.3*	
Total Cash & Cash Equivalents	**0.7**	**1.0**	**2.0**	**4.4**	**4.8**	**4.3**	**2.6**	**2.2**	**-**	**4.9**	**4.8**	**1.5**	**2.2**	**Apr-18**
90 Day U.S. Treasury Bill		*1.0*	*2.1*	*4.7*	*5.0*	*4.6*	*2.8*	*2.5*	*2.0*	*5.3*	*5.0*	*1.5*	*2.5*	
Federated Hermes Government Obligations Fund	0.7	1.0	2.0	4.4	4.7	4.3	2.6	2.3	1.7	4.9	4.8	1.4	2.4	Dec-19
90 Day U.S. Treasury Bill		*1.0*	*2.1*	*4.7*	*5.0*	*4.6*	*2.8*	*2.5*	*2.0*	*5.3*	*5.0*	*1.5*	*2.6*	

1) Total Long-Term / Reserves Fund Benchmark: 70%, 90-Day U.S. Treasury Bill: 30%.
2) Blmbg. 1-3 Govt: 95%, 90-Day Treasury Bill: 5%.
3) Russell 3000: 32%, MSCI ACWI ex US: 8%, Total Alternative [illegible]ark: 15%, Blmbg. Int. U.S. Govt/Credit: 25%, ICE BofA 1-3 Yr. Gov/Corp: 20%.
4) Total Alternatives Benchmark: HFRI Fund of Funds Compo[illegible].
5) Total Fixed Income Benchmark: Blmbg. Int. U.S. Govt/Cre[illegible]E BofA 1-3 Yr. Gov/Corp: 45%.

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Supporting Information

Historical Asset Class Returns

2016	2017	2018	2019	2020	2021	2022	2023	2024	Q1 2025	Q2 2025	2025 YTD
Sm/Mid 17.6%	Em Mkt 37.3%	Cash 1.9%	Large Cap 31.5%	Sm/Mid 20.0%	Large Cap 28.7%	Cash 1.5%	Large Cap 26.3%	Large Cap 25.0%	Dev Intl 6.9%	Em Mkt 12.0%	Dev Intl 19.5%
Hi Yld 17.5%	Dev Intl 25.0%	US Bonds 0.0%	Sm/Mid 27.8%	Large Cap 18.4%	Sm/Mid 18.2%	Hdg Fnds -5.3%	Dev Intl 18.2%	Sm/Mid 12.0%	Em Mkt 2.9%	Dev Intl 11.8%	Em Mkt 15.3%
Large Cap 12.0%	Large Cap 21.8%	Glb Bond -0.9%	Dev Intl 22.0%	Em Mkt 18.3%	Dev Intl 11.3%	Hi Yld -11.2%	Sm/Mid 17.4%	Hdg Fnds 10.0%	US Bonds 2.8%	Large Cap 10.9%	Glb Bond 9.6%
Em Mkt 11.2%	Sm/Mid 16.8%	Hi Yld -2.3%	Em Mkt 18.4%	Hdg Fnds 10.9%	Hdg Fnds 6.2%	US Bonds -13.0%	Hi Yld 13.5%	Hi Yld 8.2%	Glb Bond 2.4%	Sm/Mid 8.6%	Large Cap 6.2%
US Bonds 2.7%	Glb Bond 9.3%	Hdg Fnds -4.0%	Hi Yld 14.4%	Glb Bond 9.5%	Hi Yld 5.4%	Dev Intl -14.5%	EM Mkt 9.8%	Em Mkt 7.5%	Cash 1.0%	Glb Bond 7.0%	Hi Yld 4.6%
Glb Bond 1.9%	Hdg Fnds 7.8%	Large Cap -4.4%	US Bonds 8.8%	Dev Intl 7.8%	Cash 0.1%	Large Cap -18.1%	Hdg Funds 6.1%	Cash 5.3%	Hi Yld 0.9%	Hdg Fnds 4.4%	US Bonds 4.0%
Dev Intl 1.0%	Hi Yld 7.5%	Sm/Mid -10.0%	Hdg Fnds 8.4%	US Bonds 7.5%	US Bonds -1.5%	Sm/Mid -18.4%	US Bonds 5.5%	Dev Intl 3.8%	Hdg Fnds -0.4%	Hi Yld 3.6%	Hdg Fnds 3.9%
Hdg Fnds 0.5%	US Bonds 3.5%	Dev Intl -13.8%	Glb Bond 5.0%	Hi Yld 6.2%	Em Mkt -2.5%	Glb Bond -19.6%	Cash 5.1%	US Bonds 1.3%	Large Cap -4.3%	US Bonds 0.1%	Cash 2.1%
Cash 0.3%	Cash 0.9%	Em Mkt -14.6%	Cash 2.3%	Cash 0.5%	Glb Bond -8.2%	Em Mkt -20.1%	Glb Bonds 4.2%	Glb Bond -5.6%	Sm/Mid -7.5%	Cash 1.1%	Sm/Mid 0.4%

Past performance is not an indicator of future results. A[illegible]ses represented by: Large Cap – S&P 500 Index; Sm/Mid – Russell 2500 Index; Dev Intl – MSCI EAFE Index; Em Mkt – MSCI Eme[illegible]kets Index; Hi Yld – Bank of America Merrill Lynch U.S. High Yield Master II; US Bonds – Barclays Capital U.S. Aggregate; [illegible] - Barclays Capital Global Treasury ex US; Hdg Fnds – HFRI FOF: Diversified Index; Cash – Merrill Lynch 91-day Tbill . Da[illegible]/30/2025. Source: Morningstar Direct.

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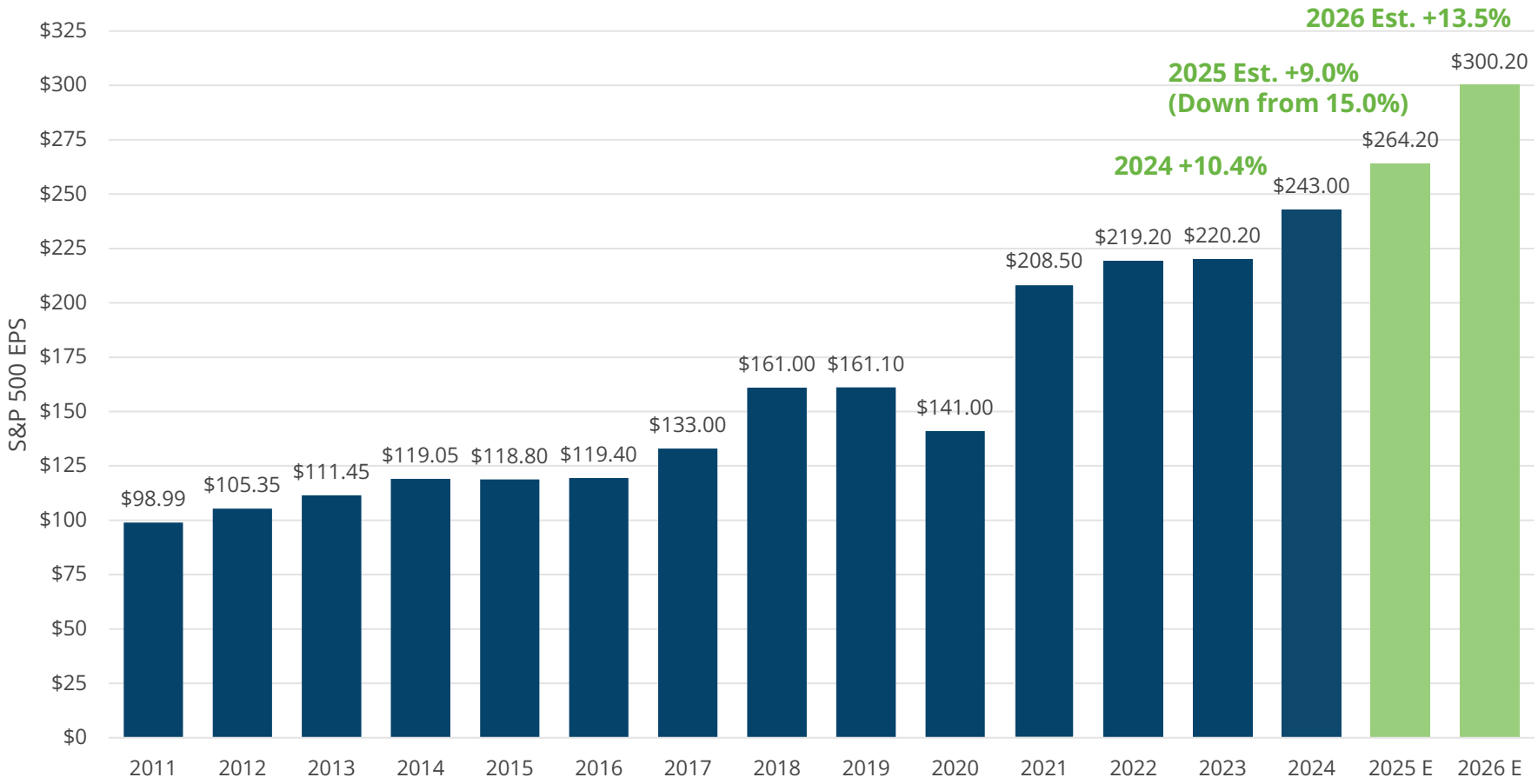
S&P 500 Earnings | Growth Expected | Estimates Have Come Down

S&P 500 Earnings Outlook



- Bottoms up earnings estimates for CY2025 at ≈+9%
  - Tariff policy could have an impact.
  - Expectations for margin pressure and weakening sales likely to hinge on Q2-2025 forward guidance/outlook.

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Source: Factset, Clearstead, data as of 7/7/2025, Past performance is not an indicator of future results

Definitions & Disclosures

Definitions & Disclosures

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The performance data shown represent past performance. Past performance is not indicative of future results. Current performance data may be lower or higher than the performance data presented.
Returns for periods longer than one year are annualized. Each number is independently rounded.
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Past performance is no guarantee of future results. Investing involves risk, including risk of loss. Diversification does not ensure a profit or guarantee against loss.
All indices are unmanaged and performance of the indices includes reinvestment of dividends and interest income, unless otherwise noted. An investment cannot be made in any index.
Although bonds generally present less short-term risk and volatility than stocks, bonds do contain interest rate risk (as interest rates rise, bond prices usually fall and vice versa) and the risk of default, or the risk that an issuer will be unable to make income or principal payments. Additionally, bonds and short-term investments entail greater inflation risk, or the risk that the return of an investment will not keep up with increases in the prices of goods and services, than stocks.
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Past performance is no guarantee of future results. Investing involves risk, including risk of loss. Diversification does not ensure a profit or guarantee against loss.
This evaluation report has been prepared for the exclusive use of a specific client and no part of it may be used by any investment manager without permission of that client and Clearstead.
Evaluation of investment managers covers both quantitative and qualitative aspects. In addition to the investment performance evaluation, we monitor ownership structure, track key-employee information, and hold regular meetings with each investment management organization employed by our clients.
The data presented in this report have been calculated on a time-weighted rate of return basis. All returns are net of investment advisory fees, but gross of Clearstead advisory fees and custodian fees, unless otherwise labeled. The deduction of Clearstead advisory fees and custodian fees would have the effect of decreasing the indicated investment performance.
A current copy of Clearstead's ADV-Part 2 is available to all clients upon request.
Lower-quality debt securities generally offer higher yields, but also involve greater risk of default or price changes due to potential changes in the credit quality of the issuer. Any fixed income security sold or redeemed prior to maturity may be subject to loss.
The municipal market is volatile and can be significantly affected by adverse tax, legislative, or political changes and by the financial condition of the issuers of municipal securities. Interest rate increases can cause the price of a debt security to decrease. A portion of the dividends you receive may be subject to federal, state, or local income tax or may be subject to the federal alternative minimum tax. Generally, tax-exempt municipal securities are not appropriate holdings for tax advantaged accounts such as IRAs and 401(k)s.
Stock markets, especially foreign markets, are volatile and can decline significantly in response to adverse issuer, political, regulatory, market, or economic developments. Foreign securities are subject to interest-rate, currency-exchange-rate, economic, and political risks, all of which are magnified in emerging markets. The securities of smaller, less well-known companies can be more volatile than those of larger companies. Growth stocks can perform differently from the market as a whole and other types of stocks and can be more volatile than other types of stocks. Value stocks can perform differently than other types of stocks and can continue to be undervalued by the market for long periods of time.
The commodities industry can be significantly affected by commodity prices, world events, import controls, worldwide competition, government regulations, and economic conditions.
Changes in real estate values or economic conditions can have a positive or negative effect on issuers in the real estate industry, which may affect your investment.

Index Definitions:

The S&P 500 Index is a broad-based market index, comprised of 500 large-cap companies, generally considered representative of the stock market as a whole. The S&P 400 Index is an unmanaged index considered representative of mid-sized U.S. companies. The S&P 600 Index is a market-value weighted index that consists of 600 small-cap U.S. stocks chosen for market size, liquidity and industry group representation.
The Russell 1000 Value Index, Russell 1000 Index and Russell 1000 Growth Index are indices that measure the performance of large-capitalization value stocks, large-capitalization stocks and large-capitalization growth stocks, respectively. The Russell 2000 Value Index, Russell 2000 Index and Russell 2000 Growth Index are indices that measure the performance of small-capitalization value stocks, small-capitalization stocks and small-capitalization growth stocks, respectively. The Russell Midcap Value Index, Russell Midcap Index and Russell Midcap Growth Index are indices that measure the performance of mid-capitalization value stocks, mid-capitalization stocks and mid-capitalization growth stocks, respectively. The Russell 2500 Value Index, Russell 2500 Index and Russell 2500 Growth Index measure the performance of small to mid-cap value stocks, small to mid-cap stocks and small to mid-cap growth stocks, respectively, commonly referred to as "smid" cap. The Russell 3000 Value Index, Russell 3000 Index and Russell 3000 Growth Index measure the performance of the 3,000 largest U.S. value stocks, 3,000 largest U.S. stocks and 3,000 largest U.S. growth stocks, respectively, based on total market capitalization.
The MSCI EAFE (Europe, Australasia, Far East) Index is designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets (EM) Index is designed to measure global emerging market equity performance. The MSCI World Index is designed to measure global developed market equity performance. The MSCI World Index Ex-U.S. Index is designed to measure the equity market performance of developed markets and excludes the U.S. The MSCI Europe Index is an unmanaged index considered representative of developed European countries. The MSCI Japan Index is an unmanaged index considered representative of stocks of Japan. The MSCI Pacific ex. Japan Index is an unmanaged index considered representative of stocks of Asia Pacific countries excluding Japan.
The U.S. 10-Year treasury Yield is generally considered to be a barometer for long-term interest rates.
Merrill Lynch 91-day T-bill index includes U.S. Treasury bills with a remaining maturity from 1 up to 3 months.
Bloomberg U.S. Treasury Index is designed to cover public obligations of the U.S. Treasury with a remaining maturity of one year or more. Bloomberg Aggregate Bond Index is an unmanaged, market value-weighted performance benchmark for investment-grade fixed-rate debt issues, including government, corporate, asset-backed, and mortgage-backed securities with maturities of at least one year. Bloomberg U.S. Credit Bond Index is designed to cover publicly issued U.S. corporate and specified foreign debentures and secured notes that meet the specified maturity, liquidity, and quality requirements; bonds must be SEC-registered to qualify. Bloomberg Agency Index is designed to cover publicly issued debt of U.S. Government agencies, quasi-federal corporations, and corporate or foreign debt guaranteed by the U.S. Government. Bloomberg CMBS Index is designed to mirror commercial mortgage-backed securities of investment-grade quality (Baa3/BBB-/BBB- or above) using Moody's, S&P, and Fitch respectively, with maturity of at least one year. Bloomberg MBS Index covers agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARMs) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC).
Bloomberg Municipal Bond Index covers the U.S. dollar-denominated, long-term tax-exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds, and pre-refunded bonds. Bloomberg TIPS Index is an unmanaged market index made up of U.S. Treasury Inflation Linked Index securities. Bloomberg U.S. Government Bond Index is a market value-weighted index of U.S. Government fixed-rate debt issues with maturities of one year or more. Bloomberg ABS Index is a market value-weighted index that covers fixed-rate asset-backed securities with average lives greater than or equal to one year and that are part of a public deal; the index covers the following collateral types: credit cards, autos, home equity loans, stranded-cost utility (rate-reduction bonds), and manufactured housing. Bloomberg Global Aggregate Index is composed of three sub-indices; the U.S. Aggregate Index, Pan-European Aggregate Index, and the Asian-Pacific Aggregate Index. In aggregate the index is created to be a broad-based measure of the performance of investment grade fixed rate debt on a global scale. Bloomberg US Corporate Long Aa Index is an unmanaged index representing public obligations of U.S. corporate and specified foreign debentures and secured notes with a remaining maturity of 10 years or more. Bloomberg U.S. Corporate High-Yield Index measures the market of USD-denominated, non-investment grade, fixed-rate, taxable corporate bonds. Bloomberg Intermediate Corporate Index includes dollar-denominated debt from U.S. and non-U.S. industrial, utility, and financial institutions issuers with a duration of 1-10 years. Bloomberg U.S. Treasury Long Index is an unmanaged index representing public obligations of the U.S. Treasury with a remaining maturity of one year or more. Bloomberg U.S. Government 10 Year Treasury Index measures the performance of U.S. Treasury securities that have a remaining maturity of less than 10 years. Bloomberg BAA Corporate Index measures the performance of the taxable Baa rated fixed-rate U.S. dollar-denominated corporate bond market. Bloomberg Global Treasury ex US Index includes government bonds issued by investment-grade countries outside the United States, in local currencies, that have a remaining maturity of one year or more and are rated investment grade or higher. Bloomberg Emerging Market Bond Index is an unmanaged index that total returns for external-currency-denominated debt instruments of the emerging markets. Bloomberg U.S. Securitized Bond Index is a composite of asset-backed securities, collateralized mortgage-backed securities (ERISA-eligible) and fixed rate mortgage-backed securities. Bloomberg Quality Distribution AAA, B, and CC-D Indices measure the respective credit qualities of U.S. corporate and specified foreign debentures and secured notes. Bloomberg Universal Index represents the union of the U.S. Aggregate Index, the U.S. High Yield Corporate Index, the 144A Index, the Eurodollar Index, the Emerging Markets Index, and the non-ERISA portion of the CMBS Index. Bloomberg 1-3 Year Government Credit Index is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to three years. The BC Long-term Government Index is an unmanaged index reflecting performance of the long-term government bond market. Bloomberg Intermediate Aggregate Index measures the performance of intermediate-term investment grade bonds. Bloomberg Intermediate 1-3 Year Government/Credit Index measures the performance of U.S. Dollar denominated U.S. Treasuries, government-related and investment grade U.S. corporate securities that have a remaining maturity of greater than one year and less than ten years.
The Bank of America ML U.S. High Yield Index tracks the performance of below investment grade US Dollar Denominated corporate bonds publicly issued in the US market. Qualifying bonds have at least one year remaining term to maturity, are fixed coupon schedule and minimum outstanding of $100 million.
The NCREIF Property Index (NPI) represents quarterly time series composite total rate of return measure of a very large pool of individual commercial real estate properties acquired in the private market. The index represents apartments, hotels, industrial properties, office buildings and retail properties which are at least 60% occupied and owned or controlled, at least in part by tax-exempt institutional investors or its designated agent. In addition these properties that are included must be investment grade, non-agricultural and income producing and all development projects are excluded. Constituents included in the NPI be valued at least quarterly, either internally or externally, using standard commercial real estate appraisal methodology. Each property must be independently appraised a minimum of once every three years.
The Dow Jones U.S. Select Real Estate Securities Index is a float-adjusted market capitalization–weighted index of publicly traded real estate securities such as real estate investment trusts (REITs) and real estate operating companies (REOCs).
The Consumer Price Index (CPI) is an inflationary indicator that measures the change in the cost of a fixed basket of products and services, including housing, electricity, food, and transportation. The CPI is published monthly. Unless otherwise noted, the CPI figure is as of the date this report is created.
The Credit Suisse Leveraged Loan Index is a market value–weighted index designed to represent the investable universe of the U.S. dollar–denominated leveraged loan market.
The JP Morgan Emerging Markets Bond Index Plus (EMBI+) Index tracks total returns for traded external debt instruments (external meaning foreign currency denominated fixed income) in the emerging markets. The JPMorgan GBI Global ex-US Index represents the total return performance of major non-U.S. bond markets.
The HFRI Funds of Funds Index (HFRI FOF) is an equal weighted index designed to measure the performance of hedge fund of fund managers. The more than 800 multi-strategy constituents are required to have at least $50 million in assets under management and a trading track record spanning at least 12 months. The index includes both on and offshore funds and all returns are reported in USD. The HFRI Global Macro Index is a benchmark designed to reflect the performance of global macro hedge fund strategies, focusing on identifying opportunities by examining global economic relationships and trends. HFRI ED: Merger Arbitrage strategies which employ an investment process primarily focused on opportunities in equity and equity related instruments of companies which are currently engaged in a corporate transaction. HFR Relative Value Index tracks investment managers who maintain positions in which the investment thesis is predicated on realization of a valuation discrepancy in the relationship between multiple securities. Managers employ a variety of fundamental and quantitative techniques to establish investment theses, and security types range broadly across equity, fixed income, derivative or other security types. Fixed income strategies are typically quantitatively driven to measure the existing relationship between instruments and, in some cases, identify attractive positions in which the risk adjusted spread between these instruments represents an attractive opportunity for the investment manager. RV position may be involved in corporate transactions also, but as opposed to ED exposures, the investment thesis is predicated on realization of a pricing discrepancy between related securities, as opposed to the outcome of the corporate transaction. HFRI Fund of Funds Conservative Index is an equal-weighted index representing funds or funds that invest with multiple managers focused on consistent performance and lower volatility via absolute strategies. The FTSE All-World ex US Index comprises large and midcap stocks providing coverage of developed and emerging markets, excluding the US. The FTSE NAREIT Developed Index is a global market capitalization weighted index composed of listed real estate securities from developed market countries in North America, Europe, and Asia. The FTSE NAREIT Developed ex U.S. Index is a global market capitalization weighted index composed of listed real estate securities from developed market countries in North America, Europe, and Asia, excluding the U.S.. The FTSE High Dividend Yield Index comprises stocks that are characterized by higher-than average dividend yields, and is based on the US component of the FTSE Global Equity Index Series (GEIS). The FTSE NAREIT All REITs Index is a market capitalization–weighted index that is designed to measure the performance of all tax–qualified Real Estate Investment Trusts (REITs) that are listed on the New York Stock Exchange, the American Stock Exchange, or the NASDAQ National Market List. The FTSE NAREIT Equity REIT Index is an unmanaged index reflecting performance of the U.S. real estate investment trust market.
The Morningstar Lifetime Allocation Index series consists of 13 indexes (Income, 2025, 2030, 2035, 2040, 2045, 2050, 2055, 2060) available in three risk profiles: aggressive, moderate, and conservative. The indexes are built on asset allocation methodologies developed by Ibbotson Associates, a leader in asset allocation research and a Morningstar company since 2006. The Indexes provide pure asset-class exposure to global equities, global fixed-income, commodities, and Treasury Inflation-Protected Securities (TIPS) by using existing Morningstar indexes as allocation building blocks. The portfolio allocations are held in proportions appropriate to the U.S. investor's number of years until retirement. The Conservative, Moderate and Aggressive risk profiles are for investors who are comfortable with below-average exposure to equity market volatility, investors who are comfortable with average exposure to equity market volatility and well-funded investors who are comfortable with above average exposure to equity market volatility, respectively.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE CHANGES TO THE INVESTMENT ALLOCATION GUIDELINES FOR THE NON-ENDOWED LONG-TERM INVESTMENT POOL

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

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

WHEREAS, on September 16, 2025, the Investment Committee of the Board of Trustees of Youngstown State University approved modifications to the university's investment asset allocation guidelines for the long-term investment pool, as depicted in Exhibit A made part hereof, and recommended that the full Board of Trustees approve these modifications.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve these modifications to the university's asset allocation guidelines for the long-term investment pool, as depicted in Exhibit A made part hereof.

Board of Trustees Meeting
September 17, 2025
YR 2026-

YSU Asset Allocation Guidelines

Exhibit A

Clearstead has reviewed YSU's Asset Allocation Guidelines and recommends modest changes to the current guidelines at this time.

The changes modestly increase the target to equities within the Long-Term Pool, which remains appropriate from an investment risk perspective, in-line with objectives of prudently growing the Long-Term Pool, and is similarly allocated compared to peers.

The changes also lower the long-term target allocation to short-term fixed income exposure.

OPERATING & SHORT-TERM POOL		ALLOCATION	
Asset Class/Investment Strategy	**Pool Target**	**Pool Range**	**Total Range**
Total Cash/Operating Assets	n/a	60-100%	
Total Short-Term Fixed Income	n/a	0-40%	
			0-50%
LONG TERM / RESERVES POOL			
Total Domestic Equity	~~32%~~ 35%	~~25-40%~~ 25-45%	
Total International Equity	~~8%~~ 10%	0-15%	
Total Equity	~~40%~~ 45%	~~25-50%~~ 35-55%	
Total Alternatives	15%	0-20%	
Total Short-Term Fixed Income	~~20%~~15%	~~15-35%~~ 5-25%	
Total Intermediate-Term Fixed Income	25%	15-35%	
Cash	0%	0-5%	
	100%		50-100%

The current asset allocation strategy conservatively factors:
- Adherence with State of Ohio guidelines
- Contingency for cash flow fluctuations in operating funds
- Adequate liquidity
- Growth opportunity through equity allocation
- Diversification with the incorporation of alternative investments
-Mitigates impact of equity market volatility on YSU balance sheet & income statement

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
DEVELOPMENT AND ISSUANCE OF UNIVERSITY AND ADMINISTRATIVE POLICIES POLICY, 3356-1-09

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-1-09 Development and issuance of university and administrative policies.

Responsible Division/Office:	Office of Equal Opportunity, Policy Development and Title IX
Responsible Officer:	Vice President of Legal Affairs
Revision History:	June 1997; March 2000; March 2007; March 2010; March 2011; December 2014; March 2016; June 2021; September 2021; December 2022; September 2025
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement concerning university and administrative policies.

All university policies and rules fall within a greater hierarchy of laws, statutes and regulations. The Youngstown state university board of trustees (board of trustees) has been authorized by the Ohio legislature to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university (section 3356.03 of the Revised Code). As may be appropriate, the board of trustees exercises its governance authority through the issuance of university policies. All university policies shall be developed, approved, and published in accordance with the standards and format set forth in this policy and as required by the Ohio legislative service commission (LSC).

The board of trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the university is best achieved by delegating formal authority to the president, who in turn delegates appropriate authority to various administrative officers to establish administrative policies to execute the plans and programs of the university and administer university affairs. The president delegates to the divisions of the university responsibility and authority for developing administrative policies.

(B) University policies.

(1) Purpose. To provide a procedure for the development and enactment of university policies to maintain accountability and consistency.

(2) This policy applies to all university divisions, colleges, departments, sections, units, or any other categories within the university and to all individuals within these categories seeking to develop, enact, revise, or review university policies.

(3) Definitions.

(a) "University policy" – a written directive or governing principle that is formally approved by the board of trustees, which has broad application throughout the university. Policies connect the university's goals and mission to individual conduct, fiscal responsibility, and institutional expectations, and support compliance with laws and regulations.

(b) "Policy statement" – a concise statement of principles, values, and/or intent that provide context for the policy.

(c) "Purpose" – a brief explanation of why the policy is needed.

(d) "Procedure" – the operational processes required to implement a policy including any required training. A procedure may be included in the policy, or an administrative unit or officer may be charged with developing procedures to implement the policy.

(e) "Parameters" – statements which are necessary to clarify and explain the policy.

(f) "Scope" – defines what entities or individuals are covered by a policy.

(g) "Responsible division or office" – the university unit charged with the development and administration of a policy and its procedures.

(h) "Responsible officer" – the highest-ranking university officer charged with administrative responsibility for a policy that falls within his/her administrative unit, typically a divisional vice president or chief officer.

(i) "Board committee" – the committee of the board of trustees with purview over those matters of university operations which are the subject matter of the policy.

(j) "Non-substantive policy changes" – amendments or corrections to a policy designed to improve the clarity or address errors or omissions of information, such as changes to reflect institutional organizational changes, website links, paragraph and outline numbering, references to new related laws, regulations, rules, executive orders, collective bargaining agreement language, and other policies and procedures.

(k) "Typographical errors" – examples include misspellings, incorrect letter order, omitted letters, repeated letters, punctuation errors, spacing errors, homonym errors, incorrect word choice, and formatting errors.

(4) Procedures.

(a) A new university policy or a proposed revision or rescission of an existing policy may be initiated by the division, office, or officer that has responsibility for the policy (hereinafter, the policy initiator).

(b) The formal submission of a policy to the board of trustees shall originate from the president, a divisional vice president or senior executive, or the board of trustees. However, an appropriate designee may be named to manage the policy through the development, submission, and issuance process.

(c) Each divisional vice president or senior executive is responsible for ensuring that all existing policies assigned to their division are reviewed on a five-year cycle. A policy may be reviewed or rescinded or a new policy proposed at any time in response to university needs or statutory requirements.

(d) Proposed revisions to existing policies shall be clearly identified and contrasted with existing language.

(e) Policy initiators may forward the draft policy to their administrative units for timely review and comment. Comments are to be returned to the policy initiator.

(f) The policy initiator may utilize any appropriate council, committee, or forum to obtain campuswide perspective or input.

(g) Divisional vice presidents shall review a draft copy of the policy or a policy proposed for revision with the president for timely review and feedback prior to submission to the board of trustees.

(h) During the review process, the policy initiator may incorporate relevant modifications which are consistent with existing policies and applicable regulations. If the policy is further modified, a draft will again be circulated to the president for final review.

(i) Prior to submission to the board of trustees, the policy shall be presented to the appropriate board committee for review and comment.

(j) At the conclusion of the review process and prior to submission to the board of trustees for approval, the policy initiator shall incorporate those proposed revisions which are relevant, reasonable, and consistent with existing policies and applicable regulations.

(k) The responsible officer or their designee shall submit the final draft to the board of trustees for approval.

(l) The university office responsible for policy development shall monitor and assist the appropriate responsible officer or designee and/or the policy initiator through the development, submission, and issuance process.

(m) Following approval by the board of trustees, the policy will be filed with the legislative service commission and posted on the university webpage designated for university policies and rules. See paragraph (7) of this rule.

(5) Policy format.

(a) Policies shall be written, numbered, and submitted for LSC filing in accordance with LSC requirements.

(b) All policies shall be submitted for internal review and posting in LSC format and with a header containing the following information:

(i) Responsible division/office;

(ii) Responsible officer;

(iii) Revision history;

(iv) Board committee;

(v) Effective date; and

(vi) Next review.

(c) The body of the policy shall conform to the following order and requirements:

(i) Policy statement (required section);

(ii) Purpose (required section, unless self-evident from the policy title or statement);

(iii) Scope (required section, unless self-evident from the policy title or statement);

(iv) Procedure (required; however, when an administrative unit/officer is charged with the development of procedures, then this assignment shall be noted);

(v) Sections or information necessary to ensure comprehension of and compliance with the policy, such as definitions, guidelines, sanctions, reference to applicable regulations and/or university policies.

(6) Policy numbering system.

(a) All Youngstown state university policies are numbered and begin with 3356, which denotes the Revised Code chapter by which the Ohio legislature created the university and the LSC agency number assigned to the university for filing purposes. The agency number (3356) is followed by two numbers, which designate, respectively, the area of administrative responsibility within the university (also known as the LSC chapter number) and the specific policy number. A policy which serves to supplement an original policy shall be assigned the number of the original policy followed by a period (.) and an additional digit (e.g., a supplemental policy to policy 01 would be numbered 01.1).

(b) For purposes of this policy, the areas of administrative responsibility are assigned the following numbers:

(i) Governance (includes bylaws of the board of trustees and process-oriented elements of governing, such as drafting and numbering of university policies) – 01.

(ii) Equal opportunity – 02.

(iii) Budget and finance – 03.

(iv) Facilities – 04.

(v) Advancement – 05.

(vi) Intercollegiate athletics – 06.

(vii) Human resources – 07.

(viii) Student affairs – 08.

(ix) Administration and personnel – 09.

(x) Academic affairs – 10.

(7) Posting/publication. The latest version of all university policies shall be posted on a university webpage designated for university policies and rules and shall be listed by policy number, administrative responsibility, and alphabetically by title. The

office responsible for policy development shall oversee and maintain the official university policy and rule webpage. The office responsible for policy development is authorized to make non-substantive policy changes as necessary.

(8) Conflicts. In the event of a conflict between a university policy and a school or departmental administrative or operational policy or rule, the university policy shall take precedence unless the school or department can demonstrate an overriding need for its policy and the use of the conflicting policy is approved by the president. The school or department shall notify the office of equal opportunity, policy development and title IX of the conflict and the office of equal opportunity, and where possible, the office of equal opportunity, policy development and title IX shall take necessary action to correct the conflict.

(C) Administrative policies.

(1) Purpose. To provide guidance for the establishment of administrative policies and to establish a process for the divisions of the university to promulgate policies to execute the plans and programs of the university and administer university affairs.

(2) Definition. Divisional administrative policies (administrative policies) are operational guidelines established by divisions of the university to assist in the implementation of university policies and the goals and objectives of the division. Administrative policies may impact the entire university community.

(3) Parameters.

(a) The drafting and review of administrative policies shall follow, to the extent possible, the format for university policies (see paragraph (B)(5) of this rule).

(b) An administrative policy shall describe the scope and directive of the policy and reference any applicable board policy.

(c) An administrative policy shall identify which division authorized the policy, the department or unit within the

division that is responsible for implementation of the policy, and its effective date.

(d) Administrative policies may be developed or revised by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative policy through the appropriate department or unit. Accuracy of the administrative policies is the responsibility of the individual accountable for the department or unit involved with development of these administrative policies.

(e) In the event of a conflict between a university policy and an administrative policy, the university policy shall take precedence. The division shall notify the office of equal opportunity, policy development and title IX of the conflict, and the office of equal opportunity, policy development and title IX shall inform the board of trustees in order that the board of trustees may take appropriate action.

(4) Procedures.

(a) A new administrative policy shall be noted as such during the review process. Proposed revisions to an existing policy shall be clearly identified and contrasted with existing language.

(b) A draft of the new or revised administrative policy shall be forwarded to the appropriate divisional administrator, for timely review and feedback to the divisional vice president. When the scope of the administrative policies extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.

(c) After the review is completed, a final draft of the administrative policy shall be forwarded to the president and vice presidents to determine if further review is necessary.

(d) The president may facilitate discussion and obtain campus-wide perspective and input by presenting the administrative policy to an appropriate university body.

(e) Upon completion of the review and drafting process, the appropriate vice president, or designee, shall insure that the administrative policy is in the appropriate format and is posted on the website of the appropriate division, department, or unit.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
DEVELOPMENT AND ISSUANCE OF UNIVERSITY POLICIES POLICY, 3356-1-09

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

TO BE RESCINDED

3356-1-09 Development and issuance of university policies.

Responsible Division/Office:	Office of Equal Opportunity, Policy Development and Title IX
Responsible Officer:	Vice President of Legal Affairs and Human Resources
Revision History:	June 1997; March 2007; March 2011; December 2014; June 2021; September 2025
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	N/A

(A) Policy statement. All university policies and rules fall within a greater hierarchy of laws, statutes and regulations. The Youngstown state university board of trustees has been authorized by the Ohio legislature to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university (section 3356.03 of the Revised Code). As may be appropriate, the board of trustees exercises its governance authority through the issuance of university policies. All university policies shall be developed, approved, and published in accordance with the standards and format set forth in this policy and as required by the Ohio legislative service commission (LSC).

(B) Purpose. To provide a procedure for the development and enactment of university policies in order to maintain accountability and consistency.

(C) This policy applies to all university divisions, colleges, departments, sections, units, or any other categories within the university and to all individuals within these categories seeking to develop, enact, revise, or review university policies.

(D) Definitions.

(1) "University policy" – a written directive or governing principle that is formally approved by the board of trustees, which has broad application throughout the university. Policies connect the university's goals and mission to individual conduct, fiscal

responsibility, and institutional expectations, and support compliance with laws and regulations.

(2) "Policy statement" – a concise statement of principles, values, and/or intent that provide context for the policy.

(3) "Purpose" – a brief explanation of why the policy is needed.

(4) "Procedure" – the operational processes required to implement a policy including any required training. A procedure may be included in the policy or an administrative unit or officer may be charged with developing procedures to implement the policy.

(5) "Guidelines" – statements which are necessary to clarify and explain the policy (also known as parameters).

(6) "Scope" – defines what entities or individuals are covered by a policy.

(7) "Responsible division or office" – the university unit charged with the development and administration of a policy and its procedures.

(8) "Responsible officer" – the highest-ranking university officer charged with administrative responsibility for a policy that falls within his/her administrative unit, typically a divisional vice president or chief officer.

(9) "Board committee" – the committee of the board of trustees with purview over those matters of university operations which are the subject matter of the policy.

(10) "Non-significant policy changes" – amendments or corrections to a policy designed to improve the clarity or address errors or omissions of information, such as changes to reflect institutional organizational changes, website links, paragraph and outline numbering, and references to new related laws, regulations, rules, executive orders, collective bargaining agreement language, and other policies and procedures.

(E) Procedure.

(1) A new university policy or a proposed revision or rescission of an existing policy may be initiated by the division, office, or officer that has responsibility for the policy (hereinafter, the policy initiator).

(2) The formal submission of a policy to the board of trustees shall originate from the president, a divisional vice president or senior executive, or the board of trustees. However, an appropriate designee may be named to manage the policy through the development, submission, and issuance process.

(3) Each divisional vice president or senior executive is responsible for ensuring that all existing policies assigned to their division are reviewed on a five-year cycle. A policy may be reviewed or rescinded or a new policy proposed at any time in response to university needs or statutory requirements.

(4) Proposed revisions to existing policies shall be clearly identified and contrasted with existing language.

(5) Policy initiators may forward the draft policy to their administrative units for timely review and comment. Comments are to be returned to the policy initiator.

(6) The policy initiator may utilize any appropriate council, committee, or forum to obtain campuswide perspective or input.

(7) Divisional vice presidents shall review a draft copy of the policy or a policy proposed for revision with the president for timely review and feedback prior to submission to the board of trustees.

(8) During the review process, the policy initiator may incorporate relevant modifications which are consistent with existing policies and applicable regulations. If the policy is further modified, a draft will again be circulated to the president for final review.

(9) Prior to submission to the board of trustees, the policy shall be presented to the appropriate board committee for review and comment.

(10) At the conclusion of the review process and prior to submission to the board of trustees for approval, the policy initiator shall incorporate those proposed revisions which are relevant, reasonable, and consistent with existing policies and applicable regulations.

(11) The responsible officer or their designee shall submit the final draft to the board of trustees for approval.

(12) The university office responsible for policy development shall monitor and assist the appropriate responsible officer or designee and/or the policy initiator through the development, submission, and issuance process.

(13) Following approval by the board of trustees, the policy will be filed with the legislative service commission and posted on the university webpage designated for university policies and rules. See paragraph (H) of this policy.

(F) Policy format.

(1) Policies shall be written, numbered, and submitted for LSC filing in accordance with LSC requirements.

(2) All policies shall be submitted for internal review and posting in LSC format and with a header containing the following information:

(i) Responsible division/office;

(ii) Responsible officer;

(iii) Revision history;

(iv) Board committee;

(v) Effective date; and

(vi) Next review.

(3) The body of the policy shall conform to the following order and requirements:

(i) Policy statement (required section);

(ii) Purpose (required section, unless self-evident from the policy title or statement);

(iii) Scope (required section, unless self-evident from the policy title or statement);

(iv) Procedure (required; however, when an administrative unit/officer is charged with the development of procedures, then this assignment shall be noted);

(v) Sections or information necessary to ensure comprehension of and compliance with the policy, such as definitions, guidelines, sanctions, reference to applicable regulations and/or university policies.

(G) Policy numbering system.

(1) All Youngstown state university policies are numbered and begin with 3356, which denotes the Revised Code chapter by which the Ohio legislature created the university and the LSC agency number assigned to the university for filing purposes. The agency number (3356) is followed by two numbers, which designate, respectively, the area of administrative responsibility within the university (also known as the LSC chapter number) and the specific policy number. A policy which serves to supplement an original policy shall be assigned the number of the original policy followed by a period (.) and an additional digit (e.g., a supplemental policy to policy 01 would be numbered 01.1).

(2) For purposes of this policy, the areas of administrative responsibility are assigned the following numbers:

(a) Governance (includes bylaws of the board of trustees and process-oriented elements of governing, such as drafting and numbering of university policies) – 01.

(b) Equal opportunity – 02.

(c) Budget and finance – 03.

(d) Facilities – 04.

(e) Advancement – 05.

(f) Intercollegiate athletics – 06.

(g) Human resources – 07.

(h) Student affairs – 08.

(g) Administration and personnel – 09.

(h) Academic affairs – 10.

(H) Posting/publication. The latest version of all university policies shall be posted on a university webpage designated for university policies and rules and shall be listed by policy number, administrative responsibility, and alphabetically by title. The office responsible for policy development shall oversee and maintain the official university policy and rule webpage.

(I) Conflicts. In the event of a conflict between a university policy and a school or departmental administrative or operational policy or rule, the university policy shall take precedence unless the school or department can demonstrates an overriding need for its policy and the use of the conflicting policy is approved by the president. The school or department shall notify the office of equal opportunity, policy development and title IX of the conflict and the office of equal opportunity, policy development and title IX shall take necessary action to correct the conflict where possible.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
DEVELOPMENT AND AUTHORIZATION OF ADMINISTRATIVE POLICIES POLICY, 3356-1-11

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
September 17, 2025
YR 2026-

TO BE RESCINDED

3356-1-11 Development and authorization of administrative policies.

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	March 2000; March 2010; March 2016; September 2021; December 2022; September 2025
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	N/A

(A) Policy statement. The Youngstown state university board of trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the university is best achieved by delegating formal authority to the president, who in turn delegates appropriate authority to various administrative officers to establish administrative policies to execute the plans and programs of the university and administer university affairs. The president delegates to the divisions of the university responsibility and authority for developing administrative policies.

(B) Purpose. To provide guidance for the establishment of administrative policies and to establish a process for the divisions of the university to promulgate policies to execute the plans and programs of the university and administer university affairs.

(C) Definition. Divisional administrative policies (administrative policies) are operational guidelines established by divisions of the university to assist in the implementation of university policies and the goals and objectives of the division. Administrative policies may impact the entire university community.

(D) Parameters.

(1) The drafting and review of administrative policies shall follow, to the extent possible, the format contained in rule 3356-1-09 of the

Administrative Code (university policy 3356-1-09, "Development and issuance of university policies").

(2) An administrative policy shall describe the scope and directive of the policy and reference any applicable board policy.

(3) An administrative policy shall identify which division authorized the policy, the department or unit within the division that is responsible for implementation of the policy, and its effective date.

(4) Administrative policies may be developed or revised by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative policy through the appropriate department or unit. Accuracy of the administrative policies is the responsibility of the individual accountable for the department or unit involved with development of these administrative policies.

(5) In the event of a conflict between a university policy and an administrative policy, the university policy shall take precedence. The division shall notify the office of equal opportunity, policy development and title IX of the conflict, and the office of equal opportunity, policy development and title IX shall inform the board of trustees in order that the board of trustees may take appropriate action.

(E) Procedures.

(1) A new administrative policy shall be noted as such during the review process. Proposed revisions to an existing policy shall be clearly identified and contrasted with existing language.

(2) A draft of the new or revised administrative policy shall be forwarded to the appropriate divisional administrator, for timely review and feedback to the divisional vice president. When the scope of the administrative policies extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.

(3) After the review is completed, a final draft of the administrative policy shall be forwarded to the president and vice presidents to determine if further review is necessary.

(4) The president may facilitate discussion and obtain campus-wide perspective and input by presenting the administrative policy to an appropriate university body.

(5) Upon completion of the review and drafting process, the appropriate vice president, or designee, shall insure that the administrative policy is in the appropriate format and is posted on the website of the appropriate division, department, or unit.

RESOLUTION TO MODIFY
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 modification of the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

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

Responsible Division/Office:	Equal Opportunity, Policy Development & Title IX
Responsible Officer:	VP for Human Resources
Revision History:	June 2025; September 2025
Board Committee:	University Affairs Committee
Effective Date:	**~~June 4, 2025~~September 17, 2025**
Next Review:	2030

(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~~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~~ 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~~ 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.

~~The complaint form and process may be found on the university's webpage titled, "SB 1 – The Advance Ohio Higher Education Act."~~The complaint form may be found on the university's webpage titled, "Advance Ohio Higher Education Act (SB1 136th General Assembly)." The complaint process may be found in university policy 3356-02-09.

Complaints may also be made in person at the office of equal opportunity, third floor of Tod Hall, suite 312, or by telephone by calling the office of equal opportunity at (330) 941-2160.

(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.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
ACTING/INTERIM APPOINTMENTS OF UNIVERSITY EXECUTIVE AND ADMINISTRATIVE EMPLOYEES POLICY, 3356-7-57

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
September 17, 2025
YR 2026-

3356-7-57 Acting/interim appointments of university executive and administrative employees.

Responsible Division/Office:	Human Resources
Responsible Officer:	VP for Human Resources
Revision History:	May 2015; March 2021; September 2025
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement. In its efforts to promote equal access and opportunity and a highly qualified workforce, it is the general practice of Youngstown state university (university) to hire employees through a formal search process. However, where there is a critical, immediate, or unforeseen need for an individual to perform specific university job responsibilities, appointments outside of the regular search process may be made.

(B) Purpose. To provide uniform guidelines and procedures for the use of acting and interim appointments for executive and administrative officers, and professional/administrative non-bargaining unit positions.

(C) Scope. This policy applies to the appointment of all university executive and administrative officers and to professional/administrative, non-bargaining unit positions. The applicable articles of the faculty collective bargaining agreement or, if applicable, department governance document shall be utilized for the appointment of an interim chair of an academic department. This policy does not apply to the appointment of an interim or acting university president (see rules 3356-9-04 and 3356-9-08 of the Administrative Code).

(D) Definitions.

(1) "Acting appointment" - the temporary placement of an existing employee in a position due to the absence of an incumbent who is expected to return to the position (e.g., incumbent on leave of absence). Upon the return of the incumbent, the acting appointment will return to his/her former position.

(2) "Interim appointment" - the temporary placement of an existing employee or nonemployee to perform the duties of a vacant or soon-to-be-vacant position while a unit is being reorganized or prior to or while university recruitment is underway to permanently select a successor (e.g., unanticipated or sudden departure of the incumbent).

(E) Parameters.

(1) An individual serving through an acting/interim appointment must possess at least the minimum qualifications stipulated in the applicable job description.

(2) An acting/interim appointee may be a candidate to permanently fill a position unless non-candidacy for the permanent position is a condition of the acting/interim appointment.

(3) An individual serving an acting/interim appointment is prohibited from serving on a university search committee during the duration of his/her appointment.

(4) Equal opportunity guidelines shall be considered when making an acting/interim appointment.

(F) Procedures.

(1) Acting appointment.

(a) An acting appointment is appropriate when an incumbent employee will be unavailable or unable to perform his/her job responsibilities for more than thirty days or in those situations in which the continuation of the incumbent's job responsibilities are critical to the effective continuing operation of the university.

(b) The president has the authority to appoint an acting executive officer.

(c) For all other professional/administrative acting/interim appointments, the immediate supervisor in consultation with the appropriate executive officer and the CHRO or designee shall determine if an acting appointment is necessary for the effective operation of the unit or if an employee(s) is able to take on additional assignments and/or responsibilities for a limited time while maintaining his/her current job responsibilities.

(d) An initial acting appointment may last for up to one hundred eighty days and may thereafter be renewed in writing in thirty-day increments by approval of the executive officer or president and the CHRO or designee.

(e) Any additional compensation shall be in accordance with human resources supplemental pay guidelines.

(f) If the incumbent is unable to return, a search to permanently fill the appointed position shall follow the selection process in the applicable policy.

(2) Interim appointment.

(a) An interim appointment is appropriate when an employee has vacated a position, or a unit is being reorganized, and continuation of position responsibilities are critical to university operations.

(b) All anticipated interim appointments shall be submitted in writing to the CHRO and the executive director of equal opportunity, policy development and title IX (executive director) and must include the name of the position, the name of the individual(s) considered for appointment, the start date of the appointment, the anticipated length of the appointment, the qualification of the individual to fulfill the duties of the position, and the rationale supporting the appointment. The CHRO and executive director, or their designees, shall review and, when appropriate, provide guidance to ensure compliance with the requirements of this policy.

(c) The interim appointment of an executive level officer shall be approved by the board of trustees.

(d) The interim appointment of an administrative officer shall be approved by the president.

(e) All other interim appointments shall be approved by the immediate supervisor after consultation with the appropriate executive officer and the CHRO or designee.

(f) Interim appointments shall not exceed one year without a written request and the written approval of the president. The president may extend the appointment in writing in increments of up to ninety days. A request for an extension must include an anticipated date to begin the search process or a rationale for deferring a final search.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
ACTING/INTERIM APPOINTMENTS OF UNIVERSITY EXECUTIVE AND ADMINISTRATIVE EMPLOYEES POLICY, 3356-9-10

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
September 17, 2025
YR 2026-

TO BE RESCINDED

3356-9-10 Acting/interim appointments of university executive and administrative employees.

Responsible Division/Office:	Human Resources
Responsible Officer:	VP for Legal Affairs and Human Resources
Revision History:	May 2015; March 202; September 2025
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. In its efforts to promote equal access and opportunity and a diverse and highly qualified workforce, it is the general practice of Youngstown state university (university) to hire employees through a formal search process. However, where there is a critical, immediate, or unforeseen need for an individual to perform specific university job responsibilities, appointments outside of the regular search process may be made.

(B) Purpose. To provide uniform guidelines and procedures for the use of acting and interim appointments for executive and administrative, non-bargaining unit positions.

(C) Scope. This policy applies to the appointment of all university executive and administrative officers and to administrative, non-bargaining unit positions. The applicable articles of the faculty collective bargaining agreement or if applicable department governance document shall be utilized for the appointment of an interim chair of an academic department. This policy does not apply to the appointment of an interim or acting university president (see rules 3356-9-04 and 3356-9-08 of the Administrative Code).

(D) Definitions.

(1) "Acting appointment" - the temporary placement of an existing employee in a position due to the absence of an incumbent who is expected to return to the position (e.g., incumbent on leave of absence). Upon the return of the incumbent, the acting appointment will return to his/her former position.

(2) "Interim appointment" - the temporary placement of an existing employee or nonemployee to perform the duties of a vacant or soon-to-be-vacant position while a unit is being reorganized or prior to or while university recruitment is underway to

permanently select a successor (e.g., unanticipated or sudden departure of the incumbent).

(E) Parameters.

(1) An individual serving through an acting/interim appointment must possess at least the minimum qualifications stipulated in the applicable job description.

(2) An acting/interim appointee may be a candidate to permanently fill a position unless non-candidacy for the permanent position is a condition of the acting/interim appointment.

(3) An individual serving an acting/interim appointment is prohibited from serving on a university search committee during the duration of his/her appointment.

(4) Equal opportunity guidelines shall be considered when making an acting/interim appointment.

(F) Procedures.

(1) Acting appointment.

(a) An acting appointment is appropriate when an incumbent employee will be unavailable or unable to perform his/her job responsibilities for more than thirty days or in those situations in which the continuation of the incumbent's job responsibilities is critical to the effective continuing operation of the university.

(b) The president has the authority to appoint an acting or interim executive officer.

(c) For all other administrative acting/interim appointments, the immediate supervisor in consultation with the appropriate executive officer and the chief human resources officer or designee shall determine if an acting/interim appointments is necessary for the effective operation of the unit or if an employee(s) is able to take on additional assignments and/or responsibilities for a limited time while maintaining his/her current job responsibilities.

(d) An initial acting appointment may last for up to one hundred eighty days and may thereafter be renewed in writing in thirty-day increments by approval of the

executive officer or president and the chief human resources officer or designee.

(e) Any additional compensation shall be in accordance with human resources supplemental pay guidelines.

(f) A search to permanently fill the appointed position shall follow the selection process in the applicable policy.

(2) Interim appointment.

(a) All anticipated interim appointments shall be submitted in writing to the chief human resources officer (CHRO) and the executive director of equal opportunity, policy development and title IX (executive director) and must include the name of the position, the name of the individual(s) considered for appointment, the start date of the appointment, the anticipated length of the appointment, the qualification of the individual to fulfill the duties of the position, and the rationale supporting the appointment. The CHRO and executive director, or their designees, shall review and when appropriate, provide guidance to ensure compliance with the requirements of this policy.

(b) The interim appointment of an executive level officer shall be approved by the board of trustees.

(c) The interim appointment of an administrative officer shall be approved by the president.

(d) All other interim appointments shall be approved by the immediate supervisor after consultation with the appropriate executive officer and the chief human resources officer or designee.

(e) Interim appointments shall not exceed one year without a written request and the written approval of the president. The president may extend the appointment in writing in increments of up to ninety days. A request for an extension must include an anticipated date to begin the search process or a rationale for deferring a final search.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
EMPLOYMENT OF UNDERGRADUATE AND GRADUATE STUDENTS
(INCLUDING FEDERAL WORK-STUDY PROGRAM) POLICY, 3356-9-03

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 creation of the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-9-03 Employment of undergraduate and graduate students (including federal work-study program).

Responsible Division/Office:	Student Success, Office of Research Services and Graduate Studies, Financial Aid and Scholarships
Responsible Officer:	Provost and VP for Academic Affairs, Associate Provost, Student Success, AVP Strategic Enrollment
Revision History:	June 1999; January 2000; March 2007; March 2010; December 2010; March 2011; March 2013; June 2015; June 2016; June 2017; September 2018; March 2020; June 2022; September 2023; March 2025; September 2025
Board Committee:	University Affairs, Academic Excellence and Student Affairs
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement concerning employment of undergraduate and graduate students (including federal work-study (FWS) program).

While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.

Undergraduate and graduate students are eligible to be employed by the university according to federal and state laws and university policy.

Youngstown state university (university) participates in the FWS program in order to provide eligible students with part-time employment to help meet academic costs and to provide work experience.

Unless otherwise specified, this policy applies to the employment of undergraduate and graduate students in student employment positions at the university.

(B) Employment of undergraduate students.

(1) Purpose. This policy is designed to create a fair and equitable process for the employment of students on campus. All procedures are in compliance with federal and state of Ohio law, including Ohio public employment retirement system (OPERS) guidelines and university policy. Information on the student employment process is available on the university's division of student success website.

(2) Definitions. For the purpose of this policy:

(a) "Domestic student" – a student that is a citizen of the United States, a permanent resident of the United States, or a refugee or asylee, as determined by the U.S. government.

(b) "International student" – a student that is not a citizen of the United States and is not a permanent resident of the United States.

(c) "Student employee" – individuals enrolled at the university who meet the requirements of this policy and work part-time jobs in support of university offices and departments.

(d) "Student employee supervisor" – the individual directly responsible for the hiring recommendation and day-to-day supervision of the student employee, including but not limited to, establishing work schedules, monitoring adherence to established work schedules, approving timesheets, and providing guidance, training, and instructions relative to the student employee's assigned tasks.

(3) Parameters.

(a) The office of student success will work with the office of human resources to process the employment of students.

(b) Student employees are responsible for abiding by general university policies at all times, including but not limited to, the student code of conduct, rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, "The Student Code of Conduct").

(c) As employees of an Ohio public university, student employees are required to contribute to OPERS unless the student opts to waive contributions and elects not to participate in OPERS. Students must do so within thirty days of their hire date. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS. Once a student employee makes their OPERS election, i.e., exempt or nonexempt, the student's OPERS status is maintained until terminated by the university, as defined in this rule or changes by operation of law.

(d) The associate provost for student success is responsible for the final approval of all student employees except for those employees participating in the employment programs administered by the graduate school (see paragraph (C) of this rule).

(4) Eligibility for student employment.

(a) To be eligible for employment during the fall or spring semesters, a student must be enrolled for a minimum of two courses and no fewer than six credit hours and be in good academic standing. Audited classes do not count toward either the two-course or six-credit-hour requirements.

(b) To be employed during the summer semester without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester, and be in good academic standing.

(c) Domestic student employees may not work more than twenty-five hours per week. International students may not work more than twenty hours per week during the academic year and may not work more than twenty-five hours per week during official university breaks and vacations. Student employees may work in more than one department; however, the total hours worked in one week by domestic students may not exceed twenty-five and the total hours worked in one week by international students may not exceed twenty hours during the academic year and

may not exceed twenty-five hours per week during official university breaks and vacations.

(d) Students may not work as both a university employee (full- or part-time) and a student employee at the same time.

(5) Leave and time off without pay.

(a) Student employees are not eligible to receive vacation, sick leave, or holiday pay.

(b) Arrangements for time off without pay are discussed with and approved by the student employee supervisor, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not pertain to the student employee work assignment.

(c) Time used by a student in the performance of jury duty, or when summoned as a witness, shall be treated as an excused absence without pay.

(d) A student employee who is a member of any reserve component of the United States armed forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time off without pay.

(6) Termination of employment.

(a) Status as a student employee is continuous from the date of initial appointment until student employment is terminated by the university.

(b) A student's employment will cease under any of the following circumstances:

(i) Non-enrollment. A student who has not been enrolled for two consecutive semesters will be considered terminated.

(ii) End of appointment. A student is effectively terminated on the end date specified at the time of

the student's appointment unless a new appointment is issued.

(iii) Voluntary resignation. Student employees may resign from their university appointment at any time and should provide timely notification to their supervisor of their resignation decision.

(iv) Involuntary termination. The student employee supervisor may terminate the employment of a student employee. No reason is required to substantiate the action. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.

(7) Procedures.

(a) Recruitment and application for all student employment positions will follow the procedures developed by the office of student success.

(b) Actual employment may begin only after the required documents have been processed and approved by the student employment office.

(c) Wage level and pay rates are based upon the nature of the job and required experience and/or credentials and are approved by the student employment office.

(d) The student employee supervisor is responsible for ensuring that student employees whose position requires interaction with minors complete a background check as pursuant to human resources "Background Checks for Employees and Volunteers" policy found on the administrative policies webpage.

(e) The student employee and student employee supervisor should attempt to informally resolve any issues or concerns, such as supervision, work schedule, or duties. If an issue or concern cannot be resolved informally at the

department or unit level, it may be referred, by either the student or the student employee supervisor, to the office of student success. If the issue or concern involves a university policy administered by a separate department or unit, such as rule 3356-2-03 of the Administrative Code (university policy 3356-2-03, "Discrimination/harassment") or rule 3356-2-05 of the Administrative Code (university policy 3356-2-05, "Title IX sexual harassment policy"), the student must follow the requirement of the applicable policy.

(C) Employment of graduate students.

(1) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty and staff, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. The assistantship must enhance the student's education, and the enhancement must be apparent.

(2) Parameters.

(a) A graduate assistant (GA) will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties but should not be the instructor of record. A graduate research assistant (GRA) will be assigned duties focused on the conduct of research/scholarly activity. A graduate assistant/intern (GA/I) is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in professional experiences in support of their fields of study. A teaching assistant (TA) will be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class.

(b) A student appointed as a graduate assistant (GA, GRA, GA/I and TA) will be paid a stipend and receive tuition remission (up to eighteen semester hours per semester and

up to twelve semester hours for the summer term). Parking fee and out-of-state surcharge will be remitted.

(c) The associate provost office of research services and graduate studies is responsible for the administration of the program and appointment of graduate assistants.

(d) The total number of graduate assistantships and teaching assistantships shall be allocated annually as part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. Colleges, departments, or external sources can also provide funds to support additional assistantships.

(e) Additional assistantship positions may be created by the associate provost office of research services and graduate studies when external funding has been obtained. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

(f) GA, TA, and GA/I are typically two-semester appointments and a GRA is a twelve-month appointment.

(g) Student employees are not eligible to receive vacation, sick leave, or holiday pay.

(3) Procedures.

(a) The associate provost office of research services and graduate studies shall allocate graduate assistants approved within the university budget across the institution.

(b) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the associate provost office of research services and graduate studies with

sufficient justification from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.

(c) Recommendations to appoint a GA, GRA, GA/I and/or TA must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the associate provost office of research services and graduate studies, who makes the official appointment. No department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GRA, GA/I, or TA. The college of graduate studies supports the "April 15th Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools (CGS). Appointments and communications regarding appointments will adhere to said resolution as described on the CGS webpage.

(d) Appointment as a GA, GRA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. Graduate research assistant appointments may begin in the summer term. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.

(e) Graduate assistants (GA, GRA, GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the associate provost office of research services and graduate studies.

(f) A faculty member within the department to which the graduate assistant is assigned will be designated to be

directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GRA, GA/I, and TA positions.

(g) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.

(h) Additional information about GAs, GRAs, GA/Is, and Tas may be found in the "College of Graduate Studies Policy Book" or online at: college of graduate studies assistantships and fellowships webpage.

(D) Federal work-study program.

(1) Purpose. To provide information and guidance to university students, staff, and faculty regarding the United States department of education FWS program.

(2) Parameters.

(a) The office of financial aid and scholarships is responsible for administering and awarding FWS funds, university compliance with FWS regulations, and determination of student eligibility in accordance with federal regulations and university policy. University policy requires students to be reviewed for FWS eligibility on first-come, first-served basis.

(b) In addition to on-campus employment, FWS funds may also be used for community service opportunities, such as "America Reads" and other community-based programs.

(c) Students receiving FWS funds are not eligible for fringe benefits, including paid vacation and sick time.

(d) FWS payments are administered by the office of payroll.

(e) FWS awards are cancelled or reduced when students default on federal loans, become over-awarded due to

changes in aid eligibility, or do not maintain satisfactory academic progress.

(3) Procedures.

(a) The office of financial aid and scholarships applies annually for FWS funding by submitting the appropriate forms and paperwork to the United States department of education.

(b) In order to be considered for FWS funds, students must annually complete the "Free Application for Federal Student Aid (FAFSA)" form after October first for the following year.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
EMPLOYMENT OF STUDENTS POLICY, 3356-9-03

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 rescind University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-9-03 Employment of students.

Responsible Division/Office:	Student Success
Responsible Officer:	Associate Provost, Student Success
Revision History:	June 1999; March 2007; December 2010; March 2013; June 2017; June 2022; September 2025
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. Students are eligible to be employed by the university according to federal and state laws and university policy.

(B) Purpose. This policy is designed to create a fair and equitable process for employment of students on campus. All procedures are in compliance with federal and state of Ohio law, including Ohio public employment retirement system (OPERS) guidelines and university policy. Information on the student employment process is available on the university's division of student success website.

(C) Scope. Unless otherwise specified, this policy applies to the employment of undergraduate and graduate students in student employment positions at the university.

(D) Definitions. For the purpose of this policy:

(1) "Domestic student" – a student that is a citizen of the United States, a permanent resident of the United States, or a refugee or asylee, as determined by the U.S. government.

(2) "International student" – a student that is not a citizen of the United States and is not a permanent resident of the United States.

(3) "Student employee" – individuals enrolled at the university who meet the requirements of this policy and work part-time jobs in support of university offices and departments.

(4) "Student employee supervisor" – the individual directly responsible for the hiring recommendation and day-to-day supervision of the student employee, including but not limited to, establishing work schedules, monitoring adherence to established work schedules, approving timesheets, and providing guidance, training, and instructions relative to the student employee's assigned tasks.

(E) Parameters.

(1) The division of student success will coordinate the student hiring process with the office of human resources.

(2) Student employees are responsible for abiding by general university policies at all times, including, but not limited to, the student code of conduct, rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, "The Student Code of Conduct").

(3) As employees of an Ohio public university, student employees are required to contribute to OPERS unless the student opts to waive contributions and elects not to participate in OPERS. They must do so within thirty days of their hire date. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS. Once a student employee makes their OPERS election, i.e., exempt or nonexempt, the student's OPERS status is maintained until terminated by the university, as defined in this rule or changes by operation of law.

(4) The associate provost for student success is responsible for the final approval of all student employees except for those employees participating in the employment programs administered by the graduate school (graduate assistants, teaching assistants, graduate research assistants, graduate assistant interns) as per rule 3356-9-03.1 of the Administrative Code (university policy 3356-9-03.1, "Appointment of graduate assistants, graduate research assistants, and teaching assistants").

(F) Eligibility for student employment.

(1) To be eligible for employment during the fall or spring semesters, a student must be enrolled for a minimum of two courses and no fewer than six credit hours and be in good academic standing. Audited classes do not count toward either the two-course or six-credit hour requirements.

(2) To be employed during the summer semester without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester, and be in good academic standing.

(3) Domestic student employees may not work more than twenty-five hours per week. International students may not work more than twenty hours per week during the academic year and may not work more than twenty-five hours per week during official university breaks and vacations. Student employees may work in more than one department; however, the total hours worked in one week by domestic students may not exceed twenty-five and the total hours worked in one week by international students may not exceed twenty hours during the academic year and may not exceed twenty-five hours per week during official university breaks and vacations.

(4) Students may not work as both a university employee (full- or part-time) and a student employee at the same time.

(G) Leave and time off without pay.

(1) Student employees are not eligible to receive vacation, sick leave, or holiday pay.

(2) Arrangements for time off without pay are discussed with and approved by the student employee supervisor, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not pertain to the student employee work assignment.

(3) Time used by a student in the performance of jury duty, or when summoned as a witness, shall be treated as an excused absence without pay.

(4) A student employee who is a member of any reserve component of the United States armed forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time off without pay.

(H) Termination of employment.

(1) Status as a student employee is continuous from the date of initial appointment until student employment is terminated by the university.

(2) A student's employment will cease under any of the following circumstances:

(a) Non-enrollment. A student who has not been enrolled for two consecutive semesters will be considered terminated.

(b) End of appointment. A student is effectively terminated on the end date specified at the time of the student's appointment unless a new appointment is issued.

(c) Voluntary resignation. Student employees may resign from their university appointment at any time and should provide timely notification to their supervisor of their resignation decision.

(d) Involuntary termination. The student employee supervisor may terminate the employment of a student employee. No reason is required to substantiate the action. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.

(I) Procedures.

(1) Recruitment and application for all student employment positions will follow the procedures developed by the division of student success.

(2) Actual employment may begin only after the required documents have been processed and approved by the student employment office.

(3) Wage level and pay rates are based upon the nature of the job and required experience and/or credentials, and are approved by the student employment office.

(4) The student employee supervisor is responsible for ensuring that student employees whose position requires interaction with minors complete a background check as pursuant to rule 3356-7-44 of the Administrative Code (university policy 3356-7-44, "Background checks for employees and volunteers").

(5) The student employee and student employee supervisor should attempt to informally resolve any issues or concerns, such as supervision, work schedule, or duties. If an issue or concern cannot be resolved informally at the department or unit level, it may be referred, by either the student or the student employee supervisor, to the office of student success. If the issue or concern involves a university policy administered by a separate department or unit, such as rule 3356-2-03 of the Administrative Code (university policy 3356-2-03, "Discrimination/harassment") or rule 3356-2-05 of the Administrative Code (university policy 3356-2-05, "Title IX sexual harassment"), the student must follow the requirement of the applicable policy.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
APPOINTMENT OF GRADUATE ASSISTANTS, GRADUATE RESEARCH ASSISTANTS, GRADUATE ASSISTANT INTERNS, AND TEACHING ASSISTANTS POLICY, 3356-9-03.1

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-9-03.1 Appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.

Responsible Division/Office:	Office of Research Services and Graduate Studies
Responsible Officer:	Provost and VP for Academic Affairs
Revision History:	January 2000; March 2010; June 2015; June 2016; June 2017; March 2020; March 2025; September 2025
Board Committee:	Academic and Student Affairs
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.

(B) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty and staff, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. How the assistantship enhances the student's education must be apparent.

(C) Parameters.

(1) A graduate assistant ("GA") will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties~~,~~ but should not be the instructor of record. A graduate research assistant ("GRA") will be assigned duties focused on the conduct of research/scholarly activity. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in professional experiences in support of their fields of study. A teaching assistant

("TA") will be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class.

(2) A student appointed as a graduate assistant (GA, GRA, GA/I and TA) will be paid a stipend and receive tuition remission (up to eighteen semester hours per semester and up to twelve semester hours for the summer term). Parking fee and out-of-state surcharge will be remitted.

(3) The associate provost is responsible for the administration of the program and appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.

(4) The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. Colleges, departments, or external sources can also provide funds to support additional assistantships.

(5) Additional assistantship positions may be created by the associate provost when external funding has been obtained. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

(6) GA, TA, and GA/I are typically two semester appointments and a GRA is a twelve-month appointment.

(D) Procedures.

(1) The associate provost shall allocate graduate assistants approved within the university budget across the institution.

(2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the associate provost with sufficient justification

from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.

(3) Recommendation to appoint a GA, GRA, GA/I and/or TA must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the associate provost, who makes the official appointment. No department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GRA, GA/I, or TA. The college of graduate studies supports the "April 15th Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools ("CGS"). Appointments and communications regarding appointments will adhere to said resolution as described on the CGS webpage.

(4) Appointment as a GA, GRA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. Graduate research assistant appointments may begin in the summer term. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.

(5) Graduate assistants (GA, GRA, GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the associate provost.

(6) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GRA, GA/I, and TA positions.

(7) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.

(8) Additional information about graduate assistants, graduate research assistants, graduate assistant interns, teaching assistants may be found in the "College of Graduate Studies Policy Book" or online at: college of graduate studies assistantships and fellowships webpage.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
EMPLOYMENT OF STUDENTS UNDER THE FEDERAL WORK-STUDY PROGRAM POLICY, 3356-9-03.2

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
September 17, 2025
YR 2026-

3356-9-03.2 Employment of students under the federal work-study program.

Responsible Division/Office:	Financial Aid and Scholarships
Responsible Officer:	AVP for Student Enrollment & Business Services
Revision History:	June 1999; March 2007; March 2011; March 2013; September 2018; September 2023; September 2025
Board Committee:	Academic Excellence and Student Success
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. Youngstown state university (university) participates in the federal work-study program in order to provide eligible students with part-time employment to help meet academic costs and to provide work experience.

(B) Purpose. To provide information and guidance to university students, staff, and faculty regarding the United States department of education federal work-student (FWS) program.

(C) Scope. This policy applies to undergraduate and graduate students seeking employment through the FWS program.

For non-FWS student employment, refer to rule 3356-9-03 of the Administrative Code, "Employment of students," and rule 3356-9-03.1 of the Administrative Code, "Appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants." (See corresponding university policies 3356-9-03, "Employment of students," and 3356-9-03.1, "Appointment of graduate assistant graduate research assistants, graduate assistant interns, and teaching assistants.")

(D) Parameters.

(1) While the president has overall responsibility for the management of the university, the responsibility for hiring student employees is delegated to the provost, vice presidents, and divisional executive officers, or designees.

(2) The office of financial aid and scholarships is responsible for administering and awarding federal work-study funds, university compliance with FWS regulations, and determination of student eligibility in accordance with federal regulations and university policy. University policy requires students to be reviewed for FWS eligibility on a first-come, first-served basis.

(3) In addition to on-campus employment, FWS funds may also be used for community service opportunities such as "America Reads" and other community-based programs.

(4) Students receiving FWS funds are not eligible for fringe benefits, including paid vacation and sick time.

(5) Federal work-study payments are administered by the office of payroll.

(6) Federal work-study awards are cancelled or reduced when students default on federal loans, become over-awarded due to changes in aid eligibility, or do not maintain satisfactory academic progress.

(E) Procedures.

(1) The office of financial aid and scholarships applies annually for FWS funding by submitting the appropriate forms and paperwork to the United States department of education.

(2) In order to be considered for FWS funds, students must annually complete the "Free Application for Federal Student Aid (FAFSA)" form after October first for the following aid year.

(3) In order to prevent student over-awards and to timely notify the employing department when work-study funding has been exhausted, student year-to-date FWS earnings are monitored by the office of financial aid and scholarships.

(4) Community service is tracked to monitor compliance with United States department of education requirements.

(5) All federal work-study earnings are reconciled between the office of financial aid and scholarships and the controller's office.

(6) The office of financial aid and scholarships annually compiles and reports required federal work-study information to the United States department of education.

(7) Information regarding financial assistance is available on the university's office of financial aid and scholarships and federal work-study webpages. See also studentaid.gov for more information.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
RECORDS MANAGEMENT AND PUBLIC REQUESTS 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 creation of the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-9-07 Records management and public requests.

Responsible Division/Office:	Office of General Counsel
Responsible Officer:	VP for Legal Affairs
Revision History:	November 2007; March 2011; March 2012; March 2017; December 2017; September 2018; September 2022; June 2025; September 2025
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement. It is the policy of Youngstown State University (university) that openness leads to a better informed citizenry, which leads to better government and better public policy. The board of trustees directs the university to comply with all state and federal laws regarding the creation, disposition, public inspection and copying of university records. In accordance with this policy, the university strictly adheres to the state's public records act (see section 149.43 of the Revised Code). Furthermore, in accordance with section 149.33 of the Revised Code, the board of trustees has full responsibility for establishing and administering a records retention program for the university.

(B) Purpose. To ensure compliance with sections 149.33 and 149.43 of the Revised Code for the establishment and administration of efficient and economical management methods applied to the creation, utilization, maintenance, retention, preservation, and disposition of the university's records, and to define the procedures that the university will follow in administering the public records law.

(C) Scope. This policy applies to all records of the university, both public and exempt, that are maintained and disposed in accordance with the university's records retention schedule.

(D) Definitions (for purposes of this policy).

(1) "Records" are defined as any document, device or item, regardless

of physical form or characteristic (including a record created, generated, sent, communicated or stored by electronic means) that is created or received by or comes under the jurisdiction of the university and which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the university. Records and their retention and associated retention schedules are numerated in the "Records Retention for Public Colleges and Universities in Ohio: A Manual" (IUC manual). University records may include, but are not limited to:

(a) Financial records such as requisitions, purchase orders, invoices, bank data, and ledgers or journals.

(b) Administrative records such as correspondence, emails, reports, policy statements and related items both sent and received.

(c) Minutes of all university board and committee meetings.

(d) Publications and other items issued by the university.

(2) 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 email), 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.

(3) "Non-record materials" are documents, devices, or items in the university's custody that do not meet the above definition because they are not needed to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Examples of non-records include:

(a) Rough notes and drafts which do not contain any information that needs to be preserved or which merely duplicate information that is being preserved in other documents that are records.

(b) Extra copies of documents kept only for reference.

(c) Stocks of publications and processed documents.

(d) Library or museum materials intended solely for reference or exhibition.

(4) "Active record" means any record that relates to current business matters and is required to carry out the daily activities of the department.

(5) "Disposal" means the removal of records from a department or office. It does not necessarily refer to record destruction, but rather to the various processes of records retention, whether offsite storage, conversion, or destruction.

(6) "Electronic record" means any record that is created, generated, communicated, received, maintained or stored on any electronic medium owned by the university or controlled by the university or a university employee. Examples include, but are not limited to: email, word processing documents and spreadsheets, and databases.

(7) "Permanent record" means a record that has continued historical or other value to warrant retention beyond the time it is needed for administrative, legal, or fiscal purposes.

(8) "Records custodian" means the employee responsible for records retention in their assigned area of university operations.

(9) "Records retention schedule" is a listing of various types of routine, administrative records maintained by university offices and departments.

(10) "Transitory records" are records which are needed for a limited time to complete a routine action used in the preparation of final records or are kept as information or convenience copies by offices or individuals who do not have primary responsibility for them. Examples are drafts of documents, telephone messages, and emails relating to the scheduling of meetings.

(11) "Unit leader" is a department chair, office director, or other administrator that directs the regular function of a unit of the university.

(E) Procedures for retention of records.

(1) The program shall be administered by the archives and special collections department of Maag library (university archives), which shall have authority to develop administrative procedures and guidelines to implement this rule.

(2) The university hereby adopts the IUC manual as developed by the inter-university council of Ohio, as it may be amended by the university's administration as its guidelines for the retention of its records. Records and their retention and associated retention schedules are numerated in the IUC manual.

(3) University employees shall make such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the university and for the protection of the legal and financial rights of the state and persons directly affected by the university's activities.

(4) The creation of unnecessary and duplicative records should be avoided. Duplicative records are not official and should not be used to represent official records. Duplicative records should not be retained and should be destroyed as soon as their immediate need has passed.

(5) University records shall be retained for such period as is required

by retention schedules established by the IUC manual and administered by university archives and may be disposed of only in accordance with disposition instructions issued by university archives.

(6) Each unit leader is responsible for ensuring that unit records (including electronic records) are maintained in such a way that they can be identified and retrieved on demand.

(7) Each unit leader shall identify a records custodian to ensure (in conjunction with university archives) that records are maintained in accordance with the university's records retention schedule. Employees other than the records custodian may maintain records so long as the records custodian is aware of the records and is able to retrieve them.

(8) Each unit shall develop a records inventory that describes the categories of records created and maintained by that unit.

(9) Records may be maintained in paper or electronic format so long as they may be identified and retrieved by the custodian. Maintenance and disposal of electronic records shall be determined by the content, not the medium. Digitized paper records (e.g., scanned documents) may be kept in lieu of paper records at the discretion of the unit leader and university archives.

(10) University records shall not be removed or destroyed except in accordance with the university's records retention schedule.

(11) Detailed administration guidelines for records retention are found on the records management website.

(F) 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, 1 Tressel Way, 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 emailed.

(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. Email is to be treated in the same fashion as records in other formats and should follow the same retention schedules; however, emails 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 email accounts used to conduct public business are subject to disclosure and all employees or representatives of the university are instructed to retain their emails 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.

(G) 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 cashier's 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 per cent and, as such, that additional amount may be charged when the request is filled. If the actual charge is less than twenty per cent 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.

(H) Policy violation, removal, destruction, mutilation, alteration, transfer, or other disposition of university records, except as authorized by this policy, is prohibited and may result in disciplinary action.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
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 rescind University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

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:	**September 17, 2025**
Next Review:	

(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 email), 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 emailed.

(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. Email is to be treated in the same fashion as records in other formats and should follow the same retention schedules; however, emails 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 email accounts used to conduct public business are subject to disclosure and all employees or representatives of the university are instructed to retain their emails 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 cashier's 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 per cent and, as such, that additional amount may be charged when the request is filled. If the actual charge is less than twenty per cent 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.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RESCIND
RECORDS MANAGEMENT POLICY, 3356-9-09

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

TO BE RESCINDED

3356-9-09 Records management.

Responsible Division/Office:	Office of Academic Affairs
Responsible Officer:	Provost and Vice President for Academic Affairs
Revision History:	March 2012; December 2017; September 2022
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	

(A) Policy statement. In accordance with section 149.33 of the Revised Code, the board of trustees has full responsibility for establishing and administering a records retention program for Youngstown state university (university). The board of trustees directs the university to comply with all state and federal laws regarding the creation and disposition of university records.

(B) Purpose. To ensure compliance with section 149.33 of the Revised Code for the establishment and administration of efficient and economical management methods applied to the creation, utilization, maintenance, retention, preservation, and disposition of the university's records .

(C) Scope. This policy applies to all records of the university, both public and exempt, that are maintained and disposed in accordance with the university's records retention schedule.

(D) Definitions (for purposes of this policy).

(1) "Records" are defined as any document, device or item, regardless of physical form or characteristic (including a record created, generated, sent, communicated or stored by electronic means) that is created or received by or comes under the jurisdiction of the university and which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the university. Records and their retention and associated retention schedules are numerated in the "Records Retention for Public Colleges and Universities in Ohio: A Manual" (IUC manual). University records may include, but are not limited to:

(a) Financial records such as requisitions, purchase orders, invoices, bank data, and ledgers or journals.

(b) Administrative records such as correspondence, emails, reports, policy statements and related items both sent and received.

(c) Minutes of all university board and committee meetings.

(d) Publications and other items issued by the university.

(2) "Non-record materials" are documents, devices, or items in the university's custody that do not meet the above definition because they are not needed to document the organization, functions, policies, decisions, procedures, operations, or other activities of the university. Examples of non-records include:

(a) Rough notes and drafts which do not contain any information that needs to be preserved or which merely duplicate information that is being preserved in other documents that are records.

(b) Extra copies of documents kept only for reference.

(c) Stocks of publications and processed documents.

(d) Library or museum materials intended solely for reference or exhibition.

(3) "Active record" means any record that-relates to current business matters and is required to carry out the daily activities of the department.

(4) "Disposal" means the removal of records from a department or office. It does not necessarily refer to record destruction, but rather to the various processes of records retention, whether offsite storage, conversion, or destruction.

(5) "Electronic record" means any record that is created, generated, communicated, received, maintained or stored on any electronic

medium owned by the university or controlled by the university or a university employee. Examples include, but are not limited to: email, word processing documents and spreadsheets, and databases.

(6) "Permanent record" means a record that has continued historical or other value to ~~a~~ warrant retention beyond the time it is needed for administrative, legal, or fiscal purposes.

(7) "Records custodian" means the employee responsible for records retention in their assigned area of university operations.

(8) "Records retention schedule" is a listing of various types of routine, administrative records maintained by university offices and departments.

(9) "Transitory records" are records which are needed for a limited time to complete a routine action used in the preparation of final records or are kept as information or convenience copies by offices or individuals who do not have primary responsibility for them. Examples are drafts of documents, telephone messages, and emails relating to the scheduling of meetings.

(10) "Unit leader" is a department chair, office director, or other administrator that directs the regular function of a unit of the university.

(E) Procedures.

(1) The program shall be administered by the archives and special collections department of Maag library (university archives), which shall have authority to develop administrative procedures and guidelines to implement this rule.

(2) The university hereby adopts the IUC manual as developed by the inter-university council of Ohio, as it may be amended by the university's administration as its guidelines for the retention of its records. Records and their retention and associated retention schedules are numerated in the IUC manual.

(3) University employees shall make such records as are necessary for

the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the university and for the protection of the legal and financial rights of the state and persons directly affected by the university's activities.

(4) The creation of unnecessary and duplicative records should be avoided. Duplicative records are not official and should not be used to represent official records. Duplicative records should not be retained and should be destroyed as soon as their immediate need has passed.

(5) University records shall be retained for such period as is required by retention schedules established by the IUC manual and administered by university archives and may be disposed of only in accordance with disposition instructions issued by university archives.

(6) Each unit leader is responsible for ensuring that unit records (including electronic records) are maintained in such a way that they can be identified and retrieved on demand.

(7) Each unit leader shall identify a records custodian to ensure (in conjunction with university archives) that records are maintained in accordance with the university's records retention schedule. Employees other than the records custodian may maintain records so long as the records custodian is aware of the records and is able to retrieve them.

(8) Each unit shall develop a records inventory that describes the categories of records created and maintained by that unit.

(9) Records may be maintained in paper or electronic format so long as they may be identified and retrieved by the custodian. Maintenance and disposal of electronic records shall be determined by the content, not the medium. Digitized paper records (e.g., scanned documents) may be kept in lieu of paper records at the discretion of the unit leader and university archives.

(10) University records shall not be removed or destroyed except in accordance with the university's records retention schedule.

(11) Detailed administration guidelines for records retention are found on the records management website.

(F) Policy violation, removal, destruction, mutilation, alteration, transfer, or other disposition of university records, except as authorized by this policy, is prohibited and may result in disciplinary action.

Explanation of policy modification:

3356-2-08 Campus Free Speech

The policy, previously number 3356-4-21 will be renumbered as 3356-2-08 as part of the Equal Opportunity category of policies. The revisions further amend the complaint section of the policy by moving the complaint process to a stand-alone policy addressing complaints that derive from the FORUM ACT and the ADVANCE OHIO HIGHER EDUCATION ACT.

Board of Trustees Meeting
September 17, 2025
YR 2026-

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
CAMPUS FREE SPEECH POLICY, 3356-4-21

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
September 17, 2025
YR 2026-

~~3356-4-21~~ 3356-2-08 Campus free speech.

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	September 2014; December 2020; March 2021; September 2025
Board Committee:	University Affairs
Effective Date:	**~~March 4, 2021~~September 17, 2025**
Next Review:	~~2026~~2030

(A) Policy statement. Youngstown state university values the freedoms of speech, thought, expression and assembly both as constitutionally guaranteed rights and as part of the university's core educational, research, and public service mission and shall not prohibit any individual from engaging in noncommercial expressive activity on campus, so long as the individual's conduct is lawful and does not materially and substantially disrupt the functioning of the institution. The university also recognizes that the exercise of these freedoms must be balanced with the rights of others to learn, work, and conduct business. Any speech or other expressive activities by persons under this policy should not be considered to be speech made by or on behalf of the university/administrators or to be endorsed by the university/administrators.

(B) Purpose. To provide guidelines for the free and orderly exchange of ideas on university grounds and to ensure that these activities do not imperil public safety, obstruct or damage university facilities, or interfere with the university's mission and functions. To provide guidelines in accordance with state law section 3345.0211 to 3345.0214 of the Revised Code, known as the Forming Open and Robust University Minds (FORUM) Act, hereinafter referred to as the "FORUM Act."

(C) Definitions.

(1) "Expressive activity" means all forms of non-commercial expression that are protected by the First Amendment to the U.S. Constitution, which may include peaceful assemblies, speeches, protests, picketing, leafleting, circulating petitions, distributing literature, and similar expressive communications and activities.

(2) "Harassment" means unwelcome conduct that is so severe, pervasive and objectively offensive and speech that is not protected by the First Amendment of the U.S. Constitution or Article I of the Ohio Constitution (Unprotected Expression) that it effectively denies an individual equal access to the individual's education program or activity.

(3) "Outdoor areas of campus" means the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as grassy areas, walkways and other similar common areas. This does not include outdoor areas where access is restricted to a majority of the campus community.

(4) "Materially and substantially disrupts" means when a person, with the intent to, or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents communication of their message, or prevents the transaction of the business of a lawful meeting, gathering, or procession by either engaging in violent or otherwise unlawful behavior or physically blocking or using threats of violence to prevent any person from attending, listening to, viewing, or otherwise participating in an expressive activity.

(5) "Campus community" means students, student groups, faculty, staff, and employees of the state institution of higher education and their invited guests.

(D) Parameters.

(1) Generally accessible outdoor areas of campus.

(a) Any person or group may use any publicly accessible outdoor areas of campus except decks, garages and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the university. The university does not maintain free speech zones although reasonable time, place and manner restrictions may be necessary.

(b) Reasonable time, place and manner restrictions are permitted when in the service of a significant institutional

interest if the restrictions are viewpoint and content neutral and provide for ample alternative means for expressive activities. For example, amplification may be restricted during work or class hours or if the area is in use for an official university event, or a university-sponsored event; alternative options for the expressive activity shall be presented.

(c) Prior approval is not necessary as long as the primary action is not to advertise or sell a commercial product.

(d) Those seeking access to the university for commercial solicitation or advertising purposes should consult university policy 3356-7-19, "Access to campus for purposes of commercial solicitation or adverting." Employees should consult university policy 3356-7-25 regarding political activities of employees.

(e) Facilities which are leased by the university and which do not have general access outdoor areas controlled by the university are not available for use under this policy.

(2) Harassment.

(a) The campus community has the right to an environment free of conduct that unreasonably interferes, hinders or otherwise denies another the ability to have equal access to the education environment free from harassment, as defined in paragraph (C)(2) of this policy. The university community shall refrain from harassment while conducting expressive activities.

(b) For conduct to violate this policy, the conduct must be more than merely offensive; it must be so objectively offensive, severe and pervasive that it denies one's access to education.

(c) Examples of conduct considered harassment may include, but are not limited to, true threats; fighting words or words that actually provoke immediate violent reaction; obscenity (including child pornography); defamation or false statements; blackmail, criminal solicitation and other

criminal speech and any other harassing speech that meets the definition of this policy.

(d) This policy is not intended to impair any constitutionally protected expressive activity.

(e) Any member of the campus community may file a complaint alleging "harassment," as defined herein, pursuant to university policy 3356-2-03. "Discrimination/ harassment." The ~~compliant~~complaint procedures as set forth in paragraphs (H) to (P) of university policy 3356-2-03, "Discrimination/harassment," shall be followed.

~~(a)~~(f) The standards of "harassment," as defined in other university policies such as in university policy 3356-2-03, "Discrimination/harassment" and university policy 3356-2-05, "~~title~~Title IX sexual harassment," may vary.

(3) Large groups.

(a) Any person or group whose use of an outdoor area is expected or reasonably likely to draw more than one hundred people should notify the university's police department at (330) 941-3527 at least three business days before the date of the expressive activity and provide information as to the specific location to be used for the event, the estimated number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, and shall include at least one person who will be personally present. If three business days' notice is not provided, the person or group must contact the university's police department as soon as reasonably possible prior to the event. A member of the campus community whose spontaneous and contemporaneous expressive activity results in a large group gathering is advised to notify the university police.

(b) Prior notice is necessary in order to ensure that there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the outdoor area, and that sufficient university resources are available for crowd control and security.

(4) Student use.

(a) In addition to the right of access to generally accessible outdoor areas described above, any student, group of students, or registered student organization may seek to reserve the use of specific outdoor areas by contacting the office of university events. Reserving the space is not required, but does result in priority use.

(b) A student or student organization request to reserve such area or space should be made at least two business days prior to the use. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

(c) A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial.

(5) Use of indoor space.

(a) University indoor space is mainly dedicated to the mission of teaching, learning, research, extracurricular and student life and other university support activities. Specific buildings may have specific rules that govern these spaces and not all areas of buildings are available for the general public or even students or staff. Additionally, some spaces are reserved for use to specific faculty, staff or students and other spaces require reservation to use. See university policy 3356-4-03, "University facilities – use, priorities, and fees."

(b) Production and hosting of large events by the university or any other person or group should follow the guidelines set forth by the office of university events.

(c) Public bulletin boards. The university provides designated public bulletin boards for the purpose of posting materials.

Refer to university policy 3356-4-17 regarding the display of posters and other printed materials.

(d) The university affirms its commitment to freedom of assembly and expressive activity at appropriate indoor spaces. However, activities in indoor spaces that materially and substantially disrupt the functioning of the institution are prohibited. Noise levels and crowds that impede or interfere with academic instruction and research or other scheduled events may be more disruptive indoors than in outdoor areas of campus. Determinations will be made by the administrator responsible for the space in consultation with other appropriate university officers and/or the YSU police.

(e) Issues of public safety are determination for the police to resolve.

(6) Neutrality. All decisions and actions of university employees and agents made under this policy shall be content and viewpoint neutral.

(E) Prohibited activities.

(1) Any event or activity that disrupts the ability of the university to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include, but are not limited to, excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.

(2) Damage to university property including, but not limited to, damage to grounds and landscaping, driving stakes or poles into the ground, hammering nails into buildings, fastening or attaching anything to sidewalks, paved areas, or any part of any building, structure, or fixture.

(3) Distribution or solicitation by placing any material on vehicles in the parking lots, decks or garages.

(4) Leaving trash, litter, materials, or pollutants in any area.

(5) Expressive activities that meet the definition of harassment under this policy.

(6) The university shall not charge security fees to a student or a student group based upon the content of their expression, the content of the expression of their invited guest or the anticipated reaction to an invited guest's expression.

(7) Materially and substantially disrupting another's lawful expressive activity significantly hindering the person or group's expressive activity, thus creating a "heckler's veto." This does not prevent counter demonstrations or other constitutionally protected expression.

(F) Enforcement.

(1) ~~Administrators or academics charged with the responsibility of managing indoor and outdoor events: events management staff: administrators and academic responsible for the space where the activity is occurring are responsible for the enforcement~~Enforcement of this policy shall be the responsibility of events management staff, as well as administrators, faculty, and staff charged with the responsibility of managing indoor and outdoor events and event spaces.

(2) The Youngstown state university police department shall be responsible for making decisions involving the safety of the campus community. Any person who violates this policy may be subject to any order to leave university property and may be subject to arrest if that order is not promptly obeyed. ~~Employees who violate this policy may be subject to discipline up to and including termination.~~

(G) ~~Dispute resolution. Any person or organization that believes unlawful, unreasonable, or arbitrary limitations have been imposed on their expressive activities in violation of the FORUM Act may file a complaint. Any person or organization that believes they have suffered harassment as a result of another member of the campus community's expressive activities under this policy may file a complaint with the office of equal opportunity and policy development and Title IX~~Procedures.

(1) Any student, student group, or faculty member may file a complaint alleging the university violated any of the requirements or prohibitions of the FORUM Act contained in this policy.

The complaint form may be found on the university's webpage titled, "Campus Free Speech." The complaint process may be found in university policy 3356-02-09.

Complaints may also be made in person at the office of equal opportunity, third floor of Tod Hall, suite 312, or by telephone by calling the office of equal opportunity at (330) 941-2160.

(2) Any administrator, teacher, staff member, or employee who violates this policy will be subject to discipline up to and including termination.

(H) The FORUM Act requires that the university submit to the governor, speaker of the house of representative, and the president of the senate a report detailing compliance with the Act within ~~180~~one hundred eighty days of the effective date of FORUM. This report shall also be published on the university's ~~website created for purposes of education on First Amendment issues.~~webpage titled, "Campus Free Speech." The ~~website~~webpage will contain materials, programs and procedures to inform those responsible for the education or discipline of students regarding free expression on campus.

Explanation of policy modification:

3356-2-06 Prohibitions on Diversity, Equity, and Inclusion in Orientation/Training and Employment; Scholarships and Grants

The Policy details prohibitions on diversity, equity and inclusion in orientation/training, employment, scholarships and grants, as required by the ADVANCE OHIO HIGHER EDUCATION ACT.

Board of Trustees Meeting
September 17, 2025
YR 2026-

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
PROHIBITIONS ON DIVERSITY, EQUITY AND INCLUSION IN ORIENTATION/TRAINING AND EMPLOYMENT; SCHOLARSHIPS AND GRANTS POLICY, 3356-2-06

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 creation of the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-2-06 Prohibitions on diversity, equity and inclusion in orientation/training and employment; scholarships and grants.

Responsible Division/Office:	Human Resources and Equal Opportunity, Policy Development and Title IX
Responsible Officer:	VP for Human Resources and Executive Director, Equal Opportunity and Human Resources
Revision History:	September 2025
Board Committee:	University Affairs Committee
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement. This policy is to comply with The Advance Ohio Higher Education Act, specifically section 3345.0217 of the Revised Code. This policy prohibits any orientation or training course regarding diversity, equity and inclusion (DEI) and may not be replaced under a different name if it serves the same purpose. This policy also prohibits the continuation of existing DEI offices or department, establishing new DEI offices or departments, using DEI in job descriptions or contracting with third parties to promote admissions, hiring, or promotion based upon race, ethnicity, religion, sex, sexual orientation, gender identity or gender expression. This policy also prohibits establishing new scholarships that use DEI in any manner and mandates that DEI requirements in scholarships be eliminated and grants with DEI requirements be avoided, all as set forth in section 3345.0217 of the Revised Code.

(B) Purpose. The purpose of this policy is to ensure elimination of DEI requirements in orientation/training programs, employment, scholarships and grants, and to describe the complaint process available for students, student groups, and faculty.

(C) Scope. This policy applies to all university orientation/training, employment, scholarships and grants.

(D) Parameters. The following are prohibited:

(1) Orientation/training. Any orientation/training course regarding DEI, unless the university submits a written request for an exception, including an explanation of the circumstances and efforts made to comply with the DEI prohibitions herein, to the chancellor of higher education, because all of the orientation/training is required to do any of the following:

(a) Comply with state and federal laws or regulations;

(b) Comply with state or federal professional licensure requirements;

(c) Obtain or retain accreditation.

(2) Employment. The continuation of existing DEI offices or departments; establishing new DEI offices or departments; using DEI in job descriptions; contracting with consultants or third-parties whose role is or would be to promote admissions, hiring, or promotion on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity or gender expression;

(3) Scholarships. The establishment of any new institutional scholarships that use DEI in any manner. For any existing institutional scholarships that use DEI in any manner, the university shall to the extent possible, eliminate the DEI requirements. If the university is unable to do so because of donor requirements, the institution may continue to offer those scholarships; however no new funds may be accepted for those scholarships.

(4) Grants. Applying for grants that contain requirements that conflict with the DEI prohibitions of this policy are prohibited, unless after attempting to comply, the university is granted an exception by the chancellor of higher education after submitting a written request. The request shall include an explanation of the circumstances and efforts made to comply with this policy while retaining eligibility for the grant.

(a) This prohibition and exception process does not apply to grants entered into prior to the effective date of this policy.

(b) This prohibition applies to any renewal of a grant after that occurs after the effective date of this policy.

(E) 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 3345.0217 of the Revised Code contained in this policy.

The complaint form may be found on the university's webpage titled, "Advance Ohio Higher Education Act (SB1 136th General Assembly)." The complaint process may be found in university policy 3356-02-09.

Complaints may also be made in person at the office of equal opportunity, third floor of Tod Hall, suite 312, or by telephone by calling the office of equal opportunity at (330) 941-2160.

(2) Any administrator, teacher, staff member, or employee who violates this policy will be subject to discipline, up to and including termination.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
AFFIRMATIONS REGARDING CONTROVERSIAL BELIEFS OR POLICIES AND INTELLECTUAL DIVERSITY POLICY, 3356-2-07

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 creation of the University Policy stated above and attached hereto.

Board of Trustees Meeting
September 17, 2025
YR 2026-

Explanation of policy modification:

3356-2-07 Affirmations Regarding Controversial Beliefs or Policies and Intellectual Diversity

The Policy affirms the university's position regarding controversial beliefs or policies and intellectual diversity, as required by the ADVANCE OHIO HIGHER EDUCATION ACT.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-2-07 Affirmations regarding controversial beliefs or policies and intellectual diversity.

Responsible Division/Office:	Office of Academic Affairs and Equal Opportunity, Policy Development and Title IX
Responsible Officer:	Provost and Executive Director, Equal Opportunity, Policy Development and Title IX
Revision History:	September 2025
Board Committee:	University Affairs Committee
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement. This policy is intended to comply with The Advance Ohio Higher Education Act, specifically section 3345.0217 of the Revised Code. This policy defines "controversial beliefs or policies" and "intellectual diversity" and affirms the university's commitment to the principles of scholarly pursuit, as set forth in section 3345.0217 of the Revised Code.

(B) Purpose. The purpose of this policy is to affirm its commitment to the principles of scholarly pursuit.

(C) Scope.

(1) Nothing in this policy prohibits faculty or students from classroom instruction, discussion, or debate so long as faculty members allow students to express intellectual diversity.

(2) Nothing in this policy prohibits Youngstown state university from complying with any state or federal law to provide disability services or to permit student organizations, including fraternities and sororities.

(3) The general assembly may withhold or reduce any state operating subsidy payments, state capital improvement funds or other state appropriation to Youngstown state university if the general assembly determines that the university has failed to comply with the requirements of this policy.

(D) Definitions.

(1) "Controversial belief or policy" means any belief or policy that is the subject of political controversy, including issues such as climate policies, electoral politics, foreign policy, diversity, equity and inclusion programs, immigration policy, marriage, or abortion.

(2) "Intellectual diversity" means multiple, divergent, and varied perspectives on an extensive range of public policy issues.

(E) Parameters. Per 3345.0217 of the Revised Code, Youngstown state university:

(1) Affirms and declares that its primary function is to practice or support the practice, discovery, improvement, transmission and dissemination of knowledge and citizenship education by means of research, teaching, discussion, and debate;

(2) Affirms and declares that to fulfill the function described in the preceding paragraph, Youngstown state university shall ensure the fullest degree of intellectual diversity;

(3) Affirms and declares that faculty and staff shall allow and encourage students to reach their own conclusions about all controversial beliefs or policies and shall not seek to indoctrinate any social, political, or religious point of view;

(4) Demonstrates intellectual diversity for course approval, approval of courses to satisfy general education requirements, student courses evaluations, common reading programs, annual reviews, strategic goals for each department and student learning outcomes;

(a) Paragraphs (E)(1) to (E)(4) of this rule do not apply to the exercise of professional judgment about how to accomplish intellectual diversity within an academic discipline, unless that exercise is misused to constrict intellectual diversity.

(5) Declares that it will not endorse or oppose, as a university, any controversial belief or policy, except on matters that directly impact the university's funding or mission of discovery, improvement, and dissemination of knowledge. The university may also endorse the congress of the United States when it establishes a state of armed hostility against a foreign power as well as the recognition of national and state holidays, support for the Constitution and laws of the United states or the state of Ohio, or the display of the American or Ohio flag;

(6) Affirms and declares that Youngstown state university will not encourage, discourage, require, or forbid students, faculty or administrators to endorse, assent to or publicly express a given ideology, political stance or view of a social policy, nor will Youngstown state university require students to do any of those things to obtain an undergraduate or postgraduate degree;

(a) Paragraphs (E)(5) and (E)(6) of this rule do not apply to the exercise of professional judgment about whether to endorse the consensus or

foundational beliefs of an academic discipline, unless that exercise is misused to take an action prohibited in (E)(5) of this rule.

(7) Prohibits political and ideological litmus tests in all hiring, promotion, and admissions decisions, including diversity statement and any other requirement that applicants describe their commitment to any ideology, principle, concept or formulation that requires commitment to any controversial belief or policy;

(8) Affirms and declares that no hiring, promotion, or admissions process or decision shall encourage, discourage, require, or forbid students, faculty or administrators to endorse, assent to, or publicly express a given ideology or political stance;

(9) Affirms and declares that Youngstown state university will not use a diversity statement or any other assessment of an applicant's political or ideological views in hiring, promotions, or admissions process or decision;

(10) Affirms and declares that no process or decision regulating conditions of work or study, such as committee assignments, course scheduling, or workload adjustment policies, shall encourage, discourage, require, or forbid students, faculty or administrators to endorse, assent to or publicly express a given ideology or political stance;

(11) Affirms and declares that Youngstown state university will seek out invited speakers who have diverse ideological or political views;

(12) Will post prominently on its website a complete list of all speaker fees, honoraria and other emoluments in excess of five hundred dollars for events that are sponsored by Youngstown state university;

(a) The website referred to above shall be:

(i) Accessible from the main page of the university's website by use of not more than three links;

(ii) Searchable by keywords and phrases;

(iii) Accessible to the public without requiring user registration of any kind.

(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 3345.0217 of the Revised Code contained in this policy.

The complaint form may be found on the university's webpage titled, "Advance Ohio Higher Education Act (SB1 136th General Assembly)." The complaint process may be found in university policy 3356-02-09.

Complaints may also be made in person at the office of equal opportunity, third floor of Tod hall, suite 312, or by telephone by calling the office of equal opportunity at (330) 941-2160.

(2) Any administrator, teacher, staff member, or employee who violates this policy will be subject to discipline, up to and including termination.

Explanation of policy modification:

3356-2-09 Complaint Process for University Policies Related to Campus Free Speech and Advance Ohio Higher Education Act

The policy creates a process for addressing complaints related to violations of the FORUM ACT and the ADVANCE OHIO HIGHER EDUCATION ACT.

Board of Trustees Meeting
September 17, 2025
YR 2026-

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO APPROVE
COMPLAINT PROCESS FOR UNIVERSITY POLICIES RELATED TO FREE SPEECH AND ADVANCE OHIO HIGHER EDUCATION ACT POLICY, 3356-2-09

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

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

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

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

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-2-09 Complaint process for university policies related to free speech and Advance Ohio Higher Education Act.

Responsible Division/Office:	Equal Opportunity, Policy Development & Title IX
Responsible Officer:	Executive Director, Equal Opportunity, Policy Development & Title IX
Revision History:	September 2025
Board Committee:	University Affairs
Effective Date:	**September 17, 2025**
Next Review:	2030

(A) Policy statement. This policy is to comply with the Advance Ohio Higher Education Act, specifically sections 3345.0217 and 3345.88 of the Revised Code, as well as the Forming Open and Robust University Minds (FORUM) Act, specifically section 3345.0215 of the Revised Code.

(B) Purpose. The purpose of this policy is to establish the process that shall be used by university administration to investigate and determine the appropriate response for complaints which allege a violation of the following university policies (here and after referred to as "applicable policies"):

(1) Equality of opportunity for all faculty, staff, and students (3356-2-04);

(2) Prohibitions on diversity, equity and inclusion in orientation/training and employment; scholarships and grants (3356-2-06);

(3) Affirmations regarding controversial beliefs or policies and intellectual diversity (3356-2-07);

(4) Campus free speech (3356-2-08).

(C) Scope. Students, student groups, faculty and staff may submit a complaint about an alleged violation of applicable policies using this webform. Complaints must be submitted within one year of the date of the action causing the complaint.

(D) Procedures.

(1) Submitting a complaint. Complaints may be submitted via the following methods:

(a) Complaints may be filed online using a webform found on the university's webpage titled, "Advance Ohio Higher Education Act (SB1 136th General Assembly)."

(b) Complaints may be made by telephone by calling the office of equal opportunity at (330) 941-2160.

(c) Complaints may be made in person at the office of equal opportunity, third floor of Tod hall, suite 312.

(2) Intake and investigation. The following process shall be used when a complaint about an alleged violation has been received regarding applicable policies.

(a) Upon receiving a complaint that alleges a violation of an applicable policy, the office of equal opportunity (EO) will acknowledge it in writing. EO will initiate a preliminary assessment to determine if the complaint can be addressed under an applicable policy and provides enough specificity to be actionable.

(b) If EO determines that a complaint does not allege a violation that can be addressed under an applicable policy, EO may give the complainant the opportunity to clarify the nature of the complaint. EO may dismiss a complaint if it cannot be addressed under an applicable policy. This determination does not prohibit referral of the complaint to another university process or office if appropriate.

(c) If EO determines that a complaint does allege a violation that can be addressed under an applicable policy, then EO will initiate an investigation. An investigator may interview parties and witnesses and request additional information.

(d) The investigator will draft a summary of evidence and include documentation as deemed relevant by the investigator. The investigator will share the summary of evidence with the complainant and the respondent. The complainant and respondent may submit a response to the summary of evidence to the investigator within five business days.

(e) All parties are to direct inquiries about the investigation process, timeline, and status to the investigator.

(3) Informal resolution. Informal resolution will be considered when agreed to by all parties and approved by the investigator. The parties may request informal resolution after a complaint has been determined to be appropriate for investigation. Informal resolution is a voluntary process focusing on restoring access to education/employment and educating parties on the impact of reported behavior to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. In the event that informal resolution is not successful, the matter will move forward under a formal hearing process.

(4) Hearing and determination.

(a) Once the investigation is complete, a decision maker will be appointed based upon the respondent's status:

(i) The provost or their designee will serve as the decision maker for matters involving faculty respondents.

(ii) The chief human resource officer or their designee will serve as decision maker for matters involving staff respondents.

(iii) The dean of students will serve as decision maker for matters involving student respondents.

(b) The decision maker will conduct a fair and impartial hearing via paper submissions, or by video conference or in-person conference at the decision maker's sole discretion, and will adjudicate the case within sixty days of EO receiving the complaint, absent extenuating circumstances.

(c) During the hearing, the decision maker will summarize the evidence and the complainant and respondent will be provided an opportunity to provide a statement. In the event of a video or in-person conference, an advisor may accompany the complainant or respondent, who may only provide counsel or support for the party but may not actively participate in the process.

(d) After the hearing, the decision maker will provide a final determination in writing to the parties. A respondent will only be found in violation if a preponderance of the evidence supports the allegations in the complaint.

(5) Resolutions and sanctions. If the decision maker determines an applicable policy was violated, the decision maker will refer the matter to the appropriate university office or division to facilitate a resolution and any disciplinary sanctions or other appropriate measures, which shall be processed in accordance with applicable rules, policies, or collective bargaining agreements as may be appropriate based upon respondent's student or employment status. Disciplinary measures shall include potential actions up to and including expulsion from the university for students and termination of employment for faculty and staff.

(6) Appeal process. A complainant or respondent may appeal the determination regarding responsibility and/or the university's dismissal of a formal complaint. An appeal must be submitted in writing to the executive director of equal opportunity within five working days from receipt of a final determination. An appellate officer shall be appointed by EO to hear the appeal.

(a) Appeals are not a re-hearing of the allegation(s).

(b) There are two grounds for appeal:

(i) Procedural irregularity that significantly impacted the outcome of the matter (for example, material deviation from established procedures). The appeal request must cite specific procedures and how they were in error; and/or

(ii) New evidence that was not reasonably available at the time the original decision was made that could have affected the outcome. A summary of this new evidence and its potential impact must be included in the request. (Note: Failure to participate or provide information during an investigation or hearing does not make information unavailable during the original investigation or hearing).

(c) The standard on appeal is whether there is relevant evidence/ information such that a reasonable person would support the decision(s).

(d) The appellate review officer can:

(i) Affirm the original findings; or

(ii) Remand the case to the original decision maker for consideration of new evidence or to remedy a procedural irregularity; or

(iii) Dismiss the appeal request if untimely or insufficient grounds for appeal.

(e) Decisions rendered by the appellate review officer or actions taken following the appellate review officer's decision are final and not subject to further appeal.

(E) Retaliation. Retaliation is prohibited and may result in further action up to and including termination for employees and expulsion for students.

(F) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. However, failure to prove an allegation is not equivalent to a false allegation.

Explanation of policy modification and cash out of vacation leave:

3356-7-09 Vacation leave, professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.

This policy was modified in an effort to more closely align compensation and benefits between professional administrative staff represented by a collective bargaining agreement and professional administrative employees that are excluded from such representation.

A one-time cash out of vacation leave is being offered to professional administrative employees excluded from the bargaining unit in lieu of a lump sum payment offered to professional administrative staff that were included in the bargaining unit.

Board of Trustees Meeting
September 17, 2025
YR 2026-

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO MODIFY
VACATION LEAVE, PROFESSIONAL/ADMINISTRATIVE STAFF AND DEPARTMENT CHAIRPERSONS NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT POLICY, 3356-7-09 AND
OFFER A ONE-TIME CASH OUT OF VACATION LEAVE FOR PROFESSIONAL/ADMINISTRATIVE EMPLOYEES EXCLUDED FROM COLLECTIVE BARGAINING

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; and

WHEREAS, professional/administrative employees who are subject to collective bargaining were extended compensation and benefits that were not extended to professional/administrative employees excluded from collective bargaining.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University, does hereby approve the modification of the University Policy stated above and attached hereto as well as a voluntary one-time cash out of vacation leave to be offered to professional/administrative employees excluded from collective bargaining during the current calendar year.

Board of Trustees Meeting
September 17, 2025
YR 2026-

3356-7-09 Vacation leave, professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.

Responsible Division/Office:	Human Resources
Responsible Officer:	VP for ~~Legal Affairs and~~ Human Resources
Revision History:	May 1998; September 2009; October 2010; March 2016; September 2018; June 2023; March 2024; September 2025
Board Committee:	University Affairs
Effective Date:	**~~March 7, 2024~~ September 17, 2025**
Next Review:	~~2029~~ 2030

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

(B) Scope. This policy applies to professional/administrative staff and department chairpersons who are not part of a recognized bargaining unit. Employees in externally funded positions are provided with benefits in accordance with rule 3356-7-43 of the Administrative Code (see university policy 3356-7-43, "Externally funded university positions"). Other employees covered by collective bargaining may refer to their respective labor agreement.

(C) Parameters.

(1) Full-time professional/administrative staff and department chairpersons on twelve-month appointments earn ~~7.33~~8.0 hours per pay period or one hundred ~~seventy-six~~ninety-two hours of paid vacation leave each fiscal year.

(2) Full-time staff with annual appointments less than twelve months and part-time staff with a .75 or greater full-time equivalent (FTE) earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.

(3) Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.

(4) Vacation leave for full-time twelve-month staff may be accrued up to a maximum of ~~three~~ four hundred ~~twenty~~ hours. ~~.~~Vacation leave shall be limited to a maximum accrual of one hundred ninety-two hours for full-time coaches, and a prorated cap applies to part-time coaches at .75 or greater according to their FTE.

(5) Employees whose vacation balance reaches ~~three hundred twenty hours~~ the maximum established for their employment classification will not accrue vacation until the balance is reduced below the ~~three hundred twenty hour~~ accrual maximum. Employees are responsible for monitoring the vacation balance.

(6) Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE and should be requested in hours (e.g., a .75 FTE staff member would have a maximum accrual of ~~two~~ three hundred ~~forty~~ hours).

(7) Vacation leave accrual begins on the effective date of the initial employment. Vacation leave may be requested once the staff member has successfully completed ninety days of service, or as otherwise agreed to at the time of hiring.

(8) Accrued vacation leave may be taken prior to the effective date of separation or a cash payment will be made for vacation accrued through the last day of work. Use of accrued vacation leave prior to effective date of separation is subject to supervisor approval based on university need including when and how much leave is requested. There will be no cash payment for accrued vacation hours made to employees separating from an externally funded position.

(9) Department chairpersons and other administrators holding earned rank and tenure who revert to faculty status will receive a cash payment for accrued vacation earned through the last day of the administrative appointment (see rule 3356-9-05 of the Administrative Code, university policy 3356-9-05, “Faculty rank

and tenure for designated administrators”).

~~(10) If an employee moves to a professional/administrative excluded status and their current available vacation balance exceeds the maximum, a partial payout will be made to reduce the balance such that the employee will accrue the full accrual amount in the first pay period worked in the new position.~~

(~~(~~D) Procedures.

(1) Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.

(2) The staff member will request approval from the immediate supervisor in advance of the leave. The staff member will report the use of vacation leave, utilizing the electronic leave reporting system for the pay period in which the leave is utilized.

(3) The supervisor approves the vacation leave as reported, utilizing the electronic leave reporting system.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO AUTHORIZE
CONFERRAL OF EMERITUS STATUS FOR FACULTY

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 **one** recently retired faculty member for Faculty Emeritus Status; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that the faculty member listed on the attached, is hereby granted the emeritus title designed thereon.

Board of Trustees Meeting
September 17, 2025
YR 2026-

FACULTY
RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, September 17, 2025)

Retiree	Years of Service Title and Department at Retirement	Status
Mary Yacovone	16 Chair/Professor Health Professions	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.

YOUNGSTOWN STATE UNIVERSITY

RESOLUTION TO RATIFY
PERSONNEL ACTIONS

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

WHEREAS, new appointments and other personnel actions have been made subsequent to the June 24, 2025, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2024-2025 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.

Board of Trustees Meeting
September 17, 2025
YR 2026-

SUMMARY OF PERSONNEL ACTIONS

Faculty & Department Chairs

4/16/2025 through 7/15/2025

Separations – 13

- Faculty Tenured – 9
- Faculty Tenure Track – 1
- Faculty Term – 2
- Department Chairs – 1

Position Adjustments – 2

- Department Chairs – 2

YOUNGSTOWN STATE UNIVERSITY
FACULTY AND DEPARTMENT CHAIRS
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/PROGRAM	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Term Separations							
Mucci, Rose	Faculty	Senior Lecturer	Nursing	5/19/2025	1.00	$ 52,375.18	Resignation
Wilson, Hasheen	Faculty	Lecturer	Computer Science & Info Systems	5/19/2025	1.00	$ 61,200.00	Non-Renewal
Tenure Track Separations							
Kellar, Garrett	Faculty	Assistant Professor	Kinesiology and Sport Science	6/27/2025	1.00	$ 59,066.83	Resignation
Tenured Separations							
Reday, Peter	Faculty	Associate Professor	Marketing	4/22/2025	1.00	$ 124,560.02	Death
Wagner, Patricia	Faculty	Associate Professor	Criminal Justice	5/19/2025	1.00	$ 77,874.21	Retirement
Cummins, Lauren	Faculty	Professor	Teacher Education	5/19/2025	1.00	$ 89,535.55	Retirement
Diamond, Suzanne	Faculty	Professor	English	6/30/2025	1.00	$ 92,238.94	Retirement
Jackson, John	Faculty	Professor	Chemistry	5/31/2025	1.00	$ 98,556.53	Retirement
Kandray, Diane	Faculty	Professor	Health Professions	5/19/2025	1.00	$ 90,430.88	Retirement
Law, David	Faculty	Professor	Lariccia School of Accounting & Finance	5/31/2025	1.00	$ 137,664.50	Retirement
Sracic, Paul	Faculty	Professor	Politics and International Relations	5/31/2025	1.00	$ 97,446.01	Retirement
VanVoorhis, Richard	Faculty	Professor	Counseling, School Psychology, & Educational Leadership	6/30/2025	1.00	$ 107,081.76	Retirement
Department Chair Separations							
Wagner, Timothy	Department Chair	Chair and Professor	Chemistry	5/31/2025	1.00	$ 154,262.95	Retirement

YOUNGSTOWN STATE UNIVERSITY
FACULTY AND DEPARTMENT CHAIRS
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
POSITION/SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	APPOINTMENT DATE	FTE	NEW SALARY	OLD SALARY
Balaz, Snjezana	Chair/Faculty	Chair and Associate Professor/Acting Chair and Associate Professor	Physics & Astronomy	7/1/2025	1.00	$ 100,395.84	$ 98,378.43
Asch, David	Chair/Faculty	Chair and Associate Professor/ Associate Professor	Chemical & Biological Sciences	6/1/2025	1.00	$ 114,929.11	$ 89,747.11

SUMMARY OF PERSONNEL ACTIONS

Professional Administrative - (Excludes Athletics)

4/16/2025 through 7/15/2025

Separations – 23

- Professional Administrative Staff – 10
- Professional Administrative Excluded – 9
- Professional Administrative Externally Funded – 4

Appointments – 25

Replacement Positions – 22

- Professional Administrative Staff – 13
- Professional Administrative Excluded – 6
  - Position Search Waivers – 2
- Professional Administrative Externally Funded – 3
  - Position Search Waivers – 1

New Positions – 3

- Professional Administrative Staff – 2
- Professional Administrative Externally Funded – 1
  - Position Search Waivers – 1

Reclassifications/Position Adjustments – 15

- Professional Administrative Staff – 8
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 3

Promotions – 19

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 16
  - Position Search Waivers – 3
- Professional Administrative Externally Funded – 1
  - Position Search Waivers – 1

Salary Adjustments – 22

- Professional Administrative Staff – 14
- Professional Administrative Excluded – 8

Transfers – 3

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

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Budde, Julio	APAS	Molecular Biology Specialist	Biology	4/30/2025	1.00	$ 70,654.65	Retirement
Byrne, Christopher	APAS	Senior Academic Advisor 1	Dean - CCCA	4/28/2025	1.00	$ 51,536.21	Termination
Clark, Gary	APAS	Coordinator	Office of Research Services	6/30/2025	1.00	$ 40,946.67	Retirement
Crowl, Rachel	APAS	Coordinator STEM Laboratory	Chemistry	4/18/2025	1.00	$ 50,116.80	Resignation
Giblin, Sean	APAS	Assistant Director	Environmental Health & Safety	5/30/2025	1.00	$ 63,608.85	Resignation
Henning, Karen	APAS	Senior Academic Advisor 2	Dean - BCLASSE	4/30/2025	1.00	$ 68,495.18	Retirement
Horvat, Lillian	APAS	Coordinator	Career Exploration & Development	5/30/2025	1.00	$ 40,263.68	Resignation
Levonyak, Alexis	APAS	Success Coordinator	First Year Student Services	6/24/2025	1.00	$ 44,956.04	Resignation
Lujan, Jaesson	APAS	Assistant Director	Veterans Affairs	4/21/2025	1.00	$ 49,377.16	Resignation
Sheely, Savannah	APAS	Coordinator Social Media and Communications	Marketing & Communications	7/1/2025	1.00	$ 45,900.00	Resignation
Centofanti, Allison	Excluded	Associate Director Communications	Marketing & Communications	5/7/2025	1.00	$ 51,816.00	Resignation
De'Armond Szucs, Laura	Excluded	Associate Director International Admissions	International Programs Office	4/30/2025	1.00	$ 70,000.00	Resignation
Kent-Strollo, Nicole	Excluded	Dean of Students Ombudsperson	Dean of Students	5/2/2025	1.00	$ 106,635.48	Resignation
Leeper, Kathleen	Excluded	Associate Director	Kilcawley Center	5/30/2025	1.00	$ 71,088.93	Retirement
Licata, Betty Jo	Excluded	Interim Dean	Dean - WCBA	6/30/2025	1.00	$ 181,000.00	Temp. Appt. Ended
Maurice, Aaron	Excluded	Classification and Compensation Administrator	Human Resources	4/30/2025	1.00	$ 52,020.00	Resignation
Miller, Alan	Excluded	Associate Director	Procurement Services	6/20/2025	1.00	$ 65,166.13	Non-renewal
White, Richard	Excluded	Director Planning Construction	Facilities Maintenance	5/31/2025	1.00	$ 100,814.76	Retirement
Berardini, Claire	Excluded	Interim Associate Provost for Student Success	Student Success	6/13/2025	0.50	$ 64,082.60	Temp. Appt. Ended

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Cianciola, Elizabeth	Externally Funded	Director Office of Community Engagement	Community Engagement	5/30/2025	1.00	$ 71,007.30	Resignation
Oder, Molly	Externally Funded	Registered Dietitian	Master of Public Health	4/30/2025	1.00	$ 62,000.00	Resignation
Ritter, Alyssa	Externally Funded	Instruction Specialist	Rich Center for Autism	6/13/2025	1.00	$ 28,000.00	Resignation
Seagroves, Reilly	Externally Funded	Instruction Specialist	Rich Center for Autism	6/12/2025	0.80	$ 20,400.00	Resignation

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATE	FTE	SALARY
Carwile, Gunnar	APAS	Coordinator Theatrical Production Facilities Support	Theater and Dance	6/16/2025	1.00	$ 48,928.00
Coppin, Aleah	APAS	Coordinator Center Career Management	Dean - WCBA	5/1/2025	1.00	$ 44,000.00
Crites, Hannah *	APAS	Assistant Director, Student Development	Honors College	5/16/2025	0.50	$ 24,960.00
Firm, Jeremy	APAS	Assistant Director	Veterans Affairs	5/1/2025	1.00	$ 48,000.00
Forney, Ryan	APAS	Assistant Director Awards Contracts & Subawards	Office of Research Services	7/8/2025	1.00	$ 60,000.00
Hadi, Wafa	APAS	Academic Advisor 1	Dean - WCBA	6/2/2025	1.00	$ 41,000.00
Himes, Annabelle	APAS	Assistant Director Honors College	Honors College	5/16/2025	0.50	$ 24,960.00
Huff, Kalyn	APAS	Technology Trainer	IT Training Services	5/1/2025	1.00	$ 46,500.00
Huggins, Garrett	APAS	Web Developer	Marketing & Communications	4/16/2025	1.00	$ 40,000.00
Lutz, Shannon	APAS	Coordinator	Admissions	4/16/2025	1.00	$ 40,000.00
Nolfi, Krista	APAS	Coordinator	Admissions	4/16/2025	1.00	$ 40,000.00
Roller, Jared	APAS	Instructional Designer	Youngstown State Online	4/16/2025	1.00	$ 50,000.00
Shaftic, Madison	APAS	Academic Advisor 1	Dean - STEM	4/16/2025	1.00	$ 38,000.00
Yates, Dean	APAS	University Architect	Facilities Maintenance	4/16/2025	1.00	$ 78,000.00
Young, Jonathan *	APAS	Program Instructor	CDL Program	7/8/2025	1.00	$ 60,000.00
Linard, Lindsey	Excluded	Intermittent Coordinator Club Sports	Club Sports	5/19/2025	0.25	$ 13,520.00
Graham, David	Excluded	Associate Provost Student Success	Student Success	6/2/2025	1.00	$ 135,000.00
Haky, John	Excluded	Associate Director Residence Life	Housing	4/16/2025	1.00	$ 65,000.00
Leeper, Kathleen¤	Excluded	Associate Director	Kilcawley Center	6/1/2025	1.00	$ 56,871.00
Muscat, Peter	Excluded	Associate Director Enterprise Data & Applications	Enterprise Data Applications	5/16/2025	1.00	$ 90,000.00
O'Connell, Daniel¤	Excluded	Director of Support Services	Parking Services	5/1/2025	1.00	$ 85,100.00
Castner, Melody	Externally Funded	Intermittent Coordinator WIP Summer Camp	Workforce Ed. & Innovation	7/14/2025	0.25	$ 26,000.00
Mehata, Monika ¤	Externally Funded	Academic Software Administrator	School Partnership	6/16/2025	1.00	$ 60,000.00
Miller, Tyler *¤	Externally Funded	Project Technician Foundry 4.0	Excellence Training Center	6/5/2025	1.00	$ 60,000.00
Vallas, Anne	Externally Funded	Coordinator	WYSU - FM	6/16/2025	1.00	$ 43,000.00
** New Positions*						
¤ Search Waivers						

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
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
Adams, Stephanie	APAS	Senior Instructional Designer Educational Technology/Instructional Design Education Technologist	Youngstown State Online	2/16/2025	1.00	$ 58,922.12	$ 56,116.30
Alberti, Joseph	APAS	Senior Instructional Designer Course Development/Tech Support Instructional Design	Youngstown State Online	2/16/2025	1.00	$ 67,302.77	$ 64,097.88
Kostantas, Amalia	APAS	Senior Counselor Penguin Service Center/ Counselor Penguin Service Center	Registration & Records	2/16/2025	1.00	$ 49,128.05	$ 44,661.86
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
Reichert, Lisa	APAS	Special Assistant to AVP and Controller	Controller's Office	5/16/2025	0.75/ 0.50	$ 66,104.97	$ 44,069.98
Soles, Jennifer	APAS	Senior Academic Advisor 2/ Senior Academic Advisor 1	Dean - BCLASSE	1/16/2025	1.00	$ 51,703.58	$ 47,003.25
Stephen, Katie	APAS	Assistant Director/Clinical Counselor	Student Counseling Services	5/1/2025	1.00	$ 60,608.68	$ 55,098.80
Vitullo, Jina	APAS	Assistant Director ELI and Study Abroad/ Coordinator ELI	English Language Institute	5/1/2025	1.00	$ 50,696.25	$ 46,087.50

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	NEW EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE/ PREVIOUS POSITION TITLE	NEW DEPARTMENT/ PREVIOUS DEPARTMENT	APPOINTMENT DATE	NEW FTE/ OLD FTE	NEW SALARY	PREVIOUS SALARY
Jerome, Madison	Excluded	Assistant Director Title IX & Deputy Title IX Coordinator/Deputy Title IX Coordinator & Investigator	Equal Opportunity & Policy Development	5/16/2025	1.00	$ 52,436.16	$ 49,939.20
Osborn, Brandi	Excluded	Classification & Compensation Senior Administrator/ Classification & Compensation Administrator	Human Resources	5/16/2025	1.00	$ 65,700.00	$ 57,087.69
Schoenfeld, Melissa	Excluded	Associate Director Facilities & Print Services Ops./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 & Special Programs	Financial Aid and Scholarships	4/16/2025	1.00	$ 64,541.00	$ 57,293.22
Ruller, Jackie	Externally Funded	Executive Director/Director	Excellence Training Center	7/1/2025	1.00	$ 123,231.06	$ 100,814.76
Chizmar, Melissa	Externally Funded	Program Coordinator	Community Engagement	5/1/2025	1.00/ 0.80	$ 50,937.98	$ 40,750.38
Smith, Levi	Externally Funded	Budget Administrator	Honors College	5/7/2025	1.00/ 0.75	$ 59,744.47	$ 44,808.35

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
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
Thomas, Brittany	APAS	Senior Academic Advisor 1/ Academic Advisor 2	Dean - BCLASSE	6/1/2025	1.00	$ 48,000.00	$ 43,889.70
Davies-Anderson, Kali	APAS/Externally Funded	Project Manager/Program Coordinator Grants & Evaluation	IT Training Services/ Community Engagement	5/1/2025	1.00	$ 55,000.00	$ 47,430.00
Billock, Michael	Excluded/APAS	Associate Director/ Assistant Director	International Programs Office	7/1/2025	1.00	$ 62,220.00	$ 57,282.00
Brown, Emilie ¤	Excluded/APAS	Director Outreach and Scholarships/ Coordinator STEM Outreach	Dean - STEM	7/1/2025	1.00	$ 75,025.08	$ 52,125.84
Buck, Tiffany ¤	Excluded	Associate Director/Manager Accounts Payable and Travel Services	Procurement Services	5/1/2025	1.00	$ 65,000.00	$ 54,100.80
Byers, Joy	Excluded	Interim Vice President & Dean of Students Ombudsperson/ Associate Vice President	Student Affairs	7/1/2025	1.00	$ 140,000.00	$ 108,789.74
Catalano, Anthony	Excluded/APAS	Manager/ Senior Counselor Financial Aid	Financial Aid and Scholarships	5/1/2025	1.00	$ 56,000.00	$ 45,586.16
Cody, Kathy	Excluded/APAS	Associate Director/Coordinator	Admissions/Dean Graduate Studies	6/16/2025	1.00	$ 65,000.00	$ 49,867.70
Evans, Troy	Excluded/APAS	Associate Director, Systems and Network Services/Systems Architect	IT Infrastructure Services	6/1/2025	1.00	$ 101,689.35	$ 96,846.55
Fabry, Dina	Excluded/APAS	Associate Director Programs/Assistant Director Fitness Wellness Special Events	Andrews Student Recreation & Wellness	7/1/2025	1.00	$ 55,080.00	$ 46,644.07

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
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
Hartenstein, Kevin	Excluded/APAS	Associate Director/ Coordinator	Academic Success Center	4/16/2025	1.00	$ 54,000.00	$ 40,915.58
McCormick, Gemini	Excluded/ACE	Manager Accounts Payable and Travel Services/Payroll Specialist 1	Procurement Services/Payroll	6/15/2025	1.00	$ 52,000.00	$ 36,441.60
Mehle, Vicki	Excluded/ACE	Manager Purchasing/ Administrative Specialist 2	Procurement Services	6/1/2025	1.00	$ 52,000.00	$ 37,003.20
Saenger, Christina	Excluded	Interim Dean/ Associate Dean	Dean - WCBA	7/1/2025	1.00	$ 178,000.00	$ 171,666.00
Scrocco, Frank	Excluded	Director/Associate Director Penguin Service Center	Kilcawley Center/ Registration & Records	5/1/2025	1.00	$ 75,000.00	$ 62,424.00
Tran, Quan ¤	Excluded/APAS	Associate Director Internships Co-Ops/Coordinator STEM Professional Services	Dean - STEM	7/1/2025	1.00	$ 61,924.36	$ 47,710.16
Williams, Cynthia	Excluded/ Classified Excluded	Classification & Compensation Administrator/ Human Resources Generalist	Human Resources	6/15/2025	1.00	$ 50,000.00	$ 47,153.60
Zupcsan, Michael	Excluded/APAS	Associate Director, Endpoint Solutions/ Information Technology Customer Service Architect	IT Infrastructure Services/ IT Customer Services	6/1/2025	1.00	$ 100,427.25	$ 95,645.06
Shirilla, Erica ¤	Externally Funded	Assistant Director/ Administrative Specialist 3	Excellence Training Center	6/29/2025	1.00	$ 52,114.00	$ 51,750.40

¤ Search Waiver

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Alberti, Joseph	APAS	Senior Instructional Designer Course Development	Youngstown State Online	7/1/2025	1.00	$ 69,525.80	1.00	$ 67,302.77
Austin, Nikeesha	APAS	Senior Academic Advisor 1	Dean - WCBA	7/1/2025	1.00	$ 52,672.97	1.00	$ 50,616.80
Austin, Nikeesha	APAS	Senior Academic Advisor 1	Dean - WCBA	6/1/2025	1.00	$ 50,616.80	1.00	$ 50,116.80
Bradford, Monique	APAS	Coordinator MBA Program	Dean - WCBA	7/1/2025	1.00	$ 68,437.52	1.00	$ 66,225.27
Burdette, Molly	APAS	Assistant Director Degree Completion Transfer Optimization	Admissions	7/1/2025	1.00	$ 62,797.01	1.00	$ 60,640.60
Carnahan, Emily	APAS	Academic Advisor 1	Dean - STEM	7/1/2025	1.00	$ 39,882.07	1.00	$ 37,952.54
Duchon, Brian	APAS	Assistant Director State Programs	Financial Aid	7/1/2025	1.00	$ 52,387.53	1.00	$ 50,334.19
Duchon, Brian	APAS	Assistant Director State Programs	Financial Aid	2/1/2025	1.00	$ 50,334.19	1.00	$ 47,937.32
Queen, Michael	APAS	Assistant Director Operations and Events Services	Kilcawley Center	7/1/2025	1.00	$ 46,495.00	1.00	$ 44,500.00
Rubinic, Stacy	APAS	Coordinator Graphic Services	Kilcawley Center	7/1/2025	1.00	$ 44,620.72	1.00	$ 42,644.28
Sydney, Tara	APAS	Program Advisor and Academic Coach	Academic Success Center	7/1/2025	1.00	$ 52,215.14	1.00	$ 50,163.50
Ferguson, Robert	APAS	Information Security Engineer	IT Security Services	6/1/2025	1.00	$ 77,741.72	1.00	$ 77,241.72
Koch, Emily	APAS	Senior Academic Advisor 1	Dean - WCBA	6/1/2025	1.00	$ 48,500.00	1.00	$ 48,000.00
Thompson, Kimberly	APAS	Assistant Director Federal Programs	Financial Aid	2/16/2025	1.00	$ 50,421.79	1.00	$ 48,020.75
Bowser, Presley	Excluded	Associate Director	Honors College	7/1/2025	1.00	$ 54,123.80	1.00	$ 52,082.16
Gaskell, Jessica	Excluded	Director First Year Student Services	First Year Student Services	7/1/2025	1.00	$ 75,284.56	1.00	$ 72,828.00

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATE	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Gaston, Christopher	Excluded	Assistant Registrar Technology	Registration & Records	7/1/2025	1.00	$ 68,626.00	1.00	$ 66,300.00
Hartenstein, Kevin	Excluded	Associate Director	Academic Success Center	7/1/2025	1.00	$ 56,080.00	1.00	$ 54,000.00
Schoenfeld, Melissa	Excluded	Associate Director, Facilities and Print Services Operations	Facilities Maintenance	7/1/2025	1.00	$ 64,240.00	1.00	$ 62,000.00
Chill, Jessica	Excluded	Director	Youngstown State Online	6/1/2025	1.00	$ 80,528.64	1.00	$ 73,207.85
Luce, Stacey	Excluded	Director Employee Benefits and Wellness	Human Resources	5/16/2025	1.00	$ 85,890.63	1.00	$ 83,388.96
McHenry, Gina	Excluded	Associate Director	Financial Aid and Scholarships	4/16/2025	1.00	$ 84,472.51	1.00	$ 80,450.01

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
TRANSFERS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATE	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Buehler, My Hoang	APAS	Coordinator International Admissions	Admissions/International Programs Office	7/1/2025	1.00	$ 49,142.22	1.00	$ 48,111.11
Reardon, Amanda	APAS	Assistant Director/ Buyer	University Bursar/ Procurement Services	5/16/2025	1.00	$ 50,635.73	1.00	$ 50,635.73
Anderson, Carolyn	Excluded	Associate Director	Student Affairs/ Student Activities	7/1/2025	1.00	$ 59,799.47	1.00	$ 58,626.93

SUMMARY OF PERSONNEL ACTIONS
Athletic Employees
4/16/2025 through 7/15/2025

Separations – 6

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

Appointments – 8

Replacement Positions – 7
- Professional Administrative Excluded – 6
    - Search Waiver Positions – 2
- Professional Administrative Externally Funded – 1

New Positions – 1
- Professional Administrative Excluded – 1

Promotions – 3

- Professional Administrative Excluded – 3
    - Search Waiver Positions – 3

Salary Adjustments – 18

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 17

Multi-Year Appointments – 1

- Professional Administrative Excluded – 1

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	TYPE OF SEPARATION
Chen, Fengting	Excluded	Assistant Coach	Swimming & Diving - Women's	4/30/2025	1.00	$ 32,313.84	Resignation
Harris, Robert	Excluded	Head Coach	Lacrosse - Women's	6/29/2025	1.00	$ 71,400.00	Non-renewal
Hultberg, Autumn	Excluded	Assistant Coach Sports Performance	Training Room	5/16/2025	1.00	$ 45,900.00	Resignation
Klekner-Alt, Kiersten	Excluded	Associate Athletic Director and Director of Compliance	Athletic Administration	6/22/2025	1.00	$ 66,856.10	Resignation
Tymkew, Jennifer	Excluded	Senior Associate Athletic Director for Integrated Healthcare and Performance	Training Room	7/11/2025	1.00	$ 83,662.81	Resignation
Daum, Sarah	Externally Funded	Assistant Director Athletics Sales and Development	Athletic Administration	6/13/2025	1.00	$ 52,000.00	Resignation

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	FTE	SALARY
Baxter, Taryn	Excluded	Assistant Coach	Soccer - Women's	7/7/2025	1.00	$ 32,500.00
DeCriscio, Kayla ¤	Excluded	Assistant Coach	Basketball - Women's	6/16/2025	1.00	$ 65,000.00
Navarra, Ronald	Excluded	Assistant Coach	Swimming & Diving - Women's	6/16/2025	1.00	$ 38,000.00
Oakley, Elizabeth ¤	Excluded	Head Coach	Lacrosse - Women's	7/7/2025	1.00	$ 78,000.00
Pond, Erin	Excluded	Assistant Coach	Softball	6/16/2025	1.00	$ 55,000.00
Allen, Charles*	Excluded	Associate Director, Athletics Sales and Development	Athletic Administration	6/25/2025	1.00	$ 65,000.00
Reese, Cody	Excluded	Assistant Athletic Director NCAA Eligibility	Athletic Administration	6/16/2025	1.00	$ 56,000.00
Smoot, Nathaniel	Externally Funded	Assistant Director, Athletics - Sales and Development	Athletic Administration	8/1/2025	1.00	$ 50,000.00

¤ *Search Waiver*

** New Position*

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
PROMOTIONS

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
Mettille, Tyler ¤	Excluded	Senior Associate Athletic Director Compliance and Integrated Healthcare/ Assistant Dean of Students	Athletic Administration/ Dean of Students	7/16/2025	1.00	$ 75,000.00	$ 71,400.00
Strollo, Ronald ¤	Excluded	Vice President and Athletic Director/Executive Director	Athletic Administration	7/1/2025	1.00	$ 200,000.00	$ 156,351.55
Vogel, John ¤	Excluded	Assistant Athletic Director/ Assistant Director for Athletic Communications	Athletic Communications	5/16/2025	1.00	$ 60,000.00	$ 52,498.24

¤ *Search Waiver*

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Hall, James	APAS	Assistant Director Athletic Communications	Athletic Communications	6/1/2025	1.00	$ 65,004.95	$ 59,095.41
Penniman, Richard	Excluded	Assistant Coach	Track - Women's	7/1/2025	0.50	$ 15,918.12	$ 15,300.00
Rupe, Eric	Excluded	Assistant Coach	Track - Men's	7/1/2025	0.50	$ 13,257.22	$ 12,742.41
Townsend, David	Excluded	Assistant Coach	Track - Women's	7/1/2025	0.50	$ 17,251.01	$ 16,581.12
Duncan, Kody	Excluded	Head Coach	Tennis - Men's	7/1/2025	1.00	$ 53,591.00	$ 51,510.00
Frederick, Noah	Excluded	Assistant Coach	Swimming & Diving - Women's	6/1/2025	1.00	$ 43,000.00	$ 36,414.00
Glass, Jacob	Excluded	Assistant Coach Throws	Track - Men's	7/1/2025	1.00	$ 48,987.49	$ 47,085.24
Gorby, Brian	Excluded	Head Coach	Track - Men's	7/1/2025	1.00	$ 81,149.50	$ 77,998.36
Gore, Shayna	Excluded	Assistant Coach	Basketball - Women's	6/16/2025	1.00	$ 65,000.00	$ 56,100.00
Johnson, Anthony	Excluded	Assistant Coach Men's Basketball	Basketball - Men's	6/1/2025	1.00	$ 89,560.00	$ 79,560.00
Kuberski, Douglas	Excluded	Head Coach	Women's Bowling	6/1/2025	1.00	$ 75,000.00	$ 55,034.63
Miklos, Nathan	Excluded	Head Coach	Golf - Women's	7/1/2025	1.00	$ 48,356.07	$ 46,478.34
Morales, Arnaldo	Excluded	Assistant Coach	Track - Men's	7/1/2025	1.00	$ 47,966.17	$ 46,103.57
Nolfi, Rocco	Excluded	Assistant Coach	Basketball - Men's	6/1/2025	1.00	$ 73,400.00	$ 71,400.00
Osborne, Jerry	Excluded	Assistant Coach	Basketball - Men's	6/1/2025	1.00	$ 92,780.00	$ 90,780.00
Richmond, Mark	Excluded	Assistant Coach	Basketball - Men's	6/1/2025	1.00	$ 72,340.00	$ 68,340.00
Sopel, Mickael	Excluded	Head Coach	Tennis - Women's	7/1/2025	1.00	$ 63,563.54	$ 61,095.29
Faulkner, Evan	Excluded	Director of Operations	Basketball - Men's	6/1/2025	1.00	$ 85,640.00	$ 83,640.00

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 4/16/2025 THROUGH 7/15/2025
MULTI-YEAR APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATES	FTE	SALARY
Kuberski, Douglas	Excluded	Head Coach	Women's Bowling	7/1/2025 - 6/30/2028	1.00	$ 76,500.00

SUMMARY OF PERSONNEL ACTIONS
Supplemental and Secondary Pay Assignments
4/16/2025 through 7/15/2025

Supplemental Pay Assignments – 179

General/Restricted Funded Assignments – 135

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 23
- Department Chair – 7
- Full-time Faculty – 70
- Part-time Faculty – 31

Grant Funded Assignments– 44

- Professional Administrative Staff – 1
- Professional Administrative Externally Funded – 2
- Department Chair – 3
- Full-time Faculty – 31
- Part-time Faculty – 7

Faculty Secondary Appointments – 52

- Full-time Faculty – 52

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 4/16/2025 - 7/15/2025
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Forchione	Robert	APAS	IT Services	5/2/2025	6/01/2025- 8/31/2025	$ 1,650.00
Joy-Tupaj	Rachell	APAS	Marketing and Communications	6/6/2025	7/13/2025	$ 150.00
Robich	Laura	APAS	Nursing	5/6/2025	5/19/2025 - 5/15/2026	$ 10,000.00
Vinkler	Susan	APAS	Nursing	5/8/2025	5/19/2025 - 5/15/2026	$ 10,000.00
Arslanyilmaz	Abdu	Chair	Computer Science Information Systems Engineering Technology	5/28/2025	1/01/2025 - 5/31/2025	$ 1,500.00
Cripe	Kathleen	Chair	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 500.00
Hazy	John	Chair	Criminal Justice & Consumer Sciences	7/9/2025	7/1/2025	$ 2,000.00
Hazy	John	Chair	Criminal Justice & Consumer Sciences	5/28/2025	1/01/2025 -5/31/2025	$ 500.00
Hazy	John	Chair	Criminal Justice & Consumer Sciences	5/28/2025	1/01/2025 -5/31/2025	$ 3,000.00
Li	Frank	Chair	Rayen School of Engineering	5/28/2025	1/01/2025 -5/31/2025	$ 3,000.00
Wakefield	Thomas	Chair	Distance Education	4/24/2025	4/1/2025	$ 2,000.00
Cupp	Olivia	Excluded	Housing	6/10/2025	6/16/2025 - 6/15/2026	$ 8,400.00
D'Amato	Joseph	Excluded	IPO	4/30/2025	5/01/2025 -11/28/2025	$ 4,200.00
Driscoll	Erin	Excluded	Housing	6/10/2025	6/16/2025 - 6/15/2026	$ 10,800.00
Faulkner	Ethan	Excluded	Intercollegiate Athletics	4/16/2025	4/16/2025 - 4/30/2025	$ 47,500.00
Faulkner	Ethan	Excluded	Intercollegiate Athletics	6/1/2025	6/01/2025 - 6/15/2025	$ 2,500.00
Faulkner	Ethan	Excluded	Intercollegiate Athletics	4/16/2025	4/16/2025 - 4/30/2025	$ 10,000.00
Faulkner	Ethan	Excluded	Intercollegiate Athletics	4/16/2025	4/16/2025 - 4/30/2025	$ 50,000.00
Gore	Shayna	Excluded	Intercollegiate Athletics	5/1/2025	5/01/2025 - 5/15/2025	$ 5,000.00
Hrusovski	Sherri	Excluded	STEM	5/8/2025	7/01/2025 - 6/30/2025	$ 25,000.00
Jackson	Melissa	Excluded	Intercollegiate Athletics	5/16/2025	5/16/2025 - 5/31/2025	$ 2,500.00
Jackson	Melissa	Excluded	Intercollegiate Athletics	4/16/2025	4/16/2025 - 4/30/2025	$ 40,000.00
Jackson	Melissa	Excluded	Intercollegiate Athletics	5/16/2025	5/16/2025 - 5/31/2025	$ 5,000.00
Johnson	Anthony	Excluded	Intercollegiate Athletics	5/16/2025	5/16/2025 - 5/31/2025	$ 250.00
McNicholas	Ryan	Excluded	Campus Recreation	6/10/2025	6/16/2025 - 6/15/2026	$ 8,400.00
Nolfi	Rocco	Excluded	Intercollegiate Athletics	5/16/2025	5/16/2025 - 5/31/2025	$ 250.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 4/16/2025 - 7/15/2025
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
O'Connell	Christina	Excluded	Distance Education	4/24/2025	4/11/2025	$ 2,000.00
Osborne	Jerry	Excluded	Intercollegiate Athletics	5/16/2025	5/16/2025 - 5/31/2025	$ 250.00
Packard	Francine	Excluded	Student Counseling	6/10/2025	6/16/2025 - 6/15/2026	$ 4,800.00
Polkabla Byers	Joy	Excluded	Student Affairs	5/20/2025	5/1/2025 - 6/30/2025	$ 5,201.72
Reese, Daniel	Daniel	Excluded	Intercollegiate Athletics	5/16/2025	5/16/2025 - 5/31/2025	$ 250.00
Richmond	Mark	Excluded	Intercollegiate Athletics	5/16/2025	5/16/2025 - 5/31/2025	$ 250.00
Strollo	Ron	Excluded	President	7/10/2025	4/16/2025 -4/30/2025	$ 30,000.00
Young	John	Excluded	Kilcawley	6/10/2025	6/16/2025 - 6/15/2026	$ 9,600.00
Beese	Jane	Full-time Faculty	Teacher Education & Leadership Studies	5/28/2025	5/28/2025-8/15/2025	$ 3,500.00
Beese	Jane	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025-6/29/2025	$ 750.00
Beese	Jane	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025-6/29/2025	$ 250.00
Bellas	Christopher	Full-time Faculty	Criminal Justice & Consumer Sciences	5/15/2025	5/2/2025	$ 2,000.00
Bonhomme	Brian	Full-time Faculty	History	6/6/2025	7/13/2025	$ 150.00
Borra	Vamsi	Full-time Faculty	Rayen School of Engineering	5/28/2025	1/01/2025-5/31/2025	$ 1,500.00
Brozina	Steven Cory	Full-time Faculty	Rayen School of Engineering	5/28/2025	1/01/2025-5/31/2025	$ 1,500.00
Butcher	Michael	Full-time Faculty	Chemical & Biological Sciences	5/28/2025	1/01/2025-5/31/2025	$ 1,500.00
Butler	Michael	Full-time Faculty	Dana School of Music	5/28/2025	6/09/2025 - 6/13/2025	$ 750.00
Caguiat	Jonathan J	Full-time Faculty	Chemical & Biological Sciences	5/28/2025	1/01/2025-5/31/2025	$ 1,500.00
Calcagni	Laura	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025-6/29/2025	$ 250.00
Cooper	Chet	Full-time Faculty	Chemical & Biological Sciences	5/28/2025	1/01/2025-5/31/2025	$ 4,500.00
Crnjak	Dragana	Full-time Faculty	Art	5/31/2025	5/31/2025	$ 2,000.00
Crnjak	Dragana	Full-time Faculty	Art	5/31/2025	5/31/2025	$ 2,000.00
Dicken	Todd	Full-time Faculty	Theater	6/11/2025	6/16/2025 - 6/20/2025	$ 1,000.00
Ferguson	Katherine	Full-time Faculty	Dana School of Music	5/28/2025	6/09/2025 - 6/13/2025	$ 750.00
Fowler	Francois	Full-time Faculty	Dana School of Music	5/28/2025	6/09/2025 - 6/13/2025	$ 200.00
Garlick	Katherine	Full-time Faculty	Theater	6/11/2025	6/16/2025 - 6/20/2025	$ 1,000.00
Nolfi	Rocco	Excluded	Intercollegiate Athletics	5/16/2025	5/16/2025 - 5/31/2025	$ 250.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 4/16/2025 - 7/15/2025
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Heasley	Randi	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 1,250.00
Helsel	Bryan	Full-time Faculty	Dana School of Music	5/28/2025	6/09/2025 - 6/13/2025	$ 1,100.00
Howard	Adam	Full-time Faculty	Musical Theatre	6/11/2025	6/16/2025 - 6/20/2025	$ 1,000.00
Ickert	Edmund	Full-time Faculty	Physical Therapy	5/28/2025	1/01/2025 - 5/31/2025	$ 500.00
Keown	Daniel	Full-time Faculty	Dana School of Music	5/28/2025	6/09/2025 - 6/13/2025	$ 500.00
Kress	Victoria	Full-time Faculty	Counseling School Psychology Educational Leadership	5/28/2025	1/01/2025 - 5/31/2025	$ 500.00
Larwin	Karen	Full-time Faculty	Teacher Education & Leadership Studies	5/13/2025	5/12/2025 - 8/16/2025	$ 3,500.00
Larwin	Karen	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 8/15/2025	$ 250.00
Larwin	Karen	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 8/15/2025	$ 250.00
Larwin	Karen	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 8/15/2025	$ 250.00
Learman	Kenneth	Full-time Faculty	Physical Therapy	5/28/2025	1/01/2025 - 5/31/2025	$ 3,000.00
Lindberg	Matthew	Full-time Faculty	Psychology	5/31/2025	5/31/2025	$ 2,000.00
Lindberg	Matthew	Full-time Faculty	Psychology	7/9/2025	6/9/2025	$ 2,000.00
Louth	Paul	Full-time Faculty	Distance Education	4/24/2025	4/1/2025	$ 2,000.00
Madsen	Thomas	Full-time Faculty	Mathematics & Statistics	5/28/2025	1/01/2025-5/31/2025	$ 3,000.00
Martin	Holy	Full-time Faculty	Rayen School of Engineering	5/28/2025	1/01/2025-5/31/2025	$ 4,500.00
McClusky	Paula	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025-6/29/2025	$ 1,250.00
Mikula	Vincent	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025-6/29/2025	$ 375.00
Mikula	Vincent	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025-6/29/2025	$ 250.00
Mikula	Vincent	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025-6/29/2025	$ 125.00
Miller	Kenneth	Full-time Faculty	Teacher Education & Leadership Studies	5/28/2025	1/01/2025 - 5/31/2025	$ 500.00
Mitchell	Andrew	Full-time Faculty	Dana School of Music	5/30/2025	6/09/2025 - 6/13/2025	$ 200.00
Myers	Nate	Full-time Faculty	Teacher Education & Leadership Studies	5/13/2025	5/12/2025 - 8/16/2025	$ 3,500.00
Nelson	Michelle	Full-time Faculty	Art	5/31/2025	5/31/2025	$ 2,000.00
Palardy	Joseph	Full-time Faculty	Accounting & Finance - Institute for Teaching & Learning	6/18/2025	6/18/2025	$ 300.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 4/16/2025 - 7/15/2025
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Pesch	Alexander	Full-time Faculty	Rayen School of Engineering	5/28/2025	1/01/2025 - 5/31/2025	$ 1,500.00
Petruska	Karin	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 9,000.00
Pettitt	Nicole	Full-time Faculty	English and World Languages	5/28/2025	1/01/2025 - 5/31/2025	$ 3,000.00
Ren	Xiaomei	Full-time Faculty	Rayen School of Engineering	5/28/2025	5/12/2025 - 7/31/2025	$ 13,872.00
Schaft	Glenn	Full-time Faculty	Dana School of Music	5/28/2025	6/09/2025 - 6/13/2025	$ 500.00
Shields	Cynthia	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 375.00
Shields	Cynthia	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 1,000.00
Shields	Cynthia	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 250.00
Shortreed	Mary Ann	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 250.00
Smotzer	Thomas	Full-time Faculty	Mathematics & Statistics	4/23/2025	5/3/2025	$ 200.00
Solomon	C. Virgil	Full-time Faculty	Rayen School of Engineering	5/28/2025	1/01/2025 - 5/31/2025	$ 1,500.00
Spearman	Patrick	Full-time Faculty	Teacher Education & Leadership Studies	5/28/2025	1/01/2025 - 5/31/2025	$ 500.00
Sumell	Albert	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 6,250.00
Thomas	Wendy	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 2,250.00
Thomas	Wendy	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 750.00
Umble	James	Full-time Faculty	Dana School of Music	5/28/2025	6/09/2025 - 6/13/2025	$ 500.00
Van Dussen	Daniel	Full-time Faculty	Master Health Human Services	5/28/2025	1/01/2025 - 5/31/2025	$ 500.00
Van Dussen	Daniel	Full-time Faculty	Master Health Human Services	5/28/2025	1/01/2025 - 5/31/2025	$ 3,000.00
Vigliotti	Cynthia	Full-time Faculty	English and World Languages	5/15/2025	6/9/2025 - 8/01/2025	$ 492.00
Wang	Alice	Full-time Faculty	Dana School of Music	5/30/2025	6/09/2025 - 6/13/2025	$ 500.00
Wright	Melody	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 1,750.00
Yang	Xiaolou	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 7,150.00
Copeland	Amy	Full-time Faculty	Art	7/9/2025	7/8/2025	$ 2,000.00
Jeffords	Charles	Full-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 500.00
Jones	Todd	Full-time Faculty	Computer Science Information Systems Engineering Technology	7/9/2025	6/20/2025	$ 2,000.00
Morgan	Charles	Full-time Faculty	Social Work	7/9/2025	6/30/2025	$ 2,000.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 4/16/2025 - 7/15/2025
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Basich	Christopher	Part-time Faculty	Teacher Education & Leadership Studies	5/28/2025	1/01/2025 - 5/31/2025	$ 500.00
Bilal	Lynn	Part-time Faculty	Social Work	5/20/2025	5/12/2025 - 8/22/2025	$ 2,460.00
Boerio,	Gergory	Part-time Faculty	Psychological Sciences & Counseling	5/28/2025	1/01/2025 - 5/31/2025	$ 500.00
Borovitcky	Cheryl	Part-time Faculty	Teacher Education & Leadership Studies	4/29/2025	1/06/2025 - 5/02/2025	$ 75.00
Bowlin	David	Part-time Faculty	Teacher Education & Leadership Studies	5/28/2025	1/01/2025 - 5/31/2025	$ 2,000.00
Caldwell	Stephanie	Part-time Faculty	English and World Languages	5/15/2025	6/09/2025 - 8/01/2025	$ 492.00
Campagna	Anna	Part-time Faculty	Teacher Education & Leadership Studies	4/29/2025	1/06/2025 - 5/02/2025	$ 500.00
Carter-Dennis	Stephanie	Part-time Faculty	Dana School of Music	5/30/2025	6/09/2025 - 6/13/2025	$ 500.00
Carucci	Christine	Part-time Faculty	Dana School of Music	6/2/2025	6/09/2025 - 6/13/2025	$ 100.00
Guarnieri	Diane	Part-time Faculty	Teacher Education & Leadership Studies	4/29/2025	1/06/2025 - 5/02/2025	$ 125.00
Hendershott	Joseph	Part-time Faculty	Teacher Education & Leadership Studies	5/28/2025	1/01/2025 - 5/31/2025	$ 500.00
Jesko	Bernadette	Part-time Faculty	Teacher Education & Leadership Studies	4/29/2025	1/06/2025 - 5/02/2025	$ 125.00
Karkosiak	Andrew	Part-time Faculty	Dana School of Music	5/30/2025	6/09/2025 - 6/13/2025	$ 500.00
Kearns	Angela	Part-time Faculty	Distance Education	4/24/2025	4/11/2025	$ 2,000.00
Lariccia	James	Part-time Faculty	Teacher Education & Leadership Studies	6/25/2025	05/12/2025 - 8/16/2025	$ 5,646.00
Masucci	Mike	Part-time Faculty	Teacher Education & Leadership Studies	4/29/2025	1/06/2025 - 5/02/2025	$ 200.00
Miller	Heather	Part-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 250.00
Miller	Heather	Part-time Faculty	Teacher Education & Leadership Studies	5/28/2025	1/01/2025 - 5/31/2025	$ 500.00
Poullas	Courtney	Part-time Faculty	English and World Languages	5/15/2025	6/09/2025 - 8/01/2025	$ 492.00
Sciaretta	Patricia	Part-time Faculty	Social Work	5/14/2025	5/12/2025 - 8/22/2025	$ 2,460.00
Scotch	Shannah	Part-time Faculty	Teacher Education & Leadership Studies	4/29/2025	1/06/2025 - 5/02/2025	$ 500.00
Scotch	Shannah	Part-time Faculty	Teacher Education & Leadership Studies	5/8/2025	1/06/2025 - 5/02/2025	$ 500.00
Stegeman	Rachel	Part-time Faculty	Dana School of Music	5/30/2025	6/09/2025 - 6/13/2025	$ 750.00
Tomko	Ron	Part-time Faculty	Teacher Education & Leadership Studies	4/29/2025	1/06/2025 - 5/02/2025	$ 125.00
Toy	Lisa	Part-time Faculty	Teacher Education & Leadership Studies	4/29/2025	1/06/2025 - 5/02/2025	$ 125.00
Welch	Holly	Part-time Faculty	Teacher Education & Leadership Studies	5/13/2025	5/12/2025 - 6/30/2025	$ 1,250.00
Zvara	Lynn	Part-time Faculty	English and World Languages	5/15/2025	6/09/2025 - 8/01/2025	$ 492.00

YOUNGSTOWN STATE UNIVERSITY
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Isaacs	Diana	Part-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 750.00
Marino	Robert	Part-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 1,500.00
Price	Monyka	Part-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 250.00
Varga	Barbara	Part-time Faculty	Youngstown State Online	6/16/2025	5/12/2025 - 6/29/2025	$ 125.00

YOUNGSTOWN STATE UNIVERSITY
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RECEIVED 4/16/2025 - 7/15/2025
GRANT FUNDED SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Kostantas	Amalia	APAS	Financial Aid	5/9/2025	1/06/2025 - 6/30/2025	$ 5,000.00
Arslanylimaz	Abdu	Chair	Computer Science Information Systems Engineering Technology	6/2/2025	1/01/2025 - 5/15/2025	$ 6,161.75
Arslanylimaz	Abdu	Chair	Computer Science Information Systems Engineering Technology	6/2/2025	5/16/2025 - 6/30/2025	$ 11,203.20
Hazy	John	Chair	Criminal Justice and Consumer Science	5/20/2025	5/16/2025 - 6/30/2025	$ 15,241.83
Campolito	Erika	Externally Funded	Rich Center for Autism	4/25/2025	/01/2025 - 10/31/2025	$ 3,458.70
Italiano	Kristen	Externally Funded	Teacher Education & Leadership Studies	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00
Beese	Jane	Full-time Faculty	Teacher Education & Leadership Studies	6/10/2025	5/16/2025 - 6/30/2025	$ 8,740.00
Brozina	Cory	Full-time Faculty	Rayen School of Engineering	4/28/2025	7/01/2025 - 8/15/2025	$ 13,896.66
Brozina	Cory	Full-time Faculty	Rayen School of Engineering	4/28/2025	5/16/2025 - 6/30/2025	$ 13,896.66
Cooper	Chet	Full-time Faculty	Chemical and Biological Sciences	6/27/2025	6/16/2025 - 6/30/2025	$ 5,331.98
DeCarlo	Carl	Full-time Faculty	Criminal Justice and Consumer Science	5/20/2025	5/16/2025 - 6/30/2025	$ 9,230.70
Deschenes	Richard	Full-time Faculty	Rayen School of Engineering	5/7/2025	6/16/2025 - 6/30/2025	$ 8,655.34
Dewberry	Laura	Full-time Faculty	Management and Marketing	4/28/2025	5/16/2025 - 6/30/2025	$ 3,366.75
Dewberry	Laura	Full-time Faculty	Management and Marketing	4/28/2025	7/01/2025 - 8/15/2025	$ 3,366.75
Durrell	Patrick	Full-time Faculty	Physics, Astronomy, Geology, Environmental Science	5/7/2025	5/16/2025 - 6/15/2025	$ 4,956.00
Forbes	Joanna	Full-time Faculty	Management and Marketing	6/25/2025	5/16/2025 - 6/30/2025	$ 416.66
Frank	David	Full-time Faculty	Psychological Sciences & Counseling	5/28/2025	5/16/2025 - 6/30/2025	$ 9,610.23
Ge	Weiqing	Full-time Faculty	Physical Therapy	6/25/2025	6/01/2025 - 6/30/2025	$ 11,234.20
Jackson	Carrie	Full-time Faculty	Psychological Sciences & Counseling	6/25/2025	5/16/2025 - 6/15/2025	$ 11,068.35
Lee	Seok Gi	Full-time Faculty	Rayen School of Engineering	6/2/2025	6/01/2025 - 6/15/2025	$ 3,326.50
Martin	Holly	Full-time Faculty	Chemical Engineering	5/28/2025	6/01/2025 - 6/30/2025	$ 9,099.76
Mercer	Jacklynn	Full-time Faculty	English World Languages	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00
Miller	Kenneth	Full-time Faculty	Psychological Sciences & Counseling	4/28/2025	5/16/2025 - 6/15/2025	$ 8,947.00
Mincher	Jeanine	Full-time Faculty	Health Professions	6/25/2025	5/16/2025 - 6/15/2025	$ 9,720.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
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GRANT FUNDED SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Panaitoff	Stephanie Carmen	Full-time Faculty	Chemical and Biological Sciences	4/28/2025	5/16/2025 - 6/30/2025	$ 11,365.53
Powe	Nicolette	Full-time Faculty	Health & Human Services	6/25/2025	5/16/2025 - 6/15/2025	$ 7,979.40
Powe	Nicolette	Full-time Faculty	Grad Health & Rehab Services	7/11/2025	6/16/2025 - 6/30/2025	$ 3,989.70
Prieto Langarica	Alicia	Full-time Faculty	Mathematics & Statistics	6/25/2025	6/16/2025 - 6/30/2025	$ 1,250.00
Rogers	Richard	Full-time Faculty	Criminal Justice and Consumer Science	6/25/2025	5/16/2025 - 6/15/2025	$ 8,302.00
Sharma	Suresh	Full-time Faculty	Rayen School of Engineering	5/16/2025	6/01/2025 - 6/15/2025	$ 4,460.00
Sharma	Suresh	Full-time Faculty	Rayen School of Engineering	5/16/2025	6/16/2025 - 6/30/2025	$ 4,555.00
VanVoorhis	Richard	Full-time Faculty	Psychological Sciences & Counseling	4/28/2025	5/16/2025 - 6/15/2025	$ 10,112.00
Vuksanovich	Brian	Full-time Faculty	Computer Science Information Systems Engineering Technology	5/20/2025	5/16/2025 - 6/30/2025	$ 14,294.19
Walker	Jennifer	Full-time Faculty	Teacher Education & Leadership Studies	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00
Wallace	Mandy	Full-time Faculty	Teacher Education & Leadership Studies	5/20/2025	5/16/2025 - 6/30/2025	$ 9,140.00
Yelamanchi	Bharat	Full-time Faculty	Rayen School of Engineering	6/18/2025	5/16/2025 - 6/15/2025	$ 3,359.00
Yu	Feng	Full-time Faculty	Computer Science Information Systems Engineering Technology	6/18/2025	5/16/2025 - 6/15/2025	$ 5,095.56
Borovitcky	Cheryl	Part-time Faculty	Teacher Education & Leadership Studies	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00
Davis	Mary Ann	Part-time Faculty	Teacher Education & Leadership Studies	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00
Duncko	Theresa	Part-time Faculty	Teacher Education & Leadership Studies	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00
Malkovits	Denise	Part-time Faculty	Teacher Education & Leadership Studies	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00
McCaughtry	Michele	Part-time Faculty	Teacher Education & Leadership Studies	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00
Moransky-Miller	Marlo	Part-time Faculty	Teacher Education & Leadership Studies	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00
Sammartino	Carrie	Part-time Faculty	Teacher Education & Leadership Studies	5/9/2025	9/01/2024 - 2/15/2025	$ 750.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 4/16/2025 - 7/15/2025
FACULTY SECONDARY APPOINTMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	DEPARTMENT	JOB TITLE	BEGIN DATE	END DATE	PAYMENT AMOUNT
Bagley	Morgan	Full-time Faculty	Graduate Studies in Health and Rehabilitation Sciences	Clinical Coordinator	5/5/2025	8/22/2025	$1,125.00
Bateman	Patrick	Full-time Faculty	Management and Marketing	Lariccia Family Endowed Professor of Business	7/1/2025	6/30/2026	$15,000.00
Bileci	Meghan	Full-time Faculty	Social Work	MSW Director	5/5/2025	8/22/2025	$6,750.00
Blank	Sheila	Full-time Faculty	Centofanti School of Nursing	Interdisciplinary Nursing Leadership Coordinator	5/5/2025	5/2/2026	$11,000.00
Bonhomme	Brian	Full-time Faculty	Humanities and Social Sciences	Coordinator, History Program	5/16/2025	8/16/2025	$1,500.00
Brozina	S. Cory	Full-time Faculty	Rayen College of Engineering	Associate Director, Rayen School of Engineering	7/1/2025	6/30/2026	$10,000.00
Coldren	Jeffrey	Full-time Faculty	Psychological Sciences & Counseling	Coordinator, BCOE Teacher Data System	7/1/2025	6/30/2026	$9,000.00
Colwell	Kelly	Full-time Faculty	Health Professions	Program Director	5/5/2025	8/22/2025	$2,250.00
Cooper, Jr.	Chester	Full-time Faculty	Chemical and Biological Sciences	YSU Faculty Athletic Representative	5/4/2025	8/23/2025	$2,250.08
Dudash	Shannon	Full-time Faculty	Graduate Studies in Health and Rehabilitation Sciences	Director of Clinical Education and Physical Therapy	5/5/2025	8/22/2025	$3,000.00
Earnheardt	Adam	Full-time Faculty	Provost VP- Academic Affairs	Coordinator, General Education	5/4/2025	8/23/2025	$14,296.27
Earnheardt	Adam	Full-time Faculty	Jambar	Advisor	5/19/2025	8/22/2025	$2,800.00
Flinn	Barbara	Full-time Faculty	English & World Languages	English Composition Coordinator, Summer	5/12/2025	8/15/2025	$4,500.00
Flinn	Barbara	Full-time Faculty	English & World Languages	YSU Faculty Athletic Representative	5/4/2025	8/23/2025	$2,250.08
Fluker	Amy	Full-time Faculty	Humanities and Social Sciences	Summer Coordinator- Special Events	5/19/2025	8/16/2025	$1,000.00
Hardy	Lucas	Full-time Faculty	English and World Languages	Summer Graduate Coordinator	6/2/2025	8/8/2025	$1,000.00
Heasley	Randi	Full-time Faculty	Centofanti School of Nursing	BSN Coordinator	5/5/2025	8/22/2025	$2,250.00
Hoyson	Patricia	Full-time Faculty	Centofanti School of Nursing	FNP Coordinator	5/5/2025	8/22/2025	$2,250.00
Iagulli	Lauren	Full-time Faculty	Health Professions	Program Director	5/6/2025	8/22/2025	$1,125.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
4/16/2025 - 7/15/2025
FACULTY SECONDARY APPOINTMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	DEPARTMENT	JOB TITLE	BEGIN DATE	END DATE	PAYMENT AMOUNT
Korenic	Robert	Full-time Faculty	Computer Science, Information, and Engineering Technology	Associate Director, School of CSIET	7/1/2025	6/30/2026	$10,000.00
Kress	Victoria	Full-time Faculty	Psychological Sciences & Counseling	Director, Community Counseling Clinic	5/12/2025	8/16/2025	$1,500.00
Learman	Kenneth	Full-time Faculty	Graduate Studies in Health and Rehabilitation Sciences	Program Director for Ph.D. in Health Sciences	5/5/2025	8/22/2025	$3,000.00
Li	Frank	Full-time Faculty	Rayen School of Engineering	Friedman Endowed Chair of Engineering	5/1/2025	5/1/2026	$40,000.00
O'Mansky	Matt	Full-time Faculty	Humanities and Social Sciences	Coordinator, Anthropology and Sociology Programs	5/5/2025	8/16/2025	$1,500.00
Ovaska	Tomi	Full-time Faculty	Economics	Paul J. Thomas Endowed Chair in Economics	7/1/2025	6/30/2026	$15,000.00
Powe	Nicolette	Full-time Faculty	Graduate Studies in Health and Rehabilitation Sciences	Program Director for the MPH	5/5/2025	8/22/2025	$2,250.00
Rowlands	Zara	Full-time Faculty	Health Professions	Program Director	5/6/2025	8/22/2025	$2,250.00
Shields	Cynthia	Full-time Faculty	Centofanti School of Nursing	AG-ACNP Coordinator	5/5/2025	8/22/2025	$2,250.00
Stefan	Silvia	Full-time Faculty	Health Professions	Clinical Oversight Coordinator	5/6/2025	8/22/2025	$1,125.00
Vopat	Mark	Full-time Faculty	Humanities and Social Sciences	Coordinator, Philosophy and Religious Studies Program	5/16/2025	8/16/2025	$1,500.00
Van Dussen	Daniel	Full-time Faculty	Graduate Studies in Health and Rehabilitation Sciences	Program Director for the MHHS	5/5/2025	8/22/2025	$2,250.00
Zhang	Yiyang	Full-time Faculty	Lariccia School of Accounting & Finance	Lariccia Family Professorship	7/1/2025	6/30/2025	$15,000.00
Weaver	Amy	Full-time Faculty	Centofanti School of Nursing	Faculty Coordinator for Community Engagement	5/20/2025	8/15/2025	$6,735.75
Cerney	Dawna	Full-time Faculty	Humanities and Social Sciences	BCLASSE Summer Workshop Participant	5/16/2025	8/16/2025	$750.00

YOUNGSTOWN STATE UNIVERSITY
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Riblet	Rebecca	Full-time Faculty	Graduate Studies in Health and Rehabilitation Sciences	Supervisor of Penguin Physical Therapy	5/5/2025	8/22/2025	$2,250.00
Lindberg	Matthew	Full-time Faculty	Psychological Sciences & Counseling	Program Director - PSYC	7/21/2025	8/15/2025	$1,500.00
Nelson	Michelle	Full-time Faculty	Art	Graphic Design Coordinator	5/5/2025	8/22/2025	$3,500.00
Islam	Anwarul	Full-time Faculty	Rayen School of Engineering	Executive Director STEM Academic Affairs and Accreditation	7/1/2025	6/30/2026	$30,000.00
Beese	Jane	Full-time Faculty	Teacher Education Leadership Studies	Program Coordinator of Educational Leadership and Administration	5/27/2025	8/16/2025	$2,500.00
Yelamanchi	Bharat	Full-time Faculty	Rayen School of Engineering	Enynon-Beyer Memorial Chair of Metallurgy	5/1/2025	5/1/2026	$10,000.00
Fehlbaum	Amanda	Full-time Faculty	Humanities and Social Sciences	BCLASSE Summer Workshop Participant	5/16/2025	8/16/2025	$750.00
Bellas	Christopher	Full-time Faculty	Criminal Justice and Consumer Sciences	Program Coordinator of the Masters Criminal Justice Program	5/5/2025	8/22/2025	$2,250.00
Mueez	Farhana	Full-time Faculty	Health Professions	Program Director for MLS Program	5/6/2025	8/22/2025	$2,250.00
DeCarlo	Carl	Full-time Faculty	Criminal Justice & Consumer Sciences	Program Coordinator for the Fire Science Program	5/5/2025	8/22/2025	$2,250.00
Shilling	Erin	Full-time Faculty	Physical Therapy	Supervisor of Penguin Physical Therapy	5/5/2025	8/22/2025	$1,125.00
Mikula	Vincent	Full-time Faculty	Centofanti School of Nursing	MSN Program Director	5/5/2025	8/22/2025	$4,500.00
Galich	Lisa	Full-time Faculty	Health Professions	Clinical Coordinator	5/6/2025	8/22/2025	$1,125.00
Uppal	Yogesh	Full-time Faculty	Accounting and Finance	Program Director, MS in Business Analytics	5/21/2025	8/22/2025	$3,750.00
Wallace	Mandy	Full-time Faculty	Teacher Education Leadership Studies	C & I Coordinator	6/4/2025	8/16/2025	$2,500.00
Singer	Tyler	Full-time Faculty	Health Professions	Program Director	7/7/2025	8/22/2025	$1,125.00
Jacobs	Gary	Full-time Faculty	Teacher Education Leadership Studies	Special Education Coordinator	6/1/2025	8/15/2025	$2,500.00
Vuksanovich	Brian	Full-time Faculty	Computer Science, Information, and Engineering Technology	Aviation Program Coordinator	7/28/2025	8/22/2025	$5,000.00

Equal Oppportunity and Title IX

2024-2025 Update

KNOW

2024-2025 Reporting

Title IX incident reports		50
	Formal complaints 4	
Equal Opportunity (Discrimination/Harassment)		12
	Formal complaints 3	
Incidents outside EO/TIX jurisdiction		13
	Referred 13	

Who is reporting?

<u>75 total incident reports</u>

39 reported by complainant

22 reported by staff

5 reported by faculty

3 reported through police department

1 reported by administrative officer

5 reported anonymously

Why are reports increasing?

<u>The Changing Campus Culture Initiative metrics (5/5)</u>

- Use data to guide action
- Empower faculty, staff, law enforcement and students to prevent and respond through evidence-based training
- Communicate a culture of shared respect and responsibility
- Comprehensive response protocol
- Survivor centered strategies

Climate Survey 2024

Key Findings from Consultant

Training – 16 % increase in students trained since 2018. Most students (52%) and employees (62 %) found it extremely or very useful. Self reported knowledge about TIX resources among students significantly increased.

Upstander actions – students increased from 63% to 74%. 77% of employees reported taking an upstander action. 86% of employees were extremely or very likely to act. 82% of students likely to act.

Campus safety – Students perceptions of safety on campus have increased over time and the psychological sense of safety has extended into increased confidence in the official campus response to sexual misconduct.

Reporting – Doubled since 2018. Observed uptick in survivors' ratings of satisfaction ratings with reporting processes and responses.

600% increase in percentage of students telling YSU's TIX department – and more survivors confided in YSU employees than previously reported. 5% reduction in the fear of retaliation.

Data to Action

Opportunity to increase how many students, faculty and staff complete prevention training. We provided 65 in person trainings in 2024-2025. the increase reflects new employee in person training mandates. Will utilize online platforms to enhance opportunities.

Opportunity to market the positive culture and behavioral norms that exist on campus.

- ***82% of students likely to take action ! 86% of employees extremely or very likely!***
- ***High rating of confidence in YSU officials' response to sexual misconduct. Indicators of institutional trust.***

Increase response from faculty and staff to survey to improve and inform response protocols for employee experiences.