



Board of Trustees Meeting - FRIDAY - JUNE 7, 2024 Minutes
Youngstown State University - Board of Trustees
Friday, June 7, 2024 at 10:00 AM EDT
@ Board Meeting Room, Tod Hall

MEETING MATERIALS ARE IN THE SUPPLEMENTAL SECTION OF THIS DOCUMENT

Attendance

Present:

Members: Natalie Dando, Sergul Erzurum, Richard Fryda, Charles T. George, Allen L. Ryan, Jr., J.D., Bill Johnson, Joseph J. Kerola, Jocelyne Linsalata, Laura Lyden, Anita A. Hackstedde, M.D. (remote), Michael A. Peterson, Sterling Williams

Absent:

Members: Zane Perrico, Eric Spiegel

I. Call to Order

CHAIR PETERSON

THE 395th MEETING OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY WILL PLEASE COME TO ORDER.

PLEASE RISE FOR THE PLEDGE OF ALLEGIANCE.

TRUSTEE GEORGE, WILL YOU PLEASE CALL THE ROLL?

II. Roll Call

TRUSTEE GEORGE

MEMBERS OF THE BOARD OF TRUSTEES, PLEASE INDICATE YES WHEN I CALL YOUR NAME TO INDICATE YOUR ATTENDANCE:

1. Trustee George - I am recording myself as present
2. Trustee Erzurum - Yes
3. Trustee Kerola - Yes
4. Trustee Lyden - Yes
5. Trustee Peterson - Yes
6. Trustee Ryan - Yes
7. Trustee Fryda - Yes
8. Trustee Hackstedde – Yes (Hilton Head, South Carolina)
9. Trustee Williams - Yes
10. Trustee Spiegel - Absent
11. Trustee Linsalata - Yes
12. Trustee Dando - Yes
13. Trustee Perrico - Yes

III. Proof of Notice of the Meeting

CHAIR PETERSON

***WILL THE TRUSTEE GEORGE PROVIDE PROOF OF NOTICE OF TODAY'S MEETING?
TRUSTEE GEORGE***

PURSUANT TO ARTICLE II, SECTION 1, OF THE BOARD'S BYLAWS; WRITTEN NOTICE OF TODAY'S MEETING WAS TIMELY PROVIDED TO EACH OF THE TRUSTEES, STUDENT TRUSTEES, NATIONAL/GLOBAL TRUSTEES AND TO THE PRESIDENT, AS WELL AS IT WAS PUBLICALLY NOTICED ON THE BOARD OF TRUSTEES WEBSITE AND TO THE MEDIA

- IV. Oath of Office - Sterling A. Williams

CHAIR PETERSON

TRUSTEE GEORGE, WILL YOU PLEASE ADMINISTER THE OATH OF OFFICE TO STERLING A. WILLIAMS.

TRUSTEE GEORGE

PLEASE RAISE YOUR RIGHT HAND.

I, STERLING A. WILLIAMS # PROMISE AND SWEAR TO SUPPORT # THE CONSTITUTION OF THE UNITED STATES # AND THE CONSTITUTION OF THE STATE OF OHIO, # AND TO FAITHFULLY DISCHARGE THE RESPONSIBILITIES # OF THE OFFICE OF TRUSTEE# TO WHICH I HAVE BEEN APPOINTED # BY GOVERNOR MICHAEL DEWINE. # THIS I SHALL DO AS I ANSWER UNTO GOD.

Oath of Office For STERLING WILLIAMS

- V. Disposition of the Minutes for the Previous Meeting

CHAIR PETERSON

DRAFT COPIES OF THE MINUTES OF THE BOARD'S REGULAR MEETING(S) AND/OR SPECIAL MEETING(S) AND/OR EMERGENCY MEETING(S) HAVE BEEN PROVIDED TO THE TRUSTEES PRIOR TO THE RESPECTIVE MEETING(S). THERE BEING NO CORRECTIONS, ADDITIONS, OR DELETIONS THERETO, THE MINUTES OF THE MEETINGS WERE/ARE APPROVED AS PROVIDED.

- VI. Report of the President of the University

CHAIR PETERSON

PRESIDENT JOHNSON, DO YOU HAVE A REPORT FOR THE BOARD?

PRESIDENT JOHNSON

I do indeed Chair Peterson, To our board, and to those in the audience this morning. We ended the academic having amongst the largest number of graduates ever. There were six graduating commencement exercises. Initially, I must confess that I was not enthused with the idea of going through six different graduation ceremonies.

However, in hindsight and having experienced that with that large number of students, I've changed my mind and I feel certain we will take that same approach in the future.

Primarily because, what is graduation all about in the first place? It's to honor the students. The graduates. And I think this process, personalized it for the students, and we heard a tremendous volume of positive feedback from the students, their families. They're not fighting for parking spaces they're not bound up in traffic jams. Everybody can schedule their graduation ceremonies accordingly. So it turned out to be a good thing.

I'd like to thank the trustees for their dedication for YSU and I want to recognize your interest in continuous improvement, as we discussed a little bit yesterday, by attending the governor's Trustee Conference this past Wednesday. For those of you that were able to attend, you dedicated an entire day, to the conference, to enhance your thinking and understanding of responsibilities as members of a board. And the board debriefed yesterday, and we identified several issues that we're going to be working on together in the future and, and we'll be talking about those in future meetings. I look forward to those activities as well.

As many of you heard yesterday, in our committee session, we assessed the needs of the region and the Office of Academic Affairs, working in collaboration with the faculty, the chairs, the deans, and the Ohio Department of Higher Education and the Higher Learning Commission worked to create additional learning opportunities as we expand our footprint across the region. In so doing, we have created nearly 30 new associate degree programs and numerous certificate programs in response to the void that has been created with the situation with Eastern Gateway Community College.

In serving these needs, our resolve remains to have an additional location in Jefferson County. Very, very soon. My hope is that you will see the big red 'Y' go up in Steubenville as we set up an operation there. We're working very closely with Eastern Gateway Community College leadership to meet these needs, having arranged for the delivery of several programs at this location, the new location in Steubenville this summer. We're also working with Eastern Gateway Community College and the Ohio Department of Higher Education to determine the disposition of equipment and educational facilities designed for this very purpose.

I'm thrilled, on another note, that the board resolved to appoint Dr. Jennifer Pintar as Provost and Vice President for Academic Affairs, Dr. Pintar emerged as the best positioned candidate for this opportunity, via a national search of some 40 different candidates from all over the country. Three finalists came to campus, met with the different constituencies from the students, the faculty, the staff, the trustees, and even alumni. Dr. Pintar was considered by far the best candidate. She brings the best leadership to the Office of Academic Affairs that contributes via the academic programs to the vitality of Youngstown State University. And she is here this morning, I believe. There she is in the back. Would you please stand? Dr. Pintar for those that haven't met you yet. Welcome to our new Provost.

I'm also thrilled the Board has joined me in seeing the wisdom of standing up a government affairs function here at Youngstown State University and selecting Sarah Keeler, to serve as Vice President of Government Affairs. She brings a wealth of experience in dealing with the complexities of local, state and federal policies and processes that affect virtually everything that we do here at YSU, I have no doubt she's the right person to lead our efforts to influence those state and federal policies in a way that benefits the students, the faculty, the staff, and even the alumni here at YSU. I believe Sarah Keeler is also in the audience. If you would stand Sarah for those that haven't had a chance to meet you yet. Meet our new Vice President of Government Affairs at YSU.

Also, there report to the Board regarding the integration of workforce education and innovation with the Office of Academic Affairs which is extremely exciting. We saw the presentation yesterday from Dr. Steelant, and what's happening in both the STEM College and the Honors College regarding degrees and certificate programs and the various workforce education offerings via this initiative. We will be in the education and career pathway of nearly every individual in the region, including the upper Ohio Valley.

We talked yesterday about the importance of marketing, messaging and branding, helping people throughout our region, our state, and even the nation to understand what "Know 'Y'" really means and why this is such a special place, and communicating that to students and their parents, and our partners and stakeholders in business and government. This effort with our workforce education and innovation is an integral part of that marketing and branding effort. We are extremely proud of the work that's been done by then interim provost, now Provost Jennifer Pintar and our faculty to make this all happen. And I'm excited about that.

Finally, I'm excited today, Chair Peterson that we will present Heritage Awards later in today's meeting. The highest award the institution can bestow on individuals for their service to Youngstown State University.

VII. Board Action Items - Reports of the Committees of the Board

CHAIR PETERSON

WE WILL NOW CONSIDER BY CONSENT ALL RESOLUTIONS RECOMMENDED FOR ADOPTION BY THE RESPECTIVE COMMITTEES OF THE BOARD UNLESS ANY BOARD MEMBER REQUESTS A SEPARATE VOTE ON ANY RESOLUTION.

ARE THERE ANY RESOLUTIONS RECOMMENDED BY ANY COMMITTEE THAT A MEMBER OF THE BOARD REQUESTS BE A SEPARATE VOTE?

HEARING NONE, WE WILL PROCEED.

A. Academic Excellence and Student Success Committee

CHAIR PETERSON

IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTIONS RECOMMENDED BY THE ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE AS LISTED IN THIS AGENDA?

HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

1. Resolution to Modify Sabbatical Leave for Department Chairpersons Policy, 3356-10-08
Resolution Sabbatical Leave Chairs Policy 3356-10-08 FINAL
2. Resolution to Approve the YSU Retention and Completion Plan (2024-2026) per ORC 3345.81
Resolution 2024-2026 Retention Completion Plan ORC 3345.81 & 3345.351
Retention and Completion Plan - 2024 to 2026
3. Resolution to Approve the YSU Ohio Peace Officer Training Academy to Participate and Acquire Property Via the LESO Program
Resolution LESO program FINAL
4. Resolution to Modify "The Student Code of Conduct" Policy, 3356-8-01.1
Student Code of Conduct 6-7-24 FINAL

B. Institutional Engagement Committee

CHAIR PETERSON

IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTION RECOMMENDED BY THE INSTITUTIONAL ENGAGEMENT COMMITTEE AS LISTED IN THIS AGENDA?

HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

1. Resolution to Accept Gift of Real Estate
Resolution to Accept Gift of Real Estate for IE agenda June 2024
Layout Arlington St Acquisition.pdf

C. Finance and Facilities Committee

CHAIR PETERSON

**IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTIONS
RECOMMENDED BY THE FINANCE AND FACILITIES COMMITTEE AS LISTED IN
THIS AGENDA?**

HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

1. Resolution to Approve the FY25 Annual Internal Audit Plan
Resolution to Approve Fiscal Year 2025 Internal Audit Plan
Audit Plan FY25
 2. Resolution to Modify Collection of Cash Sites Policy, 3356-3-08
Resolution to Modify - Collection Sites policy.pdf
3356-3-08 Cash collection sites
 3. Resolution to Modify Acceptable Use of University Technology Resources
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Resolution to Modify - Acceptable Use of University Technology
Resources policy
3356-4-09 Acceptable Use of University Technology Resources
 4. Resolution to Approve Changes to Tuition and Fees for the 2024-25
Academic and Fiscal Year
Resolution to Approve Changes to Tuition and Fees for the 2024-25
Academic and Fiscal Year
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 5. Resolution to Approve the Annual Operating Budget for FY 2025
Resolution to Approve Annual Operating Budget for FY25
Budget Doc FY25
 6. Resolution to Approve Interfund Transfers
Resolution to Approve Interfund Transfers
Transfer report 3.31.24 - Action
- D. University Affairs Committee

CHAIR PETERSON

**IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTIONS
RECOMMENDED BY THE UNIVERSITY AFFAIRS COMMITTEE AS LISTED IN THIS
AGENDA?**

HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

1. Resolution to Modify Search Waivers for Hiring of Faculty and Professional/Administrative Staff Policy, 3356-2-04
Resolution to Modify - Search Waivers for Hiring of Faculty and PA Staff policy
3356-2-04 Search waivers for hiring of faculty & PA staff
2. Resolution to Approve the Appointment of Provost and Vice President of Academic Affairs
Resolution - Provost & VP Academic Affairs - J. Pintar
J. Pintar vitae 2024
3. Resolution to Approve the Appointment of Vice President for Government Affairs
Resolution - Vice President Government Affairs - S. Keeler
S. Keeler vitae 2024 redacted
4. Resolution to Authorize Conferral of Emeritus Status for Faculty and Administrators
Resolution to Authorize Emeritus Status for Faculty & Administrators
2024 Emeritus Status list - June
5. Resolution to Ratify the Fraternal Order of Police, Ohio Labor Council, Inc., Bargaining Agreement
Resolution to Ratify FOP Agreement - June 2024
6. Resolution Regarding Terms and Conditions for Classified Law Enforcement Employees Excluded from Collective Bargaining
Resolution Regarding Terms & Conditions for Classified Excluded Law Enforcement - June 2024
7. Resolution to Ratify Personnel Appointments
Resolution to Ratify Personnel Actions - Faculty & PA Staff including Athletics
Board Summary 4-15-2024 - Faculty
Board Report 4-15-24 - Faculty
Board Summary 4-15-2024 - Professional Administrative
Board Report 4-15-2024 - Professional Administrative
Board Summary 4-15-2024 - Athletics
Board Report 4-15-2024 - Athletics

E. Governance Committee

CHAIR PETERSON

IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTION RECOMMENDED BY THE GOVERNANCE COMMITTEE AS LISTED IN THIS AGENDA?

HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

1. Resolution of Appointment of National/Global Trustee - Eric A. Spiegel
Resolution for Eric Spiegel as National Global Trustee
2. Resolution to Adjust Academic Programs and Affirmation of the Program Participation Agreement
Resolution - program participation agreement

VIII. Communications, Memorials, and News Updates

CHAIR PETERSON

PRESIDENT JOHNSON, ARE THERE ANY COMMUNICATIONS OR MEMORIALS TO COME BEFORE THE BOARD?

President Johnson responds.

IX. Unfinished Business

CHAIR PETERSON

TRUSTEES OR PRESIDENT JOHNSON, IS THERE ANY UNFINISHED BUSINESS TO COME BEFORE THE BOARD?

X. New Business

CHAIR PETERSON

IS THERE ANY NEW BUSINESS TO BE CONSIDERED BY THE BOARD? THERE BEING NONE WE WILL MOVE TO OUR NEXT ITEM.

XI. Election of Officers of the Board of Trustees

CHAIR PETERSON

WE ARE NOW CONVENING THE GOVERNANCE COMMITTEE OF THE BOARD. IN ACCORDANCE WITH THE BOARD'S BYLAWS, THE GOVERNANCE COMMITTEE IS TO NOMINATE INDIVIDUALS FOR EXECUTIVE OFFICER POSITIONS AT THE LAST REGULARLY SCHEDULED MEETING OF THE FISCAL YEAR.

**THIS IS THE LAST REGULARLY SCHEDULED MEETING OF THIS BOARD
IS THERE A NOMINATION FOR THE EXECUTIVE OFFICERS OF THE BOARD?**

TRUSTEE LYDEN NOMINATED THE EXECUTIVE OFFICERS AS FOLLOWS:

- **CHAIRPERSON - Michael Peterson**
- **VICE CHAIRPERSON - Charles George**
- **SECRETARY - Anita Hackstedde**

THE GOVERNANCE COMMITTEE OF THE BOARD IS ADJOURNED.

Motion:

Nominate Michael Peterson as chair; Charles George and vice-chair; and Anita Hackstedde as secretary

Motion moved by Laura Lyden and motion seconded by Sergul Erzurum. Motion passed unanimously.

XII. Chairperson's Remarks

CHAIR PETERSON COMMENTS

Chair Peterson noted that YSU ended the year with six graduations, amongst the largest number of graduates, and feedback indicates that having this number of graduations worked.

He reiterated that the Board is firmly committed through its action today to support having the best academic program portfolio and programs by the appointment of Dr. Jennifer Pintar as Provost and Vice President for Academic Affairs, Congratulations Dr. Pintar. This is an impressive time. We set the bar high, conducted a national search, and realized that bar would be met in Jenn Pintar. We believe we could not find an any better game-changer then Dr. Pintar. Congratulations!

Thanks were expressed to many of the members of the Board who attended the Governor's Trustees Conference this past Wednesday – provided great information and perspectives and will build on some of the topics there in our future discussions. Drs. Pintar and Sherman gained much respect for the quality of their presentation at the conference. They are just two of the leadership stars that we have at YSU.

He commented that the situation with Eastern Gateway Community College is indeed unfortunate; however, YSU leadership has moved a comprehensive agenda forward to support, to the greatest extent possible, for transfer students a seamless academic program continuation pathway; even more importantly, will implement many more associate degrees and certificates to serve the region, including the Upper Ohio Valley. It is all about the students, and our focus will remain to be on the students.

Chair Peterson noted that the Board agrees with President Johnson that the move of Workforce Education and Innovation to the Office of Academic Affairs was the right thing to do and we look forward to the momentum that will be gained via this change.

Clearly, all of these interconnections with regional, state, and national objectives and positioning YSU to be “out-in-front” are just some of the reasons the Board supports the appointment of Sarah Keeler as Vice President for Government Affairs. This is a necessity for YSU to realize its full potential in many and various ways. These changes at Youngstown State are all for the collective good.

Chair Peterson stated that he was looking forward to the Heritage Award recognitions.

XIII. HERITAGE AWARD

CHAIR PETERSON

THE HERITAGE AWARD IS THE HIGHEST HONOR PRESENTED TO AN INDIVIDUAL OR INDIVIDUALS FOR CONTRIBUTIONS TO THE SUCCESS OF YOUNGSTOWN STATE UNIVERSITY.

PRESIDENT JOHNSON, PLEASE PRESENT THIS YEAR'S RECIPIENTS OF THE HERITAGE AWARD.

PRESIDENT JOHNSON

IT IS MY HONOR TO PRESENT THE HERITAGE AWARDS POSTHUMOUSLY TO TWO WONDERFUL INDIVIDUALS WHO DEDICATED MANY DECADES TO SERVING THE YSU FAMILY AND THE YOUNGSTOWN COMMUNITY.

THE HERITAGE AWARD WAS ESTABLISHED IN 1981 AS A MEANS OF RECOGNIZING FORMER FACULTY AND PROFESSIONAL/ADMINISTRATIVE STAFF WHO HAVE MADE MAJOR CONTRIBUTIONS TO THE UNIVERSITY DURING THEIR YEARS OF SERVICE.

THE HERITAGE AWARD IS THE MOST PRESTIGIOUS HONOR AT YSU. NOMINEES ARE REVIEWED BY A 16-PERSON HERITAGE AWARD COMMITTEE COMPRISED OF REPRESENTATIVES FROM EACH COLLEGE, THE ADMINISTRATION, ALUMNI AND THE YSU RETIREES' ASSOCIATION.

THE RECIPIENTS OF THE 2024 YOUNGSTOWN STATE UNIVERSITY HERITAGE AWARD ARE DR. ROBERT BEEBE AND DR. WARREN YOUNG.

DR. ROBERT BEEBE SERVED YSU FROM 1990 TO 2015 AS CHAIR OF SEVERAL DEPARTMENTS AND PROFESSOR OF EDUCATION IN THE DEPARTMENT OF GRADUATE STUDIES. HE DEVELOPED A DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP, THE FIRST DOCTORAL PROGRAM AT THE UNIVERSITY. DR. BEEBE TWICE

RECEIVED YSU'S WATSON MERIT AWARD FOR DEPARTMENT CHAIRS AND WAS THE RECIPIENT OF THE CHAIRPERSON'S LEADERSHIP AWARD.

I WOULD LIKE TO SHARE WITH YOU A FEW QUOTES FROM THE NUMEROUS HERITAGE AWARD NOMINATION FORMS SUBMITTED FOR DR. BEEBE:

"AMAZING MAN...DR. BOB WAS A TRENDSETTER WITH EDUCATIONAL ADMINISTRATION. HE TAUGHT WITH PASSION AND ALWAYS KEPT IN MIND THAT ALL EDUCATORS SERVE CHILDREN. DR. BOB LOVED HIS STUDENTS."

"IN HIS QUARTER CENTURY AT YSU, BOB MADE EXTRAORDINARY CONTRIBUTIONS TO THE UNIVERSITY IN TEACHING, SCHOLARSHIP, COMMUNITY AND UNIVERSITY SERVICE."

"BOB'S FAMILY AND FRIENDS WOULD SAY THAT HE CAN BE DEFINED BY HIS HIGH CHARACTER, ETHICS AND INTEGRITY; AND FOR HIS CIVILITY TOWARD ALL HE ENCOUNTERED. HE WAS A KIND AND GENEROUS PERSON."

ACCEPTING THE HERITAGE AWARD ON BEHALF OF HER HUSBAND IS ANN.

DR. WARREN YOUNG SERVED YSU FROM 1962 TO 2019. HE WAS AN INTERNATIONALLY KNOWN ASTRONOMY LEGEND. HE SERVED AS CHAIR OF YSU'S PHYSICS AND ASTRONOMY DEPARTMENT FOR MANY YEARS. IN 1966, DR. YOUNG FOUNDED THE WARD BEECHER PLANETARIUM AND SERVED AS DIRECTOR FOR 25 YEARS. AFTER HIS RETIREMENT, DR. YOUNG CONTINUED TO TEACH PART TIME AS EMERITUS FACULTY.

PLEASE ALLOW ME TO SHARE WITH YOU A FEW QUOTES FROM THE NUMEROUS HERITAGE AWARD NOMINATION FORMS SUBMITTED FOR DR. YOUNG:

"DR. YOUNG WAS THE FOUNDING HEAD OF THE WARD BEECHER PLANETARIUM AND WAS INSTRUMENTAL IN ACQUIRING MOST OF THE EQUIPMENT IN THE FACILITY, ONE OF THE FINEST IN OHIO."

"AS A PROFESSOR, DR. YOUNG'S CLASSES REGULARLY DREW NEAR-CAPACITY ENROLLMENTS. HE RECEIVED CONSISTENTLY HIGH STUDENT EVALUATIONS WHICH WERE RECOGNIZED BY TWO DISTINGUISHED PROFESSORSHIP AWARDS."

"I WAS 13 YEARS OLD WHEN I MET DR. YOUNG AT MY FIRST ASTRONOMY CLUB MEETING. HIS ENTHUSIASM FOR ASTRONOMY AND HIS EASY-GOING ATTITUDE WERE FACTORS IN MY DECISION TO MAJOR IN PHYSICS AND ASTRONOMY AT THE UNIVERSITY."

ACCEPTING THE HERITAGE AWARD IN HONOR OF HER FATHER IS LAURA.

CHAIR PETERSON

THE BOARD IS PLEASED THAT A MEETING IS USED TO RECOGNIZED THOSE WHO HAVE SERVED THIS UNIVERSITY AT SUCH A HIGH LEVEL.

WE CONGRATULATE THE FAMILIES OF THE RECIPIENTS AND ARE PLEASED YOU WERE ABLE TO ATTEND THIS RECOGNITION.

XIV. Dates and Times of Upcoming Regular Meetings of the Board

CHAIR PETERSON

THE CHAIR WILL ENTERTAIN A MOTION SETTING THE FOLLOWING DATE AND TIME FOR THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES.

Thursday, September 19, 2024 - 10:00 a.m.

Motion:

Motion to approve the proposed date and time of the September 2024 meeting of the Board

Motion moved by Charles T. George and motion seconded by Joseph J. Kerola. Motion passes unanimously.

XV. ADJOURNMENT

CHAIR PETERSON

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



APPENDIX

YSU Board of Trustees

Board Meeting

June 7, 2024

*Resolutions, Supporting
Documents and Background
Materials*

Board of Trustees Meeting - FRIDAY - JUNE 7, 2024

Youngstown State University - Board of Trustees
Board Meeting Room, Tod Hall
2024-06-07 10:00 - 11:00 EDT

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I. Call to Order

CHAIR PETERSON THE 395th MEETING OF THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY WILL PLEASE COME TO ORDER. PLEASE RISE FOR THE PLEDGE OF ALLEGIANCE. TRUSTEE GEORGE, WILL YOU PLEASE CALL THE ROLL?

II. Roll Call

TRUSTEE GEORGE MEMBERS OF THE BOARD OF TRUSTEES, PLEASE INDICATE YES WHEN I CALL YOUR NAME TO INDICATE YOUR ATTENDANCE: Trustee George - I am recording myself as present Trustee Erzurum - Trustee Kerola - Trustee Lyden - Trustee Peterson - Trustee Ryan - - Trustee Fryda - Trustee Hackstedde - Trustee Williams - Trustee Spiegel - Trustee Linsalata - Trustee Dando - Trustee Perrico -

III. Proof of Notice of the Meeting

CHAIR PETERSON WILL THE TRUSTEE GEORGE PROVIDE PROOF OF NOTICE OF TODAY'S MEETING? TRUSTEE GEORGE PURSUANT TO ARTICLE II, SECTION 1, OF THE BOARD'S BYLAWS; WRITTEN NOTICE OF TODAY'S MEETING WAS TIMELY PROVIDED TO EACH OF THE TRUSTEES, STUDENT TRUSTEES, NATIONAL/GLOBAL TRUSTEES AND TO THE PRESIDENT, AS WELL AS IT WAS PUBLICALLY NOTICED ON THE BOARD OF TRUSTEES WEBSITE AND TO THE MEDIA

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CHAIR PETERSON TRUSTEE GEORGE, WILL YOU PLEASE ADMINISTER THE OATH OF OFFICE TO STERLING A. WILLIAMS. TRUSTEE GEORGE PLEASE RAISE YOUR RIGHT HAND. I, STERLING A. WILLIAMS # PROMISE AND SWEAR TO SUPPORT # THE CONSTITUTION OF THE UNITED STATES # AND THE CONSTITUTION OF THE STATE OF OHIO, # AND TO FAITHFULLY DISCHARGE THE RESPONSIBILITIES # OF THE OFFICE OF STUDENT TRUSTEE# TO WHICH I HAVE BEEN APPOINTED # BY GOVERNOR MICHAEL DEWINE. # THIS I SHALL DO AS I ANSWER UNTO GOD.

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V. Disposition of the Minutes for the Previous Meeting

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VI. Report of the President of the University

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

VII. Board Action Items - Reports of the Committees of the Board

CHAIR PETERSON WE WILL NOW CONSIDER BY CONSENT ALL RESOLUTIONS RECOMMENDED FOR ADOPTION BY THE RESPECTIVE COMMITTEES OF THE BOARD UNLESS ANY BOARD MEMBER REQUESTS A SEPARATE VOTE ON ANY RESOLUTION. ARE THERE ANY RESOLUTIONS RECOMMENDED BY ANY COMMITTEE THAT A MEMBER OF THE BOARD REQUESTS BE A SEPARATE VOTE? HEARING NONE, WE WILL PROCEED.

A. Academic Excellence and Student Success Committee

CHAIR PETERSON IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTIONS RECOMMENDED BY THE ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE AS LISTED IN THIS AGENDA? HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

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B. Institutional Engagement Committee

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C. Finance and Facilities Committee

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E. Governance Committee

CHAIR PETERSON IS THERE AN OBJECTION TO THE ADOPTION OF THE RESOLUTION RECOMMENDED BY THE GOVERNANCE COMMITTEE AS LISTED IN THIS AGENDA? HEARING NO OBJECTION, THE CHAIR DECLARES THE RESOLUTIONS ADOPTED.

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VIII. Communications, Memorials, and News Updates

CHAIR PETERSON PRESIDENT JOHNSON, ARE THERE ANY COMMUNICATIONS OR MEMORIALS TO COME BEFORE THE BOARD? PRESIDENT JOHNSON I AM SORRY TO NOTE THAT THE FOLLOWING ALUMNI OR FRIENDS OF THE UNIVERSITY

HAVE PASSED AWAY SINCE OUR LAST MEETING. OUR CONDOLENCES TO THEIR LOVED ONES. CATHY J. PEOPLES AKIL DRAKE EDWARD G. LEVISEUR

IX. Unfinished Business

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

X. New Business

CHAIR PETERSON IS THERE ANY NEW BUSINESS TO BE CONSIDERED BY THE BOARD? THERE BEING NONE WE WILL MOVE TO OUR NEXT ITEM.

XI. Election of Officers of the Board of Trustees

CHAIR PETERSON WE ARE NOW CONVENING THE GOVERNANCE COMMITTEE OF THE BOARD. IN ACCORDANCE WITH THE BOARD'S BYLAWS, THE GOVERNANCE COMMITTEE IS TO NOMINATE INDIVIDUALS FOR EXECUTIVE OFFICER POSITIONS AT THE LAST REGULARLY SCHEDULED MEETING OF THE FISCAL YEAR. THIS IS THE LAST REGULARLY SCHEDULED MEETING OF THIS BOARD IS THERE A NOMINATION FOR THE EXECUTIVE OFFICERS OF THE BOARD? CHAIRPERSON - VICE CHAIRPERSON - SECRETARY - THOSE IN FAVOR OF TRUSTEE SERVING AS CHAIR OF THE BOARD FOR THE 2024-2025 TIMEFRAME SAY YES; THOSE OPPOSED NO; ANY ABSTENTIONS? MOTION PASSES TO . THOSE IN FAVOR OF TRUSTEE SERVING AS VICE-CHAIR OF THE BOARD FOR THE 2024-2025 TIMEFRAME SAY YES; THOSE OPPOSED NO; ANY ABSTENTIONS? MOTION PASSES TO . THOSE IN FAVOR OF TRUSTEE SERVING AS SECRETARY OF THE BOARD FOR THE 2024-2025 TIMEFRAME SAY YES; THOSE OPPOSED NO; ANY ABSTENTIONS? MOTION PASSES TO . THE GOVERNANCE COMMITTEE OF THE BOARD IS ADJOURNED.

XII. Chairperson's Remarks

CHAIR PETERSON COMMENTS

XIII. HERITAGE AWARD

CHAIR PETERSON THE HERITAGE AWARD IS THE HIGHEST HONOR PRESENTED TO AN INDIVIDUAL OR INDIVIDUALS FOR CONTRIBUTIONS TO THE SUCCESS OF YOUNGSTOWN STATE UNIVERSITY. PRESIDENT JOHNSON, PLEASE PRESENT THIS YEAR'S RECIPIENTS OF THE HERITAGE AWARD. PRESIDENT JOHNSON IT IS MY HONOR TO PRESENT THE HERITAGE AWARDS POSTHUMOUSLY TO TWO WONDERFUL INDIVIDUALS WHO DEDICATED MANY DECADES TO SERVING THE YSU FAMILY AND THE YOUNGSTOWN COMMUNITY. THE HERITAGE AWARD WAS ESTABLISHED IN 1981 AS A MEANS OF RECOGNIZING FORMER FACULTY AND PROFESSIONAL/ADMINISTRATIVE STAFF WHO HAVE MADE MAJOR CONTRIBUTIONS TO THE UNIVERSITY DURING THEIR YEARS OF SERVICE. THE HERITAGE AWARD IS THE MOST PRESTIGIOUS HONOR AT YSU. NOMINEES ARE REVIEWED BY A 16-PERSON HERITAGE AWARD COMMITTEE COMPRISED OF REPRESENTATIVES FROM EACH COLLEGE, THE ADMINISTRATION, ALUMNI AND THE YSU RETIREES ASSOCIATION. THE RECIPIENTS OF THE 2024 YOUNGSTOWN STATE UNIVERSITY HERITAGE AWARD ARE DR. ROBERT BEEBE AND DR. WARREN YOUNG. DR. ROBERT BEEBE SERVED YSU FROM 1990 TO 2015 AS CHAIR OF SEVERAL DEPARTMENTS AND PROFESSOR OF EDUCATION IN THE DEPARTMENT OF GRADUATE STUDIES. HE DEVELOPED A DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP, THE FIRST DOCTORAL PROGRAM AT THE UNIVERSITY. DR. BEEBE TWICE RECEIVED YSU'S WATSON MERIT AWARD FOR DEPARTMENT CHAIRS AND WAS THE RECIPIENT OF THE CHAIRPERSON'S LEADERSHIP AWARD. I WOULD LIKE TO SHARE WITH YOU A FEW QUOTES FROM THE NUMEROUS HERITAGE AWARD NOMINATION FORMS SUBMITTED FOR DR. BEEBE: "AMAZING MAN...DR. BOB WAS A TRENDSETTER WITH EDUCATIONAL ADMINISTRATION. HE TAUGHT WITH PASSION AND ALWAYS KEPT IN MIND THAT ALL EDUCATORS SERVE CHILDREN. DR. BOB LOVED HIS STUDENTS." "IN HIS QUARTER CENTURY AT YSU, BOB MADE EXTRAORDINARY CONTRIBUTIONS TO THE UNIVERSITY IN TEACHING, SCHOLARSHIP, COMMUNITY AND UNIVERSITY SERVICE." "BOB'S FAMILY AND FRIENDS WOULD SAY THAT HE CAN BE DEFINED BY HIS HIGH CHARACTER, ETHICS AND INTEGRITY; AND FOR HIS CIVILITY TOWARD ALL HE ENCOUNTERED. HE WAS A KIND AND GENEROUS PERSON." ACCEPTING THE HERITAGE AWARD ON BEHALF OF HER HUSBAND IS ANN. DR. WARREN YOUNG

SERVED YSU FROM 1962 TO 2019. HE WAS AN INTERNATIONALLY-KNOWN ASTRONOMY LEGEND. HE SERVED AS CHAIR OF YSU'S PHYSICS AND ASTRONOMY DEPARTMENT FOR MANY YEARS. IN 1966, DR. YOUNG FOUNDED THE WARD BEECHER PLANETARIUM AND SERVED AS DIRECTOR FOR 25 YEARS. AFTER HIS RETIREMENT, DR. YOUNG CONTINUED TO TEACH PART TIME AS EMERITUS FACULTY. PLEASE ALLOW ME TO SHARE WITH YOU A FEW QUOTES FROM THE NUMEROUS HERITAGE AWARD NOMINATION FORMS SUBMITTED FOR DR. YOUNG: "DR. YOUNG WAS THE FOUNDING HEAD OF THE WARD BEECHER PLANETARIUM AND WAS INSTRUMENTAL IN ACQUIRING MOST OF THE EQUIPMENT IN THE FACILITY, ONE OF THE FINEST IN OHIO." "AS A PROFESSOR, DR. YOUNG'S CLASSES REGULARLY DREW NEAR-CAPACITY ENROLLMENTS. HE RECEIVED CONSISTENTLY HIGH STUDENT EVALUATIONS WHICH WERE RECOGNIZED BY TWO DISTINGUISHED PROFESSORSHIP AWARDS." "I WAS 13 YEARS OLD WHEN I MET DR. YOUNG AT MY FIRST ASTRONOMY CLUB MEETING. HIS ENTHUSIASM FOR ASTRONOMY AND HIS EASY-GOING ATTITUDE WERE FACTORS IN MY DECISION TO MAJOR IN PHYSICS AND ASTRONOMY AT THE UNIVERSITY." ACCEPTING THE HERITAGE AWARD IN HONOR OF HER FATHER IS LAURA. CHAIR PETERSON THE BOARD IS PLEASED THAT A MEETING IS USED TO RECOGNIZED THOSE WHO HAVE SERVED THIS UNIVERSITY AT SUCH A HIGH LEVEL. WE CONGRATULATE THE FAMILIES OF THE RECIPIENTS AND ARE PLEASED YOU WERE ABLE TO ATTEND THIS RECOGNITION.

XIV. Dates and Times of Upcoming Regular Meetings of the Board

CHAIR PETERSON THE CHAIR WILL ENTERTAIN A MOTION SETTING THE FOLLOWING DATE AND TIME FOR THE NEXT REGULAR MEETINGS OF THE BOARD OF TRUSTEES: Thursday, September 19, 2024 TRUSTEE _____ MOVED TO APPROVE. IS THERE A SECOND? _____

XV. ADJOURNMENT

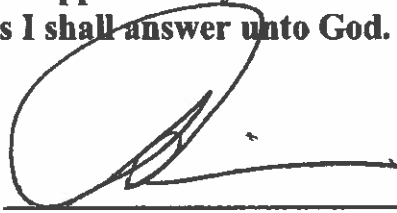
CHAIR PETERSON GIVEN THERE IS NO FURTHER BUSINESS OF THE BOARD OF TRUSTEES, I WILL DECLARE THAT THIS MEETING IS ADJOURNED.

MAY 14 2024

OATH OF OFFICE

RECEIVED

I, Sterling A. Williams, promise and swear to support the Constitution of the United States and the Constitution of the State of Ohio, and to faithfully discharge the duties of the office, as a Member of the Youngstown State University Board of Trustees to which I have been appointed by Governor Mike DeWine for the term designated. This I shall do as I shall answer unto God.



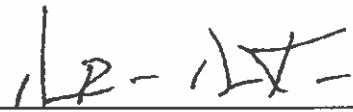
(Appointee)

STATE OF OHIO
COUNTY OF Trumbull

Personally sworn to before me, a Notary Public in and for said County, and subscribed to in my presence this 13th day of May, 2024.



DELRECCO DUKES
Notary Public
State of Ohio
My Comm. Expires
June 18, 2027



Notary Public

Explanation of policy modification:

3356-10-08 Sabbatical Leave for Department Chairpersons

This policy has been modified to revise the number of sabbaticals that are provided each year to academic chairpersons, and to provide a requirement that the applicant consult with their dean who will provide a statement detailing substitute administrative arrangements during the sabbatical.

Board of Trustees Meeting

June 7, 2024

YR 2024-57



**RESOLUTION TO MODIFY
SABBATICAL LEAVE FOR DEPARTMENT CHAIRPERSONS POLICY, 3356-10-08**

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.

3356-10-08 Sabbatical leave for department chairpersons.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: September 1998; March 2007; February 2011;
March 2013; December 2018; March 2019;
June 2024
Board Committee: Academic and Student Affairs
Effective Date: June 7, 2024
Next Review: 2029

- (A) Policy statement. Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities which benefit both the chairperson and Youngstown state university (university).
- (B) Parameters.
- (1) Up to one sabbatical is provided each year for academic chairpersons.
 - (2) A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
 - (3) The sabbatical can be awarded for a period of up to twelve months. Sabbatical leave recipients will receive ninety per cent of their monthly salary for the period of their leave.
 - (4) Fringe benefits, including retirement provisions, will continue during the sabbatical period.
- (C) Procedures.
- (1) The office of academic affairs distributes applications and deadline dates during the fall term.

- (2) A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation to the provost/vice president for academic affairs, who awards the sabbatical.
- (3) Along with the application, applicants are required to consult with their dean who will provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
- (4) Upon completion of the leave, recipients are required to submit a written report of the results of their work to the dean of their college. The report and the dean's written review are submitted to the provost/vice president for academic affairs for inclusion in the chairperson's personnel file in the office of human resources.
- (5) Recipients of these sabbaticals must return to the university for a minimum of two years of full-time service following the leave. Failure to adhere to this service requirement requires the recipient to reimburse the university within a two-year period for the full amount of the salary provided during the leave.

3356-10-08 Sabbatical leave for department chairpersons.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: September 1998; March 2007; February 2011;
March 2013; December 2018; March 2019;
June 2024
Board Committee: Academic and Student Affairs
Effective Date: ~~March 7, 2019~~ June 7, 2024
Next Review: ~~2024~~ 2029

- (A) Policy statement. Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities which benefit both the chairperson and Youngstown state university (“university”).
- (B) Parameters.
- (1) Up to ~~three sabbaticals are~~ one sabbatical is provided each year for academic chairpersons.
 - (2) A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
 - (3) The sabbatical can be awarded for a period of up to twelve months. Sabbatical leave recipients will receive ninety per cent of their monthly salary for the period of their leave.
 - (4) Fringe benefits, including retirement provisions, will continue during the sabbatical period.
- (C) Procedures.
- (1) The office of academic affairs distributes applications and deadline dates during the fall term.

- (2) A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation ~~to a committee appointed by the provost/vice president for academic affairs, consisting of five individuals holding faculty rank. The committee will submit prioritized recommendations~~ to the provost/vice president for academic affairs, who awards ~~sabbaticals~~ the sabbatical.
- (3) Along with the application, applicants are required to consult with their dean who will provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
- (4) Upon completion of the leave, recipients are required to submit a written report of the results of their work to the dean of their college. The report and the dean's written review are submitted to the provost/vice president for academic affairs for inclusion in the chairperson's personnel file in the office of human resources.
- (5) Recipients of these sabbaticals must return to the university for a minimum of two years of full-time service following the leave. Failure to adhere to this service requirement requires the recipient to reimburse the university within a two-year period for the full amount of the salary provided during the leave.



**RESOLUTION BY THE YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES TO ENDORSE THE 2024 THROUGH 2026 STATE OF OHIO
MANDATED COMPLETION PLAN THAT IS ALIGNED WITH THE *PLAN FOR
STRATEGIC ACTIONS TO TAKE CHARGE OF OUR FUTURE***

WHEREAS, Section 3345.81 of the Ohio Revised Code (ORC) requires that each institution of higher education adopt an institution-specific completion plan consistent with the mission and strategic priorities of the institution that includes measurable student completion goals;

WHEREAS, Criterion 4.C. of the Higher Learning Commission’s Criteria for Accreditation requires the institution to “demonstrate a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs” by having ambitious but attainable persistence and completion goals and by using data to inform decisions to increase student persistence and completion;

WHEREAS, the ORC requires that the board of trustees of each institution of higher education shall update its plan at least once every two years and provide a copy of their updated plan to the chancellor upon adoption;

WHEREAS, the first through the now fifth Completion Plans for Youngstown State University were approved by the Board of Trustees and submitted to the Ohio Department of Higher Education in 2014, 2016, 2018, 2020, and 2022;

WHEREAS, the Completion Plan has been updated in 2024 considering the goals and objectives of the 2022 Plan;

WHEREAS, the Completion Plan has been updated in 2024 to be aligned with the Board of Trustees adopted *Plan for Strategic Actions to Take Charge of Our Future*;

WHEREAS, the Ohio Department of Education (ODHE) has now included the requirements of ORC 3345.351: “Review of student records for associate degree eligibility,” to be a component of the Completion Plan, that is now included in this document to be submitted to ODHE.

NOW THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees adopts the Youngstown State University 2024 through 2026 Campus Completion Plan;

BE IT FURTHER RESOLVED, that this Plan shall become a component of the continued implementation of the *Plan for Strategic Actions to Take Charge of Our Future*.

**Board of Trustees Meeting
June 7, 2024
YR 2024 -58**

YOUNGSTOWN STATE UNIVERSITY
RESPONSES TO VARIOUS OHIO REVISED CODE REPORTING
REQUIREMENTS
2024-2026

ORC 3345.81 Strategic completion plan

ORC 3345.351 Review of student records for associate degree
eligibility

ORC Sec. 3345.81 calls for the campus plans to “align with
the state’s workforce development priorities.”

APPROVED VIA RESOLUTION BY THE
YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES
JUNE 7, 2024

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ORC 3345.81 Strategic completion plan

Institutional Framework

There having been significant progress over the two years from initial endorsement, the Board of Trustees in September 2023, endorsed a renewed *Plan for Strategic Actions to Take Charge of Our Future (The Plan)*. This Plan is an integral component of The Plan and will assure a continuous focus on student retention and completion.

University Mission

The Youngstown State University mission, approved by the Board of Trustees in June 2020, is reflected by the following statements.

An Institution of Opportunity: YSU inspires individuals, enhances futures, and enriches lives.

As a student-centered university, Youngstown State University’s mission is to provide innovative lifelong learning opportunities that will inspire individuals, enhance futures and enrich lives. YSU inspires individuals by cultivating a curiosity for life-long learning; enhances the futures of our students by empowering them to discover, disseminate and apply their knowledge; and enriches the region by fostering collaboration and the advancement of civic, scientific, and technological development. YSU’s culture of enrichment flourishes in our diverse, accessible, and quality education.

University Vision

Youngstown State University is where students thrive in their educational and career pursuits, where scholarship creates innovative solutions, and where community engagement is a cornerstone of collaboration that collectively contributes to the sustainable prosperity of the region and beyond.

University Values

We—the faculty, staff, administrators, and students of Youngstown State University—hold the following values essential to achieving the mission and realizing the vision.

- Centrality of Students – We put students first, fostering their holistic and lifelong success.
- Excellence and Innovation – We bring academic excellence and innovation to learning and life for all stakeholders.
- Integrity and Human Dignity – We root all behaviors, decisions and actions in the achievement of integrity, mutual respect, collegiality, equity and inclusion.
- Collaboration and Public Engagement – We embrace collaboration and create innovative partnerships to foster sustainability and enrich our university, our culture, and region.

The Institution

Youngstown State University, which became a state assisted institution in 1967, is currently organized into five academic colleges: the Williamson College of Business Administration; the Cliffe College of Creative Arts; the Bitonte College of Health and Human Services; the Beeghly College of Liberal Arts, Social Sciences, and Education; and the College of Science, Technology, Engineering, and Mathematics. The Honors College provides enrichment experiences for undergraduate students accepted into the honors program. There is also a College of Graduate Studies that administers all graduate programs.

Institutional Overview

The institution has made significant adjustments to the academic portfolio, focusing on curricular efficiencies and efforts to reduce low enrolled courses and programs as well as addressing programs deemed duplicative within the state system. As a result, we have over 25% fewer low enrolled courses, we have eliminated a significant number of courses from the catalog that are no longer taught, and eliminated over 20 programs or tracks.

Due to the closure of a neighboring institution, an educational need was apparent in the community for certain workforce relevant degrees. In response, 19 Associate's degree programs and 34 credentials have been added.

The annual budget for each of the last three years has been about \$153 million. In each of those three years between about 71% of the budget has consistently been allocated to academic programs, and academic support and student experience initiatives.

Many student organizations have been recognized in local, regional, and national competitions and student activities have supported the community such as:

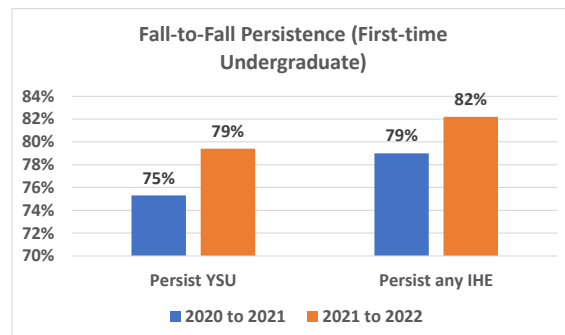
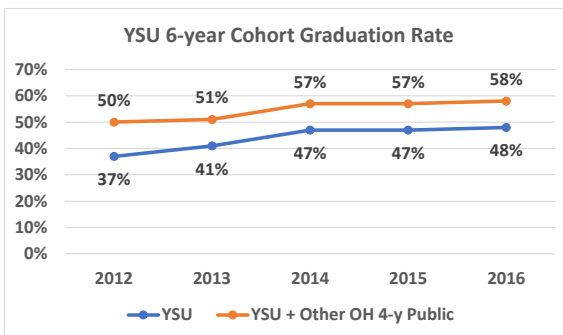
- Guinathon – Raised over \$21,000 for Akron Children's Hospital Mahoning Valley
- The YSU Student Investment Fund portfolio outperformed the S&P 500 index with a return of 31% compared to the 24% benchmark.

- Concrete Canoe earned 1st place in their regional competition for the fourth consecutive year. And will be competing at the national level in early June
- The Steel Bridge team placed second in regional competition.
- The Student Chapter of the Society for Human Resource Management was awarded the Superior Merit Award for providing exceptional growth and development opportunities to its student members.
- Zakria Chandio, a junior majoring in Finance in WCBA, placed second with his team at the 2023 X-Culture Global Symposium.
- “With Honors,” magazine, produced by Sokolov Honors College students, earned a second-place award at the National Collegiate Honors Council conference.
- The Mechanical Engineering Team placed fourth overall in the e-Human Powered Vehicle Challenge at the American Society of Mechanical Engineers Festival, competing against 15 other teams from around the world.
- Penguin Combat Robotics team competed with their 250-pound robot, Hailstorm, winning two matches at a national level, for the first time since their founding.

The institution anticipates applying for the voluntary Carnegie Engaged Institution designation that recognizes institutions for mutually beneficial positive impact with the region.

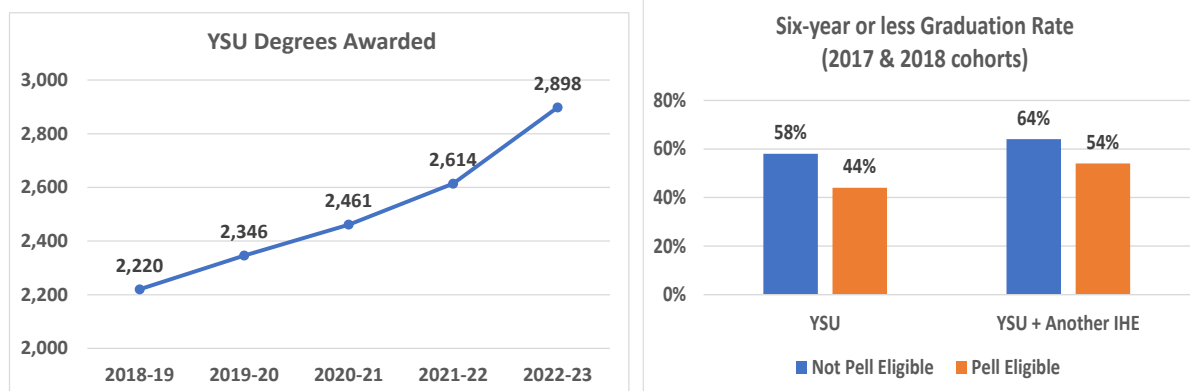
Student Outcomes Overview

YSU has for many years focused on improving persistence and graduation rates. Those efforts have resulted in improvements in both measures as illustrated below. Over five-years the YSU graduation rate has improved by 11% and the All Institutions graduation rate has improved 9%.



The graduation rate of Pell eligible versus non-Pell eligible for both YSU and all institutions is lower for Pell eligible vs. non-Pell eligible, -14% and -10%, respectively. It is anticipated that some of the objectives proposed for this Completion Plan will have a positive impact on this success gap for Pell-eligible students. Roughly 30-35% of students at YSU are Pell-eligible.

Median time to degree is similar for YSU and 4-year institutions of higher education (IHE), 3.7 and 3.7 years, respectively. The number of credits earned upon the award of the Bachelor’s degree is similar for YSU and 4-yr IHE, 122 and 116 credit hours, respectively.



The graduation rates at YSU for female and male students is lower for males than for females, 55% vs. 50%, respectively. The graduation rates for YSU and 4-yr IHE combined is also lower for males than for females, 63% vs. 58%. Thus, the graduation rate for males is 5% lower than for females for both YSU and YSU and 4-yr institutions combined.

The number of degrees awarded across a five-year period (2018 to 2023) increased from 2,220 to 2,898. This is a 31% increase (+678) in degrees awarded over that period of time.

While YSU has increased both the graduation rate and the numbers of degrees awarded over the past five-years, the demographic realities of declining high school graduates is a factor outside of the institution's control. What is in the institution's control is what it chooses to do to resist a possible reality that "demographics is destiny." That is why YSU is strongly focused on identifying specific market segments of which it will focus significant energy to attract to, retain, graduate from YSU, an Ohio institution that might likely have the best valued degree in the State of Ohio.

Barriers to Student Success

Barriers to student success that have been identified and for which actions have been and will continue to be taken include the following:

1. ACT composite score below 21

An ACT composite score of 21 is ascribed as college-ready. Each year, a significant percent on incoming first-year students enter YSU with an ACT composite score below 21. On average, since Fall 2021, 47% of first-year students who submitted an ACT score, 47% had a composite score below 21. These students persisted to the second year at an average rate of 72%, compared to an average rate of 78% for the entire cohort.

2. Disadvantaged students – Low income and First-generation students

A significant proportion of YSU's first-time students are first-generation college students. Since Fall 2021, an average of 46% of first-year students are first-generation. These students

persist to the second year at a lower rate than their peers. For example, first-generation students who began in Fall 2021 and Fall 2022 persisted to the second year at an average rate of 74%, compared to an average rate of 78% for the entire cohort. Typically, between 30-35% of students receive PELL funding. Graphics presented earlier indicates there is an achievement gap of 14% achievement gap at YSU for Pell eligible students.

3. Departure of students in good standing with no registration holds

Fall-to-Fall attrition of students who are in good-standing with no registration holds remains higher than preferred with 87 not persisting having accumulated 91 or more credit hours, while 111 had accumulated between 61-90 credit hours

[Progress towards goals established in the 2022-2024 completion plan](#)

Strategy 1. Continued implementation, and refinement of the Penguin Pass (degree-audit system) to realize and optimize to maximal potential

The degree audit system, Penguin Pass is fully implemented. This was a huge move as the previous system relied on cross-walks to assure accurate program mapping and the ability to maintain an accurate cross-walk was limited due to many factors. The system put in place does not require such a mapping requirement and now the focus is on assuring the program maps are accurate.

Strategy 2. Continued implementation and refinement of CRM-Advise, a system that integrates with Degree Works and creates opportunities for a highly relationship- and case-management based advising system, to fullest capabilities

Faculty adoption of CRM Advise and effective advisor outreach are the two essential components necessary for the success of this initiative. YSU measures progress by measuring increases in both.

YSU has made considerable progress to increase faculty adoption since Fall 2021. Such efforts that included training, discussion and encouragement, resulted in the following:

- an overall increase in the number of alerts raised, from 2,104 in Fall 2021 to 2,403 in Fall 2023
- a 14% increase in the number of faculty raising an alert, from 218 in Fall 2021 to 253 in Fall 2023
- a 6.9% increase in sections where at least one alert was raised, from 176 % in Fall 2021 to 24% in Fall 2023
- a 2% increase in the number of students for whom an alert was raised, from 14% in Fall 201 to 16% in Fall 2023

Equally important to the success is the advisor outreach. Efforts to improve advisor outreach to students via training, discussion and encouragement have resulted in a 10% increase in

resolved alerts since Fall 2021. In Fall 2021, 24% of alerts that were raised were resolved, compared to 34% in Fall 2023.

Strategy 3. Continue to refine principles, processes and procedures focused on retention, persistence, and completion of students in their sophomore year and beyond as a component of an entirely redesigned approach to student advising given the introduction to the student success seminar and the redesign of advising within and across the colleges

Efforts aimed at addressing this strategy were directed at using data to better understand factors contributing to the departure of students in or immediately after their second year, specifically those factors related to advising practices. The data consisted of a sample of 84 second year-students; forty-four of these students began as first-time, full-time in the Fall 2021 and 40 began as first-time, full-time in Fall 2022. All 84 left YSU during or immediately following their second year and had a GPA below 2.5 at the point of departure. Transcripts, CRM Advise outreach records, and Banner notes were reviewed to understand the behavior of academic advisors toward these students. That review revealed the following areas that require attention:

- Only about a third of second year students in the sample group who were eligible for GPA recalculation following a course repeat either remembered or knew they had to petition to have the recalculation completed, even though that calculation could have meant the difference between good academic standing, warning, probation, or suspension.
- YSU implemented an academic reassessment policy in Fall 2022, specifically to allow students who change their major to petition to have up to 16 credits of Ds and Fs removed from their cumulative GPA, as long as those credits belong to a required course in the major. Among major-changers who began in Fall 2021 and were eligible to petition for academic reassessment at the point of their major change, only 17% took advantage of this policy. For those who began in Fall 2022 fewer than 6% were advised to take advantage of this policy.
- A review of Banner advising notes suggests advisor engagement with the second-year students in this sample is focused almost exclusively on registration, with only a few instances of notes showing advisors taking an active interest in career planning or the progress of struggling students. Of the 84 students in this sample group, Banner notes indicate advisors contacted a total of 5 students for a reason other than one related to registration. Banner notes also show little evidence of conversations about major change, particularly when grades and other indicators suggest such a conversation is necessary.
- CRM Advise records show that in Fall 2023, 31.1% of undergraduate student alerts assigned to a faculty or professional advisor show no evidence of outreach, compared to only 9% of alerts assigned to first-year advisors. Over a quarter (98 of 382) alerts not addressed by professional or faculty advisors belonged to second year students.

Strategy 4. Assessment of practices, procedures, and policies to reduce barriers and to enhance student progress

- Beginning Fall 2022, every student is assigned an academic advisor, advisor assignments are entered and maintained in Banner, and students are able to see the name of their advisor in their Banner Student Profile. Results of a Fall 2023 Student Government Association survey indicated that 93% of the 585 respondents knew who their advisor was.
- All academic advising offices at YSU now allow students to book advising appointments online. According to the Fall 2023 SGA survey, 93% of respondents knew how to set up an appointment to see their advisor.
- YSU modified its course repeat/GPA recalculation policy effective Fall 2022. Students can now repeat a course up to two times and only the highest grade will be calculated in their GPA. Prior to this modification, students were limited to one repeat and their GPA was recalculated using an average of the grades earned.
- YSU implemented the Academic Reassessment policy in Fall 2022 to remove the negative GPA effects of poorly informed or premature choice of major. The policy provides a one-time GPA recalculation option for students changing their major. Students are able to request up to 16 credits of D and/or F grades be deleted from the GPA calculation, as long as the grades/credits were earned for required courses in the first major. Since Fall 2022, 56 students have been granted an academic reassessment. 46 (82%) of those students have either graduated or are still enrolled Spring 2024. Of those who are still enrolled, 91% are in good academic standing.

Strategy 5. Alignment of the institution's commitment to diversity, equity, and inclusion with the student retention, persistence and completion strategies, as well as with the student experience strategies

- Between Fall 2022 and Spring 2024, the Office of Diversity, Equity, and Inclusion partnered with Student Affairs and other campus entities to offer lectures, film screenings, educational trips, cultural events, and wellness initiatives to foster a campus environment that celebrates diversity and promotes equity and inclusion. 734 members of the YSU community attended 20 events.
- The Navarro Executive Fellows program, which matches under-represented students and YSU administrators to provide mentoring, professional development and networking opportunities, has steadily increased participation of both students and administrators. Between Fall 202 and Fall 2024, the number of students participating grew from 15 to 21, and the number of administrators grew from 12 to 17.
- Collaboration over the last two years between YSU and the Youngstown Foundation, have resulted in the expansion of the Y-STAR program, through which city school students earn full four-year scholarships to YSU. In addition to tuition, Y-STAR will now cover the cost of

personal computers, YSU-owned-housing, meals, and other expenses proven to be barriers to degree completion.

Strategy 6. Develop and implement comprehensive strategies associated with college completion and college comeback and possible credentials to support the success of students who have “stopped-out” and who have some college and no degree and to facilitate supporting the evolution of the workforce contributing to regional sustainable prosperity

- YSU began the Ohio College Comeback Program (ITHAKA) in Fall 2022. The program helps students who left college without a degree but with debt at the Ohio Attorney General continue their education in collaboration with seven other public colleges and universities in Northeast Ohio. YSU has performed outreach to between 400-500 eligible students. Twenty-five students have enrolled at YSU. Nine have successfully completed the Comeback program and received debt relief from Ohio Attorney General. To date, one student has earned an associate degree and four students have earned a bachelor’s degrees.
- The Bursar’s Office implemented the Internal Collections Program in Fall 2022. This program is designed to help students without a degree who left college with debt at YSU, but are actively on a YSU payment plan. This program affords them the same debt relief as stated above to continue their education at YSU. The Bursar’s office has conducted outreach to between 65-280 eligible students each semester. Fourteen students have enrolled; three successfully completed the Internal Collections program and received debt relief from YSU. One student has earned an associate degree, and One student has earned a bachelor’s degree.
- YSU began the Undergraduate Readmission program to provide re-enrollment counseling for students who reapply with 90 earned credits or more to help them identify the most efficient degree completion pathway. Outreach to eligible students began Fall 2022, and has continued to 100-130 returning students each subsequent semester. 304 students have re-enrolled to date. Two students have earned an associate degree; 30 students have earned a bachelor’s degree. Ninety-nine students are currently enrolled with 67 in good-standing. As 32% of students are not in good-standing the circumstances of the students’ academic performance and/or other factors will be assessed to further inform engagement with students under consideration for the Undergraduate Readmission program.

Strategy 7. The Penguin Service Center offered virtual “Fund Your Education” appointments for incoming first-year students and their families to help them understand the billing process and true cost of attendance. During the appointments, counselors create billing estimates based on actual registration activity, address financial barriers for resolutions and build payment plan budgets for students who cannot pay in full by the deadline.

Twenty first-year students participated in the 2022 Pilot implemented by the Penguin Service Center. Students attended an optional virtual appointment with a counselor after completing

first year student orientation program. Counselors reviewed accounts for enrollment barriers, provide billing and financial education, and increase on-time payment yield. Of the 20 students who participated, 60% (12) had their bill paid in full by the first billing deadline, and 20% (4) enrolled in a payment plan on time to satisfy their billing obligation.

In 2023, the Penguin Service Center took a more intrusive approach to increase participation in the sessions, including orientation presentations for parents/family members and multiple opportunities for students to schedule an appointment throughout the advising and registration process. Participation increased to 495 first-year students. Of those students, 480 (96%) met payment deadlines.

Updated Completion Plan Goals for (2024-2026) how will they be assessed/evaluated?

Strategy 1. Enlist the expertise of Ruffalo Noel Levitz to implement a comprehensive retention solution.

YSU's partnership with Ruffalo Noel Levitz will span most, if not all, of the 2024-2026 retention and completion planning cycle. Key elements of the solution will include:

- Implementation of the College Student Inventory to collect actionable information that will allow YSU to develop proactive intervention strategies for incoming first year students
- Predictive retention modeling for both incoming first-year students and continuing second year students to identify students most at-risk for attrition and enable YSU to strategically devote resources where there is the highest likelihood of success.
- Retention consulting to include an assessment of the current state of retention and guidance on future retention planning.

Strategy 2. Centralize the leadership of undergraduate academic advising in the Office of Academic Affairs

Despite the positive impact the more centralized approach to first-year advising, implemented in Fall 2020, has had on first-year retention, YSU maintains a decentralized advising structure beyond the first year. Rising sophomores are assigned to an advisor in their respective college, and each college advising office operates under the purview of the Dean. In the absence of institution-wide standards of practice, this siloed, college-based approach have left students with vastly different experiences with advising.

Given the impact of academic advising on student success and retention, it's imperative that YSU establish and maintain a shared vision of advising that is broadly understood and uniformly carried out as a retention and completion strategy. The Associate Provost will assume responsibility for the overall mission and operation of undergraduate academic advising, including establishing a functional definition of academic advising excellence at YSU, identifying key performance indicators, assessing advising, recommending and implementing practices and

policies based on data, developing develop expectations for standard advising practices, integrating career planning into academic advising, ensuring the use of appropriate technology platforms and communication methods, and ensuring regular professional development.

Strategy 3. Mandate individual coaching for students placed on academic warning

Having identified the need to be more deliberate in designing an academic success environment for students on academic warning, YSU will modify its Academic standing and Dismissal Policy to include required academic coaching for students. Mandating coaching allows the University to ensure the frequency, consistency, and duration of the intervention, while coaching students individually allows coaches to better understand each student's academic journey, habits, strengths, the unique circumstances that led to poor performance, and any persisting barriers or challenges when determining and implementing a recovery strategy. Coaches and students will determine strategies, which may include any combination of tutoring, time management, study strategy and test preparation coaching, mental health counseling, and/or financial counseling, and may or may not guide students to talk to their academic advisor about repeating classes, changing their major and petitioning for academic reassessment, etc.

Strategy 4. Implement automated GPA recalculation for students who successfully repeat a course.

YSU students who successfully repeat a course must petition to have their GPA recalculated. A review of 5,139 successful course repetitions completed between Fall 2019 and Fall 2023 revealed that 40% of students who successfully repeated a course did not submit the required petition and as a result did not have their GPA recalculated. A closer review of 44 students who began in the Fall 2021 and 40 who began in Fall 2022 cohorts who a) left YSU during or immediately following their second year and b) had a GPA below 2.5 at the point of departure, indicated that only about a third of second-year students who were eligible for GPA recalculation either remembered or knew to petition, even though that calculation could have meant the difference between good academic standing, warning, probation, or suspension. Eliminating the petition and implementing automated GPA recalculation will eliminate this potential barrier for students.

ORC 3345.351 Review of student records for associate degree eligibility

[Framework of the legislation](#)

This legislation requires institutions of higher education (IHE) to review the records of disenrolled students, given specified criteria, for eligibility for an Associate's degree with the expectation that the IHE would offer the student the opportunity to awarded the Associate's degree.

In addition, YSU is reviewing hours completed, running degree audits and providing guidance to students about how they might choose to complete the Associate's degree.

Outcomes

- 1,833 students identified who have not been enrolled since fall 2018, have more than forty-five credit hours completed and a grade point average of 2.0 or higher.
- Review
 - 802 student records have been loaded into Penguin PASS and audited as of 5/17/24
 - 85 students were already awarded an associate or bachelor degree prior to review
 - 104 students are eligible for an associate degree without any additional courses
 - 106 students will be eligible for an associate degree after completing 15 credit hours or less
 - 75 students will be eligible for an associate degree after completing 16-30 credit hours
 - 15 students will be eligible for an associate degree after completing 30 credit hours or more
 - 417 students need additional credit hours, but have holds preventing reenrollment
- Outreach
 - The 104 students eligible for an associate degree without additional courses were mailed a call for action letter to their last known address explaining the review, the associate degree requirements then have completed, and instructions to contact the Assistant Director, Degree Completion to apply for graduation.
 - 17 letters were returned as wrong address
 - 32 students responded to call for action; 17 have applied for graduation
- Completion
 - Spring 2024 Graduation: 1 applied for associate degree; 1 applied for bachelor's degree
 - Summer 2024 Graduation: 13 applied for associate degree; 2 applied for bachelor's degree

ORC Sec. 3345.81 calls for the campus plans to “align with the state’s workforce development priorities.”

Framework

To best serve our region, YSU develops programs and services that are based on market and economic circumstances as well as persistence and completion research and best practices. YSU is aware of the objective to bridge [Ohio’s workforce gap](#) as many of the initiatives described below and those that are emerging that are not described below contribute to the objective to have 1 million more adults with high-value credentials. As a member of the Inter-University Council of Ohio, YSU is also supporting the objectives associated with [Complete to Compete Ohio](#).

Youngstown State University provides significant value to the Youngstown-Warren metropolitan area, northeast Ohio, the state and the nation through research, scholarship, innovation, creative/scholarly activities, and workforce development. We recognize that economic and community development and advancement requires a symbiotic relationship amongst businesses, industries, technological enterprises, government, and non-profit organizations. Collective impact with the region is one of the three foundational principles in YSU’s ongoing strategic planning efforts. This principle states that YSU will create deliberate, mutually beneficial, educational, civic, industry, and philanthropic partnerships to achieve equitable, sustainable, and innovative regional development.

In order to be responsive to the workforce needs of the region, YSU will continually evaluate academic offerings for both traditional and non-traditional students, as well as create new and advance current relationships with local public, private and non-profit organizations. Reallocating resources towards areas most relevant to the sustainable prosperity of the region, investing in undergraduate, graduate, apprenticeship, and certificate programs in growing fields, as well as discontinuing and suspending admissions to other programs, will allow YSU to develop meaningful career pathways for students, bolster the economic competitiveness of the region, and enhance the quality of life of the community. In addition, YSU will continue to develop completion programs in select areas for students wanting to transition from an applied Associate’s Degree to a Bachelor’s Degree.

Priorities

Academic and workforce development priorities include the following “in-demand” industries identified by *JobsOhio* as poised to transform Ohio:

1. Advanced Manufacturing
2. Aerospace & Aviation
3. Automotive
4. Energy and Chemicals
5. Financial Services

6. Health Care
7. Food and Agriculture
8. Logistics and Distribution
9. Technology

Team NEO's 2020 Aligning Opportunities Report identifies the following occupational fields as having the greatest misalignment between employer demand and supply of matching credentials in Northeast Ohio in 2020 (Misalignment = Current Employer demand for workers – Annual Supply of matching credentials):

1. Computer & IT Workers (misalignment of 15,234 under).
2. Health Diagnosing & Treating Practitioners (misalignment of 13,122 under).
3. Finance Information & Record Clerks (misalignment of 12,767 under).
4. Skilled Production Workers (misalignment of 8,055 under).
5. Health Technologists & Technicians (misalignment of 6,784 under).

YSU is committed to address these workforce needs in the state and in Northeast Ohio by producing graduates with degrees and credentials in these in demand industries and occupational fields. The following are initiatives designed to serve these purposes.

Institutional Initiatives

Mahoning Valley Innovation and Commercialization Consortium (MVICC) and The Excellence Training Center (ETC) at Youngstown State University

Manufacturing continues to be one of the cornerstone sectors of the U.S. economy. Ohio ranks among the top manufacturing states in the country, with much of that manufacturing occurring in northeast Ohio.

The manufacturers of the Youngstown region and the educational institutions that serve them stand at the crossroads of a rapidly evolving landscape. To meet the diverse needs of this evolving community, YSU has led the development of a regional partnership of manufacturing stakeholders. Comprised of academic, industrial, and economic development organizations, the Mahoning Valley Innovation and Commercialization Consortium (MVICC) addresses broad perspectives on the needs and opportunities of manufacturing in northeast Ohio.

A key component of that partnership is the concept of shared resources and cross-institutional collaboration. The cornerstone of that shared resource model is YSU's Excellence Training Center (ETC), which will provide a central facility to house a full spectrum of advanced manufacturing training and research equipment. It will serve not only as a one-of-a-kind training and research center, but it also will provide an invaluable opportunity for students, faculty, and industry

professionals to work collaboratively and accelerate the training and education of the 21st century workforce.

The Mahoning Valley Innovation and Commercialization Consortium (MVICC)

The MVICC partnership is the culmination of many years of discussion and was formally created in Fall 2019. The MVICC is made up of the following partners:

- Youngstown State University (YSU)
- Youngstown State University Research Foundation (YSURF)
- Eastern Gateway Community College (EGCC)
- Youngstown Business Incubator (YBI)
- Youngstown City Schools/Choffin Career and Technical Center
- Mahoning County Career and Technical Center (MCCTC)
- Trumbull Career and Technical Center (TCTC)
- Columbiana County Career and Technical Center (CCCTC)

The regions served by the MVICC partners include areas with high numbers of families who have no college graduates. The regions also include diverse ethnic populations and underrepresented populations who may be best served by having a variety of career pathway options. Training new workers and retraining the incumbent workforce is a key focus of the regional workforce training partners. Through the MVICC consortium, partners may take advantage of the strengths of the various educational partners to best address the needs of specific student learner populations.

The Excellence Training Center (ETC) at Kohli Hall at Youngstown State University

The ETC facility will provide resources to the broader partner community. The combined project reflects more than \$11-million already invested in planned construction of the ETC facility and roughly \$10-million of advanced manufacturing and research equipment. That includes a significant commitment of MVICC partner resources, philanthropic donations, and funding commitments from across several federal, state, and local funding agencies. The buy-in to the success of this effort is broad-based and substantial.

The ETC will manage shared assets in support of the region's education, workforce development, research and commercial needs. The teaching factory concept of the ETC provides an opportunity for students and faculty at all partner institutions and from a wide range of programs to work side-by-side, gaining not only excellent support for education in their own programs, but also exposure to career options that they might never have otherwise considered. The ETC will serve as the cornerstone of the Mahoning Valley's manufacturing education eco-system.

YSU is a state and federal registered apprenticeship sponsor and can support companies in all 50 states by providing program design, enablement, and administration. Current pre-apprenticeship training programs include: software engineer, cybersecurity specialist, data

scientist, IT support, and mainframe system administrator. Additional roles can be added based upon employer demand.

YSU Skills Accelerator

The IT Workforce Accelerator, in partnership with IBM, has been expanded to include a more comprehensive offering of IT industry credentials which is now housed through the YSU Skills Accelerator. The Skills Accelerator is an online community of learning designed to accelerate the development of in-demand industry skills centered around advanced manufacturing, information technology, business and professional skills. Made possible, in part, through the General Motors Community Investment, this online delivery system offers a wide variety of free and paid courses and stackable industry credentials designed to help usher in the next generation of skilled workforce for industry and for the region. Individuals who complete courses, certificates and certifications offered through the YSU Skills Accelerator will receive a YSU issued and/or industry recognized digital credential upon completion.

College-level Initiatives

Williamson College of Business Administration (WCBA)

WCBA continues to emphasize workforce development within two areas: Internships and Professional Development and Curriculum and Certifications. The focus of these areas is to develop innovated ways of engaging students and the community to impact the region. As we emerge from the pandemic, students and the community are taking advantage of the workforce develop opportunities provided by the WCBA. The goal for the WCBA is to be the life learning hub of the Mahoning Valley.

Internships and Professional Development

The WCBA emphasizes professional development through the Center for Career Management (CCM). The CCM provides professional development activities for freshmen to seniors.

- The CCM guides undergraduates through the development of career specific skills. This year, (summer 2021, fall 2021, and spring 2022) students made 700+ appointments that addressed resume writing, cover letters, internship preparations, and other specific student professional needs.
- Students are using internships to develop their professional skills. Two hundred thirty-two students had internships this past academic year with an average hourly rate of \$15.35. It is anticipated there will be another 100+ internships assigned for the summer with an average hourly rate of \$17.55.

The Ohio Small Business Development Center (SBDC) provides a variety of services focusing on business solutions and training for existing companies and new business ventures, international trade consulting and export programs through its Ohio SBDC Export Assistance Network (EAN), and assists companies with government contracting opportunities through its Ohio Procurement Technical Assistance Center (PTAC). For the Years 2020 and 2021, SBDC:

- Served 331 clients, generating \$35 million in export sales growth, 403 new jobs created, 5052 total consulting hours, and \$47 million in capital infusion.
- Assisted 191 client actions totaling \$24 million in government contracts.
- Engaged Beeghly Fellow Interns, graduate assistants and WCBA student/faculty class projects. Of the 5052 total consulting hours stated above, approximately 2050 hours were the result of WCBA student engagement.
- Created Boost! for existing clients with training focusing on:
 - Organizational Direction and Leadership
 - Human Resources
 - Strategy
 - Business Process Optimization
 - Data Management
 - Financial Analysis and Reporting
 - Sales and Marketing
 - Customer Focus

Curriculum and Certifications

WCBA embraces the mission of the university and aligns mission, goals, and curriculum to address the needs of specific disciplines along with the needs of the Mahoning Valley.

Curriculum re-envision starts in the 2022-2023 using external advisory boards and data regarding important competencies needed to be successful in the business disciplines. As a result of industry needs the following curriculum changes were implemented and impacted and activities deployed:

- Created two new majors; Management Supply Chain Track and Management Leadership
- Continued success of the Online MBA program. (110 graduating)
- Provided students with the opportunities to earn professional development certifications or credentials.

As part of the curriculum, several courses require engagement with the community as part of the fabric of the course. Examples are:

- Served 475 people of the community including 155 international students in preparing federal tax returns as part of the Voluntary Income Tax Assistance (VITA) program. This was a part of three courses at the undergraduate and graduate levels. The group prepared:
 - 475 federal income tax returns
 - 440 state income tax returns

Certificates 2020-2021	Summer 2020	Fall 2020	Spring 2021	Summer 2021	Fall 2021	Total
Enterprise Resource Planning (ERP)	0	0	5	0	3	8
Entrepreneurship	2	5	7	3	6	23
Leadership	4	14	20	8	24	70
Nonprofit Leadership	1	4	12	1	6	24
						125

- 400 local income tax returns.

Served the community in the 4th Dare to Care Day. Students (43) served the community as part of the nonprofit leadership certification.

WCBA will continue to incorporate the needs of the community and the industry as part of our curriculum transformation as well as engage with the community.

Bitonte College of Health Sciences and Human Services

- The AAS Respiratory Therapist to BSAS Respiratory Therapist completion program is offered completely online and is available to students throughout the United States.
- The AAS Medical Laboratory Technician to BSAS Medical Laboratory Scientist completion program is offered completely online and is available to students throughout the United States.
- Anyone having earned an associate degree in a health-related field can pursue YSU's AAS to BSAS in Allied Health. The BSAS is often required for upward career mobility in many fields.
- The Polysomnography certificate has been moved to an online format. It is offered to any licensed Respiratory Therapist to pursue certification and employment in the area of sleep study.
- The graduate certificate in Health Care Administration is offered to students pursuing an

administrative position in the health care field.

- Registered Nurses who hold an associate degree can complete the RN-BSN program online to obtain their baccalaureate degree nationwide. In many states, major healthcare facilities are requiring that Nurses have the BSN to obtain or retain employment.
- Beginning Fall 2022, an ADN in Nursing will commence and provide an opportunity to for students to receive an ADN degree as well provide an opportunity to improve retention for our BSN nursing students.
- The Hospitality Program is expanding their program to training students on knowledge and skills need to operate and work in cafes.
- Social Work and Criminal Justice are offered at Lakeland and Lorain County Community Colleges to expand the workforce in the northern part of Ohio.
- The dental hygiene clinic provides dental health care for over 2,000 patient visits per year.
- The Merchandising program has invested in its “Students in Fashion and Interiors”, SIFI, organization in terms of making students more career conscious.
- Hospitality Management faculty have embraced a pilot outreach project to deliver meals to vulnerable populations and have addressed supply chain issues in creative ways.
- Criminal Justice program is piloting a special topics course in organization leadership for those seeking positions of power within Criminal Justice agencies.
- In order to address diversity, equity, and inclusion (DEI) issues as well as to increase community trust, all of the part-time hires in our Criminal Justice and Consumer Sciences programs have been working with Human Resources as part of a pilot project to increase minority representation in our hires.
- BSAS Exercise Science Major and graduate track continues to support growth of job opportunities in the healthcare and within the fitness industry.
- The online BSAS Public Health continues to support the growth of job opportunities in field of Public Health.

Beeghly College of Liberal Arts, Social Sciences, and Education

Department of Humanities and Social Sciences

Geography:

- The geography program offers internships which connect our majors to private companies and public agencies, including the Columbiana County Development Department, the Eastgate Regional Council of Governments, the Trumbull Neighborhood Partnership, WKBN/WYTV, the City of Niles, and First Energy.
- The geography program hosts workshops for local and regional professionals in GIS and ArcGIS Pro. These workshops have been incredibly successful for outreach beyond YSU and for promoting the capabilities of the geospatial program. Individuals attended these

workshops from Cleveland, Akron, Columbus, Ashtabula, and beyond. Each of these workshops filled to capacity with excellent feedback from participants regarding the transition and application of ArcGIS Pro.

History:

- The graduate certificate in Applied History is offered to students pursuing employment in historic preservation and museum studies.
- The history program offers Graduate Assistant Internships (\$7,500.00 plus a tuition scholarship). Two internships are funded by the Ohio History. Recipients work 20 hours per week at the Youngstown Historical Center of Industry and Labor.
- The applied history program offers graduate and undergraduate internships for credit. Interns work 150 hours for 3 credit hours. Past recipients have interned at the Mahoning County Courthouse, Spring Hill Historical Site, Pro Football Hall of Fame, McKinley Birthplace Memorial, Mahoning Valley Historical Society, Trumbull County Historical Society, and the Ohio History Connection.
- The history program also offers two competitive paid internships through the Tyler History Center (funded by the Ohio Cultural Alliance) and the Youngstown Historical Center of Industry and Labor (funded by the Wuslich Applied History Scholarship). Further opportunities exist for unpaid but credit-bearing internships through the History Program.
- The Robert W. Reeder I Series in Professionalization sponsors and coordinates professional development events involving students, faculty, staff, alumni, and employers.
- The history program and the history honor's society, Phi Alpha Theta, coordinates the annual History Across the Humanities Conference (HATH). In addition to showcasing student research, the conference provides resume-building and networking opportunities. HATH also features professional development workshops. In 2020, those workshops included presentations by YSU career services and employers like the AmeriCorps Ohio History Service Corps.
- History coursework provides students with marketable skills and experiences. Class projects help students develop skills in critical thinking, interpretation, analysis, and effective written and oral communication. Class projects also provide real-world experience, including exhibit development and design.

Cliffe College Of Creative Arts (CCCA)

Academic programs in Cliffe College are comprised of robust, immersive curricula that impart vital skills to empower our students' success academically and professionally, preparing them for careers in industry, educational institutions, non-profits, and a broad range of other sectors.

DANA SCHOOL OF MUSIC:

Internships and Workforce Preparation

- Music Industry – Recording Arts program students work with local and regional companies and performing arts venues (e.g., WYSU, JAC, DeYor) and close to 100% of these internships lead to direct job placement in the field
- Music Education is the largest program in the School; students participate in multiple pre-clinical experiences, student teaching, and teach at the most prestigious Summer Music Camps in the country (e.g., Interlochen, Blue Lake), among others
- Graduate and Undergraduate students prepare and present multiple recitals and ensemble performance, inclusive of diverse ensemble genre and size (e.g., large and chamber ensembles, traditional to contemporary), preparing for a multitude of opportunities in music fields

Job Placement

- Music Education: Since 2015, 100% of music education graduates with an earned teaching license who pursued a full-time K-12 teaching job acquired positions across the country as a music educator (e.g., Ohio, Arizona, Florida, Nebraska)
- Performance: Alumni perform in top professional ensembles that cover the gamut of musical styles (e.g., *Orchestras*—Metropolitan Opera Orchestra, New World Symphony; *Opera* – Metropolitan Opera Company; *Military Bands*—US Marine Band “President’s Own,” US Army Band “Pershing’s Own;” *Jazz Groups*: Lincoln Center Jazz Orchestra, Harry Connick, Chuck Mangione; *Popular Music*—Olivia Newton John, Bruce Hornsby, Blood, Sweat, & Tears, The Eagles, Barry Manilow)
- Arts Administration and Music Business: Examples include—Kennedy Center for the Performing Arts, The Philadelphia Orchestra, Arts Institute of Chicago, Cleveland Institute of Music, Welkin Technologies, Hal Leonard
- Higher Ed: Examples of renowned Conservatories and Colleges of Music: Eastman, Peabody, Northwestern, Ithaca, University of Arizona, University of Georgia, Ehwa Woman’s University (Seoul, Korea)
- Pathway to Graduate School: Grads earn assistantships to attend premiere graduate programs (e.g., Case Western Reserve, Eastman, New England Conservatory, Indiana, Florida State, Cincinnati Conservatory, Arizona State)
- Successful Alumni Highlights: Grammy Award Winners (e.g., Bill Bodine, Sean Jones, Ralph Lalama); Country Music Songwriter’s Hall of Fame (Bob DiPiero) Rising Stars and Award-Winning Composers (e.g., Stephen Harvey, Sam Blakeslee—Ravinia Festival David Baker Prize).

DEPARTMENT OF VISUAL & DRAMATIC ARTS:

Internships and Workforce Preparation

- Graphic + Interactive Design is the largest program in the College, and students intern with national and regional companies (e.g., Disney, Southwest Airlines, Cafaro, WFMJ, IDMI, Joe Mineo Creative); many of these internships lead to direct job placement in the field
- Art Education students participate in multiple pre-clinical experiences, student teaching, and work in other venues that teach art to students (e.g., Butler, Rich Center), among others
- BFA Studio Art students gain professional experience preparing, installing, exhibiting, and curating exhibitions in the McDonough Museum of Art, Judith Rae Soloman Gallery, and the Student Project Gallery
- Students also participate in workshops (e.g., creating 3D photogrammetry, developing twitter bots, building an animated gif camera using a raspberry pi mini-computer) and Study Abroad (e.g., cultivate global and cultural literacy, encourages students to consider multiple points of view regarding the creation of art in different cultures)
- BA/BFA Theatre/Musical Theatre participate in rigorous production calendars that requires all students to obtain experience in all part of theatrical productions (e.g., performance, costume/scenic/lighting design, sound/lighting, writing, directing, dancing)
- Ongoing participation in national professional organizations (e.g., Kennedy Center American College Theatre Festival, Association of Theatre in Higher Ed, US Institute for Theatre Technology)

Job Placement

- Graphic + Interactive Design: Alumni are employed across the country in lead designer positions with multinational corporations/industries (e.g., UX Designer for CVS, Lead Designer at Sherwin-Williams, Senior Graphic Designer at Southwest Airlines, Creative Designer at The Walt Disney Company, VP Marketing at Cloudco Entertainment, Designer Palantir Technologies / Comedy Central, Lead Designer USAA, Lead Development Designer USAA, Senior Designer Kent Displays Inc. (Makers of Boogie Board), Associate Designer Abercrombie & Fitch Co., Visual Designer at shop Disney (The Walt Disney Company), Art Director Safelite Auto Glass, Design Manager Vitamix, Senior Art Director at DORE'
- Art Education: For over a decade, the art education program has a 90% placement rate into K-12 teaching positions both in and outside of Ohio
- Designers, Arts Administrators, Museum Directors, Curators, Studio Artists: Examples include—Andy Warhol Museum, Patty Flauto Studio, Christie's Auction House, The Butler Institute of American Art, Cafaro Company
- Pathway to Graduate School: Grads earn assistantships to top tier universities and programs (e.g., Yale, Cal Arts, Towson, University of North Carolina at Chapel Hill, University of Chicago, University of Iowa, University of Alabama)

- Higher Ed: Example of outstanding university art programs in which our alumni are employed include Mississippi State University, Bowling Green State University, and East Carolina University
- Successful Alumni Highlights: Emmy Award Winner for Weather Channel for Immersive Mixed Reality Storytelling (Dan Wegendt); children's books illustrator; Walt Disney Company (e.g., Larry Davis).

Sokolov Honors College

- During the 2020-21 academic year, the Sokolov Honors College connected students with 16 alumni through virtual alumni networking nights. Alumni represented a variety of academic disciplines and career fields and covered topics such as navigating the job search, applying to graduate school, maximizing opportunities, and building meaningful relationships.
- In the Introduction to Honors first-year seminar, students practice various work and life skills such as critical thinking, self-reflection, teamwork, leadership, as well as financial literacy and well-being. The class culminates in a project that allows students to articulate their own story in a manner that builds on what they have accomplished and focuses on their future goals. This project prepares students to maximize opportunities for networking and relationship building.
- In the Campus Community Partnerships seminar, taken Spring semester of the first-year, students engage in meaningful volunteer service with community organizations. Students develop various skills, such as communication and collaboration, and develop an awareness that civic engagement is an essential part of leadership. Students also explore their own implicit biases through completion of the Harvard Implicit Bias Test and a personal reflection on the experience.
- The recently-established Sokolov Honors College Community Fellows Program enhances connections between honors and community partners to advance student engagement in the community. The program provides opportunities for the student fellows to build skills in preparation for the workforce. Projects that fellows have contributed to include the creation of marketing materials, development of focus groups, and coordination of large numbers of volunteers and related materials. Currently, there are three community fellows who work with United Way of Youngstown and the Mahoning Valley, OH WOW! The Roger & Gloria Jones Children's Center for Science & Technology, and the Penguin Pen Pals program.
- The YSU Honors College Transcribing Club was developed in August 2020 to provide a meaningful opportunity for students to preserve history by transcribing documents while building community within honors. Students report that the transcribing club has aided them in learning various skills and building relationships. Specific skills gained include enhanced knowledge of historical information, communication skills, and how to read cursive, since many had not been formally taught in elementary school. Since its inception, the club has transcribed more than 19,000 documents and served for more than 1900 hours. The club initiatives are student-driven with support from staff.

- Honors students gain a variety of hands-on media experiences creating content for and designing the layout of With Honors, the award-winning magazine of the Honors College; editing and producing newsletters for internal and external audiences; and producing video and social media content for various platforms

College of Science, Technology, Engineering & Mathematics (STEM)

Internships and Professional Development

- STEM Careers, Internships & Co-ops provides career guidance and professional development to undergraduate students, graduate students and alumni. Throughout the 2020-2021 academic year, STEM Careers, Internships & Co-ops conducted 539 appointments – 245 professional document reviews, 101 internship/co-op/REU course scheduling appointments, 68 general information appointments, 63 full-time/graduate search appointments, 49 1st career development appointments and 13 mock interviews. The office supported 112 registered internships and co-ops and were aware of an additional 24 unregistered internships and co-ops. Registered experiences were conducted with 86 employers. To accommodate both students and employers during COVID-19, the Office hosted their annual career fair virtually during fall 2020 and spring 2021 with 526 student attendees engaging with 76 employers. Additionally, the office hosted virtual walk-in hours 3 days per week during the fall and spring terms.
- The College of STEM offered a professional development course, STEM 1551, during the Fall 2020 and Spring 2021 semesters covering topics such as writing professional documents, networking, interviewing, pursuing experiential learning and preparing for full-time employment or graduate/professional programs.
- During August 2018, STEM Careers, Internships & Co-ops was awarded the Ohio Means Internships & Co-ops (OMIC) 4 grant from the State of Ohio to increase the number of science students in internships with Ohio, private sector companies. Interns who registered their experiences, made at least \$10/hour and worked at least 20 hours/week received a \$750.00 scholarship upon successful completion of the course and experience. Employers received a \$400.00 reimbursement as well. The 2020-2021 school year was the final year of the OMIC4 grant and 5 students were awarded scholarships during this period of time.
- During fall 2020, the U.S. Airforce awarded the Assured Digital Microelectronics Education & Training Ecosystem (ADMETE) grant to the College of STEM in order to assist in rectifying a critical shortage in qualified people to fill positions in all areas related to the research, development, and implementation of assured digital microelectronics. The College kicked off the grant during Spring 2021 and 12 students pursuing registered internships/co-ops in industries related to microelectronics received a \$1200.00 scholarship over Spring and Summer 2021. Employers received a \$1200.00 reimbursement as well. A highlight includes FirstEnergy donating their \$4200 total reimbursement to the Spring 2022 Engineers Week events

Adjustments to Academic Programs accumulated since the last submission of the state-mandated Retention and Completion Plan.

New undergraduate programs

- Education Primary Intervention Specialist—Pre-kindergarten through grade five (2021)
- Associate of Science in Nursing (Associate Degree in Nursing-ADN) (2021)

New graduate programs

- Graduate Certificate in Public Health (2021)
- Graduate Certificate in Public Health Research (2021)
- Graduate Certificate in Public Health Administration (2021)
- Post-Master’s Principal Certificate—Online (2021)
- Graduate Certificate in Superintendent Licensure (2021)
- Graduate Certificate in Applied Geospatial Science and Technology (2022)

Discontinued Programs

- Discontinued Art and Technology Art Major (2021)
- Discontinued Art and Technology Non-Art Major (2021)
- Discontinued Illustration Major (2021)
- Discontinued M.S. in Education Content Area graduate programs in: Art, Family and Consumer Sciences, Foreign Language, Health, History, Economics, English, K-12 Reading Endorsement, Mathematics, Music, Physical Education, Science, and TESOL (2021)
- Discontinued M.A. in Art Education (2021)
- Discontinued M.M. in Music History and Literature (2021)
- Discontinued Minor in Management (2022)
- Discontinued Minor in Employee Relations (2022)
- Discontinued Minor in 3-Dimensional Studies for Art Majors (2022)
- Discontinued Minor in 3-Dimensional Studies for Non-Art Majors (2022)
- Discontinued Minor in Graphic Design for Studio Art Majors (2022)
- Discontinued Minor in Printmaking for Studio Art Majors (2022)
- Discontinued Minor in Printmaking for Non-Art Majors (2022)
- Discontinued Minor in Photography for Art Majors (2022)
- Discontinued Minor in Painting for Studio Art Majors (2022)
- Discontinued Minor in Painting for Non-Art Majors (2022)
- Discontinued Minor in Interdisciplinary Art for Studio Art Majors (2022)
- Discontinued Minor in Interactive Design for Studio Art Majors (2022)
- Discontinued Minor in Interactive Design for Non-Art Majors (2022)

Admission Suspended

- M.F.A. in Interdisciplinary Visual Art (2021)
- M.S.N.—Nurse Anesthetist Option (2021)
- M.F.A. in Creative Writing (2022)
- M.A. in American Studies (2022)
- M.A. in Gerontology (2022)

Describe at least two programs, projects, or curricula to be initiated or expanded over the next two years to meet the critical workforce needs identified above.

Strategies to assure post-secondary and career advancement opportunities are available to the region, including the Upper Ohio Valley.

Eastern Gateway Community College will cease operations October 31, 2024 and accreditation will be voluntarily withdrawn November 1, 2024. Youngstown State University has been engaged with Eastern Gateway Community College (EGCC) to serve as a transfer institution for displaced students in the Youngstown and Steubenville areas. Realizing there would be a “void” in post-secondary education and workforce education and training opportunities in Jefferson County and the Upper Ohio Valley, the Office of Academic Affairs worked with the Ohio Department of Higher Education and the Higher Learning Commission to start Associate’s degree programs and Certificates to support identified workforce needs. While the hard work and dedication of faculty and Academic Affairs leadership was tremendous in pulling together the program need, the curriculum, and the necessary materials to submit to the ODHE and our HLC accrediting body, much work still lies ahead. This effort has resulted in 19 Associates degrees and 34 certificates centrally tied to critical workforce needs, being created just this past Spring term. Of the 19 programs, 12 have received ODHE approval while the remaining 7 have been posted or are in review. In regards to HLC, 13 have received approval with the remaining 6 awaiting approval after submitting the proper change forms.

After working closely with ODHE, HLC, and the Ohio Board of Nursing, the Associate’s Degree in Nursing was able to begin in Jefferson County summer 2024. In addition, the Police Academy began teaching at the same location this summer. A broader spectrum of program offerings are anticipated in fall 2024 at both the Steubenville, Jefferson County and Youngstown locations. To date, roughly 1,200 students have applied and 600 have been admitted to YSU. For those not yet admitted, the Office of Admissions is working with the students to secure remaining documentation to be considered for admission.

It cannot yet be determined how such a transition might impact key performance measures such as retention and graduation rates. These students will likely require different support structures than are currently in place and the institution will monitor and to the greatest extent possible, proactively activate appropriate support

structures. However, we are excited to support the students and our regions by adding these new programs to our Workforce Education and Innovation offerings as well as our 5 academic colleges.

Strategies to increase the number and percentage of credentials and degrees awarded to adult learners

“Approximately 1.3 million Ohioans have earned some college credit but have not earned a degree or credential (SCND)” (<https://highered.ohio.gov/students/more-resources/students-with-some-college-credit-but-no-degree>). This inspired YSU to engage a partner for a specific marketing initiative for students over 25 years of age. Our goal was to develop fifteen workforce-relevant programs. These programs will be online in an asynchronous seven-week format. This format helps students succeed by increasing access to a high-quality education that works with their busy schedules. By keeping the programs affordable and working with their prior learning courses and experiences, we believe we will be successful in assisting the goal to “increase the number of Ohioans with postsecondary degrees or credentials necessary for Ohio to remain economically competitive and meet the workforce needs of the future.”

To this end, starting January 2025 we will launch the first nine programs (General Studies, Psychology, Cybersecurity, Computer Science, Criminal Justice, Allied Health, BA Sociology, BS Respiratory Care, and BFA Graphic Design). In Fall of 2025, we anticipate launching the remaining six programs (BSBA General Business, BSBA Management, Accounting, Public Health, Business Analytics, and Communication Studies).

While individuals under the age of 25 can enroll, these programs will be specifically targeted to gain market share of individuals 25 years-of-age and older. In addition, all fifteen will not only be available for students from Ohio and the mid-west region, but also nationally.



RESOLUTION TO APPROVE THE YSU OHIO PEACE OFFICER TRAINING ACADEMY TO PARTICIPATE AND ACQUIRE PROPERTY VIA THE LESO PROGRAM

WHEREAS, the Ohio Department of Public Safety's Law Enforcement Support Office ("LESO") program allows law enforcement agencies to receive Department of Defense excess property; and

WHEREAS, Youngstown State University's Ohio Peace Officer Training Academy ("OPATA") has been a participant in the LESO program and has utilized property received for training and workforce education; and

WHEREAS, Presidential Executive Order 14074 "Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety" requires that campus Law Enforcement Agencies operating in Institutions of Higher Education obtain approval from their governing Board to acquire property via the LESO program;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Youngstown State University Ohio Peace Officer Training Academy to participate and acquire property via the LESO program.

Institute of Higher Education (IHE) Board of Governors

TEMPLATE LETTER

This template has been created to obtain the IHE Board of Governors (or equivalent) explicit approval for a Campus LEA to participate and acquire controlled property via the LESO Program.

Presidential Executive Order (EO) 14074 "Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety" was signed on May 25, 2022. The EO requires that a Campus Law Enforcement Agency (LEA) operating in Institutions of Higher Education (IHE) obtain approval from their Board of Governors (or equivalent) to acquire controlled property via the LESO Program, which must be evidenced in the application to the LESO Program.

Campus LEAs operating within an IHE must adhere to all guidance found within the LESO Program State Plan of Operation (SPO) Addendum dated August 2022. Within the SPO Addendum, LEAs operating in IHEs otherwise referred to as "campus Police" or "Campus LEAs" must also adhere to the requirements identified below:

- 1) Obtain explicit approval to participate and acquire controlled property via the LESO Program from their IHE Board of Governors or equivalent body.
- 2) Certify that policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.
- 3) Campus LEAs who receive controlled vehicles are required to remove the militaristic appearance (i.e., painting the vehicle a different color).

Campus LEA Name:

Address: City:

State: Zip code:

Campus LEA Chief Law Enforcement Official-

Official Title:

First Name: Last Name:

As Board of Governors Chairman/Chairwoman, I confirm all board members approve the Campus LEA listed above for participation and acquisition of controlled property via the LESO Program.

Official Title:

First Name: Last Name:

Signature:

Date:

Explanation of policy modification:**3356-8-01.1 The Student Code of Conduct**

This policy has been modified to increase student accountability for both time management and actions. All respondents, complainants, and witnesses in the conduct process have the responsibility to attend all scheduled meetings, conferences, or hearings unless alternate arrangements are made (in the case of witnesses) or notice is provided in advance (in the case of complainants and respondents). Currently, students may request a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled proceedings generally occur within five university working days of the initially scheduled proceeding. They also have the opportunity to submit a written or recorded impact statement for use in a hearing, even if the complainant chooses not to attend the hearing. Despite this, there are times when students simply do not respond to communication from the conduct official with no processes in place to address this. Being able to hear a case in the student's absence, following a minimum of two (2) opportunities to participate, provides the opportunity to adjudicate cases prior to the end of the semester/year and allows students to begin subsequent semesters without pending cases. It also provides for more accurate data and better use of human resources given the time panel members (faculty, staff, and students) invest in adjudicating hearings.

Board of Trustees Meeting**June 7, 2024****YR 2024**



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

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
June 7, 2024
YR 2024 -60**

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

Responsible Division/Office: Academic Affairs
Responsible Officer: Dean of Students and Ombudsperson
Revision History: March 1998; December 2010; June 2016;
September 2017; September 2020; June 2021;
September 2022; June 2023; June 2024
Board Committee: Academic Excellence and Student Success
Effective Date: ~~June 22, 2023~~ June 7, 2024
Next Review: ~~2028~~ 2029

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

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

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

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

(B) Article I. Rights and responsibilities.

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

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

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

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of "The Student Code of Conduct." The student conduct officer shall be the assistant dean of students for community standards, advocacy, and conduct (hereinafter referred to as the assistant dean of students). The student conduct administrator may also appoint one or more deputy conduct officers to review reports of violations of "The Student Code of Conduct" and to

conduct investigations. Deputy conduct officers shall be under the supervision of the student conduct officer and/or the student conduct administrator.

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

is educational in nature and differing judgements may result between university action and outside legal action, the university, in its sole discretion, may pursue student conduct action and impose sanctions against a student for a violation of law:

- (i) Regardless of where the behavior occurs;
 - (ii) When a student is charged with a violation of law but not with any other violation of “The Student Code of Conduct”;
 - (iii) When a student is charged with a violation of law which is also a violation of “The Student Code of Conduct”;
 - (iv) While the student is also subject to criminal proceedings, arrest and/or prosecution or civil litigation.
 - (v) University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
 - (vi) The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.
- (2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the dean of students, or designee, in consultation with the associate vice president for student experience. The policies and regulations that apply to student groups/organizations are outlined in the “Penguin Student Handbook,” which houses all student organization policies. Student groups/organizations that violate any of the student

organization policies may be charged with violating “The Student Code of Conduct” and be subject to the student conduct procedures set forth in this policy.

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

A student or student group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by

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

- (1) Academic integrity. Violations of academic integrity include:
 - (a) Plagiarism, which includes the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, or the misrepresentation of another person’s work as one’s own.
 - (b) The use of any unauthorized assistance or tools, including artificial intelligence (AI) language programs, prohibited by faculty:
 - (i) In taking quizzes, tests, assignments, or examinations;
 - (ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.
 - (c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
 - (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - (e) Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.

- (f) Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.
 - (g) Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
 - (h) Bribes, threats, or intimidation, including exchange of payment for assignments or parts of assignments, and threats to entice others to engage in violations of the academic integrity policy.
 - (i) Impersonation, pretending to be another person in the completion of a quiz, exam, or other assignment.
 - (j) Altering or destroying the work of others unless given permission.
 - (k) Lying to obtain an academic advantage, which includes falsification of documents or other information used to request makeup work.
 - (l) Assisting another person in any of the behaviors mentioned in this paragraph is itself academic dishonesty.
 - (m) Asking others to engage in any of the behavior described in this paragraph is academic dishonesty;
 - (n) Attempting to engage in any of the listed behaviors is academic dishonesty.
- (2) Alcohol.
- (a) Use or possession of alcoholic beverages, except as permitted by law and university policy.
 - (b) Public intoxication.

- (c) Manufacturing or distribution of alcoholic beverages to any person under twenty-one years of age except as permitted by law.
- (3) Bullying and harassment. Unwelcome or unreasonable behavior that harasses or intimidates people, either as individuals or as a group, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. See university policy 3356-2-03, "Discrimination/ harassment" (rule 3356-2-03 of the Administrative Code) for prohibited conduct based on an individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status, or any other basis protected by law. See also university policy 3356-4-21, "Campus free speech" (rule 3356-4-21 of the Administrative Code) for harassment that is severe, pervasive, and objectively offensive).
 - (4) Complicity. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting or encouraging a violation or an attempted violation.
 - (5) Student conduct system.
 - (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct process.
 - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
 - (c) Institution of a student conduct proceeding knowingly without cause.
 - (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

- (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the student conduct process.
 - (f) Unwelcome or unreasonable behavior that harasses or intimidates a member of a student conduct body, participants, or witnesses prior to, during or after a student conduct proceeding, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.
 - (g) Failure to comply with the sanction(s) imposed by a student conduct body.
 - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
 - (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) Disorderly conduct. Conduct which obstructs teaching, research, administration, or university activities or functions.
- (7) Drugs.
- (a) Use, possession, manufacturing, or distribution of marijuana, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia.
 - (b) The misuse of materials as an intoxicant.
 - (c) Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.
- (8) Failure to comply. Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.

- (9) Financial obligations. Failure to meet all financial obligations to the university.
- (10) Gambling. Gambling or wagering of any form except as expressly permitted by law and/or university policy.
- (11) Hazing. 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.
- (12) Information technology. Theft or other abuse of information technology and resources, including, but not limited to:
 - (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - (b) Unauthorized transfer of a file.
 - (c) Unauthorized use of another individual's identification and password.
 - (d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.
 - (e) Use of computing facilities and resources to send unwelcome or unreasonable messages that harass or intimidate individuals or groups that are sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.
 - (f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.

- (g) Use of computing facilities and resources in violation of copyright laws.
 - (h) Any violation of the university policy 3356-4-09, “Acceptable use of university technology resources” (rule 3356-4-09 of the Administrative Code).
- (13) Dishonesty.
- (a) Furnishing false information to any university official, faculty member, or office.
 - (b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.
 - (c) Tampering with the election of any university recognized student organization.
 - (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
 - (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.
- (a) Intentionally, knowingly, or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person, including one’s self.
 - (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.

- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property on or off campus, or acts of vandalism even if this behavior does not cause damage.
- (17) Published university policies. Violation of published university policies, rules, or regulations, including those available electronically on the university website.
- (18) Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following categories:
 - (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo). An individual does not have to submit to the conduct for quid pro quo sexual harassment to occur.
 - (b) Unwelcome conduct determined by the reasonable person's standard to be so severe and pervasive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment).
 - (c) Sexual assault as defined in the Clery Act (which includes rape, fondling, incest, or statutory rape as defined in this paragraph).
 - (i) Rape (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. See university policy 3356-2-05, "Title IX sexual harassment policy," rule 3356-2-05 of the Administrative Code, for definitions of consent, coercion, force, and incapacitation.
 - (ii) Fondling. The touching of the private body parts of another person for sexual gratification without the consent of the victim, including instances where the

victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

- (iii) Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - (iv) Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
- (d) Dating violence, domestic violence, or stalking pursuant to the Violence Against Women Act (also defined in this paragraph).
- (i) Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - (ii) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - (iii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

- (e) Sexual misconduct. Conduct of a sexual nature that is nonconsensual or is carried out through force, threat, or coercion. Sexual misconduct includes, but is not limited to, sexual exploitation and voyeurism.
 - (i) Sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for their own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
 - (ii) Voyeurism. Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.
- (f) Sex offenses. See Chapter 2907. of the Revised Code which defines sex offenses under Ohio law.
- (19) Theft. Attempted or actual theft, including possession of stolen property.
- (20) Unauthorized entry.
 - (a) Unauthorized entry to or use of university premises, including access to residential spaces other than one's own assigned space.
 - (b) Unauthorized possession, duplication, or use of keys to any university premises.
- (21) Unauthorized recording.

- (a) Unauthorized use of electronic or other devices to make an audio or video record or photograph of any person while on university premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
 - (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person's consent, when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
- (22) Violation of law. Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university's mission or its educational objectives and programs.
- (23) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
- (24) Sexual harassment as defined in Title IX of the Education Amendments of 1972 as set forth in university Title IX sexual harassment policy. (See rule 3356-2-05 of the Administrative Code and university policy 3356-2-05, "Title IX sexual harassment policy." Students, faculty, employees, volunteers, third parties, campus visitors and other individuals should refer to the Title IX policy referenced in this paragraph for processes and procedures under Title IX). The complaint, adjudication, resolution, and appeal process for an allegation of a Title IX violation, as well as possible sanctions, is delineated in university policy 3356-2-05, "Title IX sexual harassment policy."
- (E) Article IV. Student conduct procedures.
 - (1) General. This overview gives a general idea of how the university's campus student conduct proceedings work, but it

should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not the same in every situation.

- (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
- (b) Any member of the university community may report alleged violations of “The Student Code of Conduct” by a student or a student group/organization. The report shall be prepared in writing and directed to the office of community standards and student conduct. A report of a violation of “The Student Code of Conduct” shall be submitted as soon as possible after the incident occurs but not later than thirty days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in their discretion.
- (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of “The Student Code of Conduct” to determine if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or student groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a student conduct board hearing. Additionally, students alleged to have violated the university’s sexual misconduct policy will automatically be provided a student conduct board hearing.
- (d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

- (2) Student conduct conference.
- (a) Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the student conduct standards of “The Student Code of Conduct” will first be scheduled for a conduct conference with the conduct officer assigned to review the allegation. The respondent will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
- (i) The specific charges pending against the respondent;
 - (ii) A brief summary of the referral;
 - (iii) Statement of rights and responsibilities; and
 - (iv) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.
- (b) The conduct conference is the first step in the student conduct process and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the violation(s) in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, and if the case does not warrant suspension or expulsion, the respondent will have an opportunity to accept or deny responsibility for the charge(s).

- (c) If the respondent accepts responsibility for the charge(s), the conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign a conduct conference agreement which will outline all of the sanctions offered to the respondent. While the student may sign the agreement immediately, they have up to three university working days to do so. The respondent has the option to accept the charge(s) but contest the sanction(s) or agree to both the charge(s) and sanction(s). Once the agreement is signed, the decision is final and there is no appeal process. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the conduct officer will refer the case for a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing.
- (d) Complainants, or harmed parties in a case, are also scheduled for a conduct conference with the conduct officer assigned to review the allegation. This meeting occurs prior to the respondent's conduct conference and serves to provide the complainant with the opportunity to discuss the allegations that led to the referral. The complainant will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the respondent should the charges be substantiated. The complainant will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
 - (i) The specific charges pending against the respondent;
 - (ii) A brief summary of the referral; and
 - (iii) Statement of rights and responsibilities.
- (e) If a respondent accepts responsibility for the charges and agrees to the sanctions issued by the conduct officer, the

complainant will be notified in writing of the outcome of the respondent's conduct conference. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the complainant will be invited to participate in a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing, for which the complainant will receive notice.

(f) Conduct conferences are scheduled based on the student's academic schedule; however, students are provided the opportunity to request in writing that the meeting be rescheduled for both academic and non-academic-related conflicts. If a student does not communicate a conflict and fails to show twice for their conduct conference, the conduct officer will hold the conduct hearing in their absence. After the hearing, the conduct officer will send the same type of outcome letter as if a student had attended the conference. The letter will outline if the student was found responsible/not responsible as well as any applicable sanctions. The opportunity to appeal the outcome will follow the standard process.

- (3) Student conduct board hearing.
- (a) The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct board hearing panel will decide by the preponderance of evidence whether the respondent is found responsible for the charge(s). All hearings are closed to the public, except for the complainant, respondent, advisors for the complainant and/or respondent, witnesses, hearing panel, hearing panel advisor, and the conduct officer. All parties directly participating in the hearing (the respondent, complainant, advisors, and conduct officer) may remain present the entire time, excluding deliberations.
- (b) Student conduct board hearing panels consist of three members of the student conduct board. Hearing panels are comprised of a combination of trained faculty, staff, and

students. Each student conduct board hearing will have a faculty/staff hearing panel chair. The chair is responsible for keeping the proceedings moving forward.

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

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

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

- (iii) If there is a complainant, they will then have an opportunity to provide the hearing panel with a summary of their role and perspective on the incident.
 - (iv) The hearing panel will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing.
 - (v) The conduct officer, complainant, and respondent will then present any relevant witnesses or documentary information. The conduct officer, complainant and respondent will each, in turn, have the opportunity to ask questions regarding the information presented.
 - (vi) The complainant and respondent, in turn, will have the opportunity to cross-examine one another. If the complainant and respondent have mutual no-contact orders against one another, questions for opposing parties will be submitted to the hearing panel chair in writing.
 - (vii) The conduct officer will have an opportunity to make a summary statement including any sanctioning recommendations.
 - (viii) The complainant will have an opportunity to make a summary statement including any sanctioning recommendations.
 - (ix) The respondent will have an opportunity to make a summary statement including any sanctioning recommendations.
- (d) Deliberation and finding.
- (i) The hearing panel will go into closed session to determine by the preponderance of evidence

whether the respondent will be found responsible for the charge(s) pending in this matter. Student conduct hearing panels determine findings by majority vote.

- (ii) If the respondent is found responsible for a violation of one or more of the pending charges, the hearing panel will proceed to sanctioning. At this time, the hearing panel will be presented with any relevant information pertaining to the respondent's prior student conduct cases and sanctions.
 - (iii) The hearing will reconvene for the announcement of the findings and any subsequent sanction(s).
 - (iv) Written notification of the decision will be sent to the complainant and respondent simultaneously via their official university email addresses.
- (5) Student rights and responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process to uphold due process.
- (a) Rights of respondent. All respondents in the student conduct process have the following rights:
 - (i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).
 - (ii) In matters that could result in a sanction of suspension or expulsion, the above-mentioned notification will alert the respondent to the possible severity of the outcome.
 - (iii) The right to an advisor. It is the respondent's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the respondent signs an authorization for the release of information, thus allowing the office of community

standards and student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.

- (iv) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, “Reasonable accommodation for students with disabilities.”
- (v) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within five university working days of the initially scheduled proceeding.
- (vi) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
- (vii) Explanation of the resolution options available to them through the student conduct process.
- (viii) To be presumed not responsible for an alleged violation until found in violation by a preponderance of the evidence.
- (ix) To speak or not speak on their own behalf.
- (x) The opportunity to respond to information used as part of the decision-making process.
- (xi) To deny responsibility for the charge(s) facing them and request that the case be referred to a student conduct board hearing.

- (xii) To question any witness who participates as part of a hearing.
 - (xiii) The right to appeal.
 - (xiv) To waive any of the above stated rights provided that the waiver is made freely and in writing.
- (b) Rights of the complainant. All complainants in the conduct process have the following rights:
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).
 - (ii) Explanation of the resolution options available to them through the conduct process.
 - (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
 - (iv) The right to an advisor. It is the complainant's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the complainant signs an authorization for the release of information, thus allowing the office of student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.
 - (v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
 - (vi) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."

- (vii) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within five university working days of the initially scheduled proceeding.
 - (viii) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.
 - (ix) The opportunity to appear at any hearing that may take place to provide relevant information.
 - (x) The opportunity to submit a written or recorded impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
 - (xi) To question any witness who participates as part of a hearing.
 - (xii) The right to appeal.
- (c) Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:
- (i) To be honest and forthright in all information they provide during the student conduct process. Presenting false and misleading information during this process is a violation of student conduct standards as outlined in this policy.
 - (ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made (in the case of witnesses) or notice is provided in advance (in the case of complainants and respondents).

- (iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this policy. See paragraph (D) of this policy, “Student conduct standards/ prohibited conduct.”
 - (iv) Complainants and respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on their behalf.
- (6) Reasonable accommodation for students with disabilities. Any student with a disability involved in the student conduct process has the right to request reasonable accommodation to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to accessibility services. Students do not have to disclose information about the complaint or charge to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations.

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

- (7) Sanctions. If the student or student group/organization is found responsible for a violation of a policy, sanctions will be issued in accordance with the office of community standards and student conduct’s sanctioning rubric. The student conduct administrator may adjust recommended sanctions on a case-by-case basis, as appropriate.

A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the respondent. The notification will be sent to the respondent’s official university email account. In cases involving a student group/organization, notification will be sent to the official

university email account for the president or student group/organization leader.

The decision of a student conduct body may be appealed, as outlined in paragraph (E)(9) of this policy. If the respondent files a request for appeal, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.

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

representing the university in any other manner will be attached to this sanction.

- (iv) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- (v) Educational sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, educational assignments, referrals to student outreach and support and other campus offices, or other similar sanctions designed to assist the respondent in reflecting upon their behavior and the impact of their behavior on self or others.
- (vi) Residential probation. Issued to students living in university-owned or university-sponsored housing. Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation of university regulations and/or resident handbook/lease policies may result in imposition of additional restrictions or conditions, residential suspension, or residential expulsion.
- (vii) Guest restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from signing in to other residential communities as guests for a designated period.
- (viii) Host restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from hosting other guests for a designated period.
- (ix) Relocation. Issued to students living in university-owned or university-sponsored housing. Requiring a student to move to another floor, residence hall, or apartment because of community disruption.

- (x) Deferred residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residential community is deferred for a specified period. If the student is found responsible for any subsequent violations of “The Student Code of Conduct,” residential suspension is automatically issued as a sanction.
- (xi) Residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residence halls for a specified period after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university housing facilities. This may include residential dining facilities.
- (xii) University suspension. Separation of the student from the university for a specified period after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities. This may include residential dining facilities. A university suspension is noted on an addendum attached to a student’s transcript during the period of suspension.
- (xiii) Residential expulsion. Issued to students living in university-owned or university-sponsored housing. Permanent separation of the student from the residential community. An expulsion denies the student access to all university housing facilities on a permanent basis. This may include residential dining facilities.
- (xiv) University expulsion. Permanent separation of the student from the university. An expulsion denies the student access to the university, including any campus facilities, any campus programs or

activities, and any class sessions on a permanent basis. A university expulsion is permanently noted on a student's transcript.

- (xv) Revocation of admission and/or degree. Revocation of admission to or awarding of a degree from the university for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for serious violations committed by a student prior to graduation.
- (xvi) Withholding degree. Withholding the awarding of a degree otherwise earned until the completion of the process set forth in "The Student Code of Conduct," including the completion of all sanctions imposed, if any.
- (xvii) Fines. Fines for violations of "The Student Code of Conduct" will be assessed and charged to the student's account. A list of fines for all violations will be determined at the discretion of the dean of students, or designee, who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of "The Student Code of Conduct" when published and presented to students.
- (xviii) No-contact order. The student is restricted from making contact in any verbal, written, electronic, third-party, or physical manner with a designated individual. If a student is found in violation of the no contact order, they may be subject to arrest and removed from campus. No-contact orders are always issued mutually to involved parties.
- (xix) Parental/guardian notification. The office of community standards and student conduct staff will coordinate parental/guardian notification in cases of alcohol use or drug use when the student is under twenty-one years of age, their behavior demonstrates a risk of harm to self or others, or

constitutes a violation of law involving a controlled substance.

- (b) More than one of the sanctions listed in paragraph (E)(7) of this policy may be imposed for any single violation.
 - (c) The following sanctions may be imposed upon student groups/organizations:
 - (i) Those sanctions as outlined in paragraph (E)(7) of this policy.
 - (ii) Deactivation. Loss of all privileges, including university recognition, for a specified period.
 - (d) The student conduct administrator shall be responsible for ensuring that sanctions imposed by hearing panels and conduct officers are consistent with the violation and sanctions imposed for similar violations in other similar cases.
- (8) Interim measures. In certain circumstances, the dean of students, or designee, may impose an interim measure prior to a student conduct proceedings or in the event of a safety-related emergency. This includes university or residential suspension.
- (a) Interim measures may be imposed only:
 - (i) To ensure the safety and well-being of members of the university community or to preserve university property;
 - (ii) To ensure the respondent's own physical or emotional safety and well-being;
 - (iii) If the respondent poses a threat of disruption or interference with the normal operations of the university; or

- (iv) If the respondent is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.
- (b) In the event that an interim measure is imposed, the student or student group/organization will be notified either in person or by regular U.S. or certified mail of the cause for the interim measure. The respondent will also be notified via their official university email address. The interim measure becomes effective immediately upon notification and will remain in place until it is determined to no longer be necessary. Interim measures may be determined to no longer be necessary when:
 - (i) There is no longer a risk to the safety and well-being of members of the university community or a risk to university property;
 - (ii) Interim measures are no longer needed to ensure the respondent's physical or emotional safety and well-being; or
 - (iii) The respondent no longer poses a threat of disruption or interference with the normal operations of the university.
- (c) Any alterations, amendments, or modifications to the interim measures shall be documented. Notice of modification of interim measures will be served to affected parties in the same manner in which the original notice of interim measures was served. If student conduct proceedings are required, a student conduct body will convene as expeditiously as possible to review the case. Student conduct hearings will follow the procedures outlined in paragraph (E)(4) of this policy and may proceed before, during, or after any criminal proceedings.
- (d) In the case of an interim suspension, the student or student group/organization shall be denied access to all housing facilities and/or to the campus (including physical classes) and/or all other university activities or privileges for which

the student or student group/organization might otherwise be eligible, unless determined otherwise by the student conduct administrator.

(9) Appeals.

- (a) The decision or sanction imposed by a student conduct body may be appealed by the respondent or complainant (the appellant) within five university working days of notification of the decision. If an appeal is not received by five p.m. Eastern time on the fifth university working day of this time frame, the decision reached by the student conduct body will be final.
- (b) Requests for appeals shall be made in writing and shall be submitted via electronic form to the office of community standards and student conduct. The request for appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the appeal (see paragraph (E)(9)(d) of this policy) along with supporting information.
- (c) Once a request for appeal has been submitted and until the appeal decision has been communicated to the appellant, all sanctions except any active interim measures, such as interim suspensions, will be held in abeyance.
- (d) Appellate hearings are not a live re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appellate hearing shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following grounds:
 - (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in “The Student Code of Conduct” and to determine whether these violations could have affected the outcome of the hearing.
 - (ii) A claim that the decision reached regarding the respondent did not have a reasonable basis for the

conclusion reached and that it was not based on proof by a preponderance of the evidence.

- (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of “The Student Code of Conduct” for which the respondent was found responsible.
- (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not presented in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (e) The burden of proof rests with the appellant.
- (f) The appellant may, in preparing the request for appeal, have access to records of the case, which may be reviewed electronically via secure link sent by the office of community standards and student conduct.
- (g) A request for appeal in a case adjudicated by a student conduct board hearing panel will be reviewed by an appellate hearing panel. An appellate hearing panel is composed of three members from the student conduct board selected by the student conduct administrator.
- (h) Once a request for appeal has been submitted by the complainant or respondent, the other party shall receive a copy of the request for appeal and may submit a written response to the request for appeal to the office of community standards and student conduct, which will be considered alongside the request for appeal. Any written response must be submitted within five university working days of notification of the submission of a request for appeal.
- (i) The appellate hearing panel will review the appeal to determine whether one of the grounds listed in this policy has been met.

- (j) If an appellate hearing panel determines that a request for appeal has met one or more of the grounds, the following options are available:
 - (i) Remand the case to the original panel for reconsideration if new information sufficient to alter a decision or other relevant facts not presented in the original hearing becomes available because such information and/or facts were not known by the appellant at the time of the original hearing.
 - (ii) Uphold the original decision.
 - (iii) Alter the findings/sanctions issued by the original hearing panel.
- (k) If the appellate hearing panel determines that the request for appeal does not meet one of the grounds, the appeal will be dismissed and the original decision will be upheld.
- (l) The decision of the appellate hearing panel is final.
- (10) Conduct procedures for university housing. Deputy conduct officers have been designated by the student conduct administrator to assist in the review of alleged violations of policy originating within university housing.
 - (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence halls, as outlined in the “Resident Handbook,” is delegated by the student conduct administrator to a conduct officer. This may be a deputy conduct officer, as described in this paragraph.
 - (b) Any student, faculty member, or university official may file a written report against any student living in a residence hall for alleged violations of policy within the residence hall, campus dining facilities, or at any residence hall function.

- (c) Upon receipt of a written report, the conduct officer will investigate to determine whether there is reasonable cause to believe that a violation of “The Student Code of Conduct” may have occurred. If the conduct officer believes that such a violation did occur they will follow the procedures outlined in paragraph (E)(4) of this policy to address the alleged violation.
- (11) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
- (a) Student conduct records shall be expunged seven years after final disposition of the case, excluding students who were sanctioned with residential suspension, residential expulsion, university suspension, or revocation or withholding of a degree, which shall be expunged fifteen years after final disposition of the case resulting in such action. Sanctions of university expulsion will remain on a student’s conduct record indefinitely. Upon graduation, the student may petition the student conduct officer for immediate removal of all files contained in their student conduct records if the following conditions are met:
 - (i) The violation(s) was determined to not have threatened or endangered the health or safety of any person, including sexual misconduct.
 - (ii) University or residential suspension and/or expulsion or revocation or withholding of a degree were not issued as sanctions.
 - (iii) All sanction requirements, including associated probationary periods, have been completed.
 - (iv) An online petition form is completed and submitted to the office of community standards and student conduct.

The student may appeal a negative response of the student conduct officer to the student conduct administrator.

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

- (b) Students must identify themselves and the student(s) of concern to first responders.
- (c) Students must comply with specific instructions given by responding personnel.

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

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

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

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

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

Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student

from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

- (F) Article V. Title IX sexual harassment procedures (per university policy and rule 3356-2-05 of the Administrative Code).
- (1) Grievance process.
- (a) Time frame. The process outlined below is expected to occur within ninety calendar days from the date a complaint is filed. The Title IX coordinator, or designee, may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes, but is not limited to, the absence of party, a party's advisor or a witness, or the accommodation for disabilities.
- (b) Report. Information, however received, alleging sexual harassment, as defined in this policy, and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint, depending on the alleged facts and circumstance.
- (c) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted

by mail, email, in person, by telephone or electronically at TitleIX@ysu.edu.

- (2) Notice.
 - (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined in this paragraph, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
 - (b) If in the course of an investigation the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.
 - (c) Notice to the university staff listed below of sexual harassment or allegation of sexual harassment constitutes actual notice to the university and triggers the university's obligation to respond.
 - (i) Title IX coordinator and deputy Title IX coordinators.
 - (ii) Executive director of equal opportunity and policy development.
 - (iii) Vice presidents and associate vice presidents.
 - (iv) Academic deans and chairpersons.
 - (v) Supervisors/managers.
 - (vi) Coaches and assistant coaches.
- (3) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one

complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

- (4) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.
 - (a) Mandatory dismissal.
 - (i) Would not constitute sexual harassment as defined in this policy even if proved.
 - (ii) The alleged sexual harassment did not occur in the university’s education program or activity.
 - (iii) The alleged conduct did not occur in the United States.
 - (b) Discretionary dismissal.
 - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
 - (ii) The respondent is no longer enrolled or employed by the university.
 - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
 - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
 - (d) A dismissal of a formal complaint may be appealed pursuant to paragraph (F)(10) of this policy.

- (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, 3356-2-03, “Discrimination/ harassment,” rule of 3356-2-03 of the Administrative Code, or 3356-7-04, “Workplace and off-campus violence, threats, and disruptive behavior,” rule of 3356-7-04 of the Administrative Code, or under “The Student Code of Conduct.”
- (5) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
- (a) Both parties’ voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
 - (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (6) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.
- (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
 - (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 - (c) The university shall not access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in

that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section or as permitted by law.

- (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
- (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.
- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
- (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

- (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten calendar days prior to any hearing. Either party can submit a written response to the investigator during these ten days.
- (7) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.
 - (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
 - (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
 - (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally.
 - (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- (g) If a party does not have an advisor present at the live hearing, the university shall provide, without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.
- (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility, provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
- (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.
- (k) The decision-maker shall create an audio recording for a live hearing and an audiovisual recording for a virtual live

hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.

- (8) Findings.
- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
 - (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 - (c) The written determination shall include:
 - (i) Identification of the allegations potentially constituting sexual harassment.
 - (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination.
 - (iii) The finding of facts that support the determination.
 - (iv) A conclusion applying the appropriate definition of the university's policy to the facts.
 - (v) A rationale for the result of each allegation regarding the determination of responsibility.
 - (vi) For respondents who are students, the hearing decision-maker shall consult with the vice president of student experience or their designee regarding sanctions. For respondents who are employees or faculty members the hearing decision maker shall

consult with the chief human resources officer, or their designee, regarding discipline.

- (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
 - (viii) The procedures and bases for the complainant and respondent to appeal the determination.
- (9) Sanctions/discipline.
- (a) Students.
 - (i) Possible sanctions for student respondents: warning, conduct probation with or without loss of good standing, restitution, educational sanctions, residential suspension, university suspension, residential expulsion, university expulsion, revocation of admission and/ or degree, withholding degree, and fines.
 - (ii) Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury. Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

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

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

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

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

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

- (b) Students suspected of violations of the academic integrity policy may be charged with a violation of university policy under the student conduct standards as outlined in paragraph (D)(1) of this policy. Cases of alleged violations of the academic integrity policy shall be resolved as outlined in this paragraph.
 - (c) The process outlined in this paragraph is the only approved process by which faculty members can address alleged violations of the academic integrity policy. Failure to follow this process or use of any process other than this will result in nullification of any charges against the student and nullification of any sanctions levied against the student. If, following nullification of the charges and sanctions, the faculty member refuses to rectify the impacted grades or assignments, the student has the right to file a grievance against the faculty member. Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.
- (2) Academic integrity conference.
- (a) After the faculty member has gathered evidence of a possible violation, they shall notify the student within two university working days in writing, via university email, of the allegations and invite the student to participate in an academic integrity conference. The faculty member and student may hold the conference without written notification. This academic integrity conference shall occur within five university working days of the written notification to the student.
 - (b) The academic integrity conference is the first step in this process, and serves to provide the student with the opportunity to discuss the allegations made by the faculty member. During this meeting, the student should have the opportunity to address the allegations, and to review all relevant information and documentation to the allegations.

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

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

a written statement to be included with the academic integrity form.

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

chairperson has the option to submit a written statement to be included with the form.

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

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

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

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

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

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

department or expectations of students in the department.

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

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

- (vi) Witness(es). Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number of witnesses that present repetitive testimony may be limited at the discretion of the judicial chair.
 - (e) If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the same electronic means to provide equal treatment to all parties. This may include either teleconference or video conferencing platforms, as deemed appropriate by the judicial chair.
- (7) Rights of hearing parties.
- (a) The following rights are guaranteed to the student and the faculty member:
 - (i) The right to be present.
 - (ii) The right to be accompanied by an advisor of their choice.
 - (iii) The right to speak in support of their argument.
 - (iv) The right to bring witnesses in support of their case.
 - (v) The right to present any relevant information directly supporting their written items in the academic integrity packet, including oral testimony.
 - (vi) The right to refute information presented.
 - (vii) The right to consult with the judicial chair or the office of community standards and student conduct regarding the hearing, their testimony or the presentation of any testimony in support of their case.

- (b) The judicial chair has the right to:
 - (i) Limit the amount of time testimony is presented by any given individual;
 - (ii) Remove disruptive individuals from the room;
 - (iii) Ensure that only the members of the hearing panel, student, and faculty member are present in the room;
 - (iv) Ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented;
 - (v) Extend the timeline for the hearing process.

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

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

- (c) Both parties shall be informed of the hearing panel's decision in writing within three university working days. This statement shall be prepared and signed by the judicial chair and forwarded to the office of community standards and student conduct, the graduate school dean when appropriate, the provost and all parties directly involved in the hearing, except advisors and witnesses.
 - (i) Notice of the hearing panel's decision ends the academic grievance subcommittee's involvement in the disposition of the case.
 - (ii) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of the provost and the office of community standards and student conduct.
 - (iii) Any change of grade as a result of the hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five university working days. If the faculty member, chairperson and/or dean refuse to sign the grade change form, then the provost will do so.
- (9) Appeals.
 - (a) Only students may appeal the decision of the academic grievance subcommittee regarding for cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five university working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal is submitted in writing to the judicial chair.
 - (b) The judicial chair will forward the written appeal to the academic senate executive committee within two university working days.

- (i) If the academic senate executive committee determines that no procedural violations occurred or that any procedural violations were minor and did not affect the original hearing panel's decision, the original hearing panel's decision is upheld and the case is closed.
 - (ii) If the academic senate executive committee determines that procedural violations may have occurred and were potentially substantive enough to have affected the hearing panel's decision, the case will be referred to a three-person appellate hearing panel consisting of one student and two faculty members. This appellate hearing will take place within twelve university working days of receipt of the written appeal.
- (c) Appellate hearing panel.
- (i) No member of the appellate hearing panel will hear a case directly affecting themselves.
 - (ii) Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.
 - (iii) The chair of the appellate hearing panel shall inform both parties of the decision as soon as reasonably possible. A written statement of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, the office of community standards and student conduct, and office of the provost within five university working days of the decision via university email.
 - (iv) A file of all pertinent documents for all appeals shall be kept by the office of community standards and student conduct and/or the office of the provost.

- (v) The decision reached by the appellate hearing panel is final and may not be appealed.
 - (d) At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.
 - (e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three university working days. If the faculty member, chairperson, and/or dean refuse to sign the grade change form, then the provost will do so.
- (10) Sanctions. Sanctions for violations of the academic integrity policy may include, but are limited to, the following:
- (a) Issuing an official warning.
 - (b) Lowering the grade on the exam, paper or assignment in question.
 - (c) Lowering the final grade for the course.
 - (d) Requesting additional action from the academic grievance subcommittee, including removal from a course, removal from an academic program, university suspension, or expulsion.
 - (e) Other sanctions as deemed appropriate by the faculty member. The faculty member may consult with the judicial chair, the office of community standards and student conduct, chairperson or dean regarding appropriate sanctions.
- (11) Role of the student conduct administrator (SCA). The student conduct administrator, or designee, has the following responsibilities with regards to all cases involving alleged violations of the academic integrity policy.

- (a) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.
 - (b) To expunge all records as outlined in this policy.
 - (c) In cases where the academic integrity form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.
 - (d) In cases where the student has already been found responsible for a previous academic integrity violation, any additional violation will result in a review of all cases by the office of community standards and student conduct for possible additional charges and sanctioning.
- (H) Article VI. Section 3345.22 of the Revised Code, the “1219 hearing” process.
- (1) Background. Disruptive behavior and the “1219” procedure. The Ohio campus disruption act, also known as Ohio House Bill 1219, is codified in sections 3345.22 and 3345.23 of the Revised Code. The purpose of the law is to protect university students, faculty, staff, and other members of the campus community from crimes of violence committed near the university or upon people or property at the university.

A “1219 hearing” is appropriate when a student is arrested for a crime of violence committed on or near the university. If a student is convicted of an offense of violence that occurred on or near the university, the student will be automatically suspended pursuant to section 345.23 of the Revised Code. The purpose of the “1219 hearing” is to remove students from campus who may be a threat to the safety and security of the student body or campus community.
 - (2) Definition of a “crime of violence.” There are over thirty crimes of violence considered violations of the “1219” law, including but not limited to the following: arson, assault, burglary, domestic violence, discharged firearm, felonious assault, gross sexual

imposition, inciting to violence, inducing panic, intimidation, kidnapping, menacing, murder, rape, riot, robbery, sexual battery, and voluntary manslaughter.

- (3) Jurisdiction of the “1219 hearing.”
- (a) If a student is arrested for a crime of violence referenced in division (D) of section 3345.23 of the Revised Code, they may be temporarily suspended from the university according to “The Student Code of Conduct,” which is referred to as an interim suspension. This suspension will last during the process of the “1219 hearing” and continue until the student meets with the office of community standards and student conduct. The results of the “1219 hearing” discussed in this paragraph does not alter the student’s status under an interim suspension.
 - (b) A “1219 hearing,” which is distinctly separate from a conduct conference or a student conduct board hearing, will be held shortly after a student’s arrest for a crime of violence. The hearing can be continued for good cause. The purpose of the “1219 hearing” is to determine by a preponderance of the evidence whether the student committed an offense of violence.
 - (c) If the referee, as appointed by the university (office of the general counsel), finds that the student did commit an offense of violence on or near the university, the referee will then determine if the student should be under strict probation or suspended from the university pending the outcome of the criminal case. However, as previously noted, if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the referee, until the conclusion of the student conduct process administered by the office of community standards and student conduct.
 - (d) Following the “1219 hearing,” the criminal case outcome will determine the student’s status under section 345.23 of the Revised Code. If the student is convicted of an offense

of violence in the criminal case, the student will be suspended from the university for at least one year.

- (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates and the student in question shall be reinstated and the record of the “1219” suspension expunged from the person’s university record. The criminal process and “1219 hearing” are separate. The outcome of the “1219 hearing” has no bearing on the criminal case.
 - (f) When a student is found not guilty, they may return to school, but upon conclusion of the “1219 hearing” and possibly while the criminal case is still underway, the university may, and in nearly all cases, will initiate the student conduct process. The student may also be under the restriction of an interim suspension. If the student is not under an interim suspension or has been found not responsible of a violation of “The Student Code of Conduct,” the student would be permitted to return to school.
 - (g) If the student is found guilty at the criminal trial for an offense of violence on or near the university, they will be suspended from Youngstown state university for the period of one year. The student will receive a written notice of the suspension from the office of community standards and student conduct. The student must receive approval from the board of trustees to be permitted to return to the university. This one-year suspension will still be imposed even if the student is found not responsible for a violation of “The Student Code of Conduct.”
- (4) The “1219 hearing” process. The “1219 hearing” will be an adversary proceeding. Unlike a student conduct hearing, a “1219 hearing” will be conducted by a referee appointed by the university. A university attorney will present the evidence at the hearing on behalf of the university. The student has the right to:
- (a) Be represented by an attorney.

- (b) To cross-examine witnesses called by the state (the university).
 - (c) Call upon their own witnesses.
 - (d) To present evidence.
 - (e) To give a statement (but not required to do so). If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the student.
- (5) Burden of proof. Preponderance of the evidence is the standard used for all “1219 hearings.” Preponderance of the evidence is known as the balance of probabilities met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true. The referee must find that the student committed the offense by a preponderance of the evidence.
- (I) Article VII. Parental/guardian notification policy. Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students who may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under twenty-one years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, to create a positive support network for students.
 - (1) Parameters.
 - (a) This policy will be applied in situations where students under the age of twenty-one have been found responsible for a violation of university policies regarding drugs or alcohol.

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

"The Student Code of Conduct" shall be reviewed every three years under the direction of the student conduct administrator. Any member of the

university community may recommend a change to “The Student Code of Conduct” to the dean of students, or designee. The dean of students, or designee, shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the dean of students, or designee, the change shall be presented to the board of trustees for adoption.

- (K) Glossary of terms when used in “The Student Code of Conduct.”
- (1) The term “due process” is an assurance that all accused students will receive notice of charges, notice of the evidence to be used against them, and the opportunity to participate in a hearing prior to the deprivation of any educational property interest.
 - (2) The term “academic grievance subcommittee” is a group of university students and faculty selected and trained to adjudicate hearings wherein a student has allegedly violated the academic integrity policy for the university. Each hearing has a hearing panel consisting of at least six members from the academic grievance subcommittee.
 - (3) The term “appellate hearing panel” shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider a request for appeal from a student conduct body’s determination that a student has violated “The Student Code of Conduct” or from the sanctions imposed by the student conduct body.
 - (4) The terms “can,” “may,” or “should” specify a discretionary provision of “The Student Code of Conduct.”
 - (5) The term “complainant” shall mean any party harmed by the actions of a student who allegedly violated “The Student Code of Conduct.”
 - (6) The term “deputy conduct officer” shall mean a university official authorized on a case-by-case basis by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct.”

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

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

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

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

Responsible Division/Office:	Academic Affairs
Responsible Officer:	Dean of Students and Ombudsperson
Revision History:	March 1998; December 2010; June 2016; September 2017; September 2020; June 2021; September 2022; June 2023; June 2024
Board Committee:	Academic Excellence and Student Success
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Next Review:	2029

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

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

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

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

(B) Article I. Rights and responsibilities.

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

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

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

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of "The Student Code of Conduct." The student conduct officer shall be the assistant dean of students for community standards, advocacy, and conduct (hereinafter referred to as the assistant dean of students). The student conduct administrator may also appoint one or more deputy conduct officers to review reports of violations of "The Student Code of Conduct" and to

conduct investigations. Deputy conduct officers shall be under the supervision of the student conduct officer and/or the student conduct administrator.

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

is educational in nature and differing judgements may result between university action and outside legal action, the university, in its sole discretion, may pursue student conduct action and impose sanctions against a student for a violation of law:

- (i) Regardless of where the behavior occurs;
 - (ii) When a student is charged with a violation of law but not with any other violation of “The Student Code of Conduct”;
 - (iii) When a student is charged with a violation of law which is also a violation of “The Student Code of Conduct”;
 - (iv) While the student is also subject to criminal proceedings, arrest and/or prosecution or civil litigation.
 - (v) University conduct action may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
 - (vi) The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws and will not request or agree to special consideration for an individual because of that individual’s status as a student.
- (2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the dean of students, or designee, in consultation with the associate vice president for student experience. The policies and regulations that apply to student groups/organizations are outlined in the “Penguin Student Handbook,” which houses all student organization policies. Student groups/organizations that violate any of the student

organization policies may be charged with violating “The Student Code of Conduct” and be subject to the student conduct procedures set forth in this policy.

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

A student or student group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by

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

- (1) Academic integrity. Violations of academic integrity include:
 - (a) Plagiarism, which includes the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, or the misrepresentation of another person’s work as one’s own.
 - (b) The use of any unauthorized assistance or tools, including artificial intelligence (AI) language programs, prohibited by faculty:
 - (i) In taking quizzes, tests, assignments, or examinations;
 - (ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.
 - (c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
 - (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - (e) Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.

- (f) Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.
 - (g) Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
 - (h) Bribes, threats, or intimidation, including exchange of payment for assignments or parts of assignments, and threats to entice others to engage in violations of the academic integrity policy.
 - (i) Impersonation, pretending to be another person in the completion of a quiz, exam, or other assignment.
 - (j) Altering or destroying the work of others unless given permission.
 - (k) Lying to obtain an academic advantage, which includes falsification of documents or other information used to request makeup work.
 - (l) Assisting another person in any of the behaviors mentioned in this paragraph is itself academic dishonesty.
 - (m) Asking others to engage in any of the behavior described in this paragraph is academic dishonesty;
 - (n) Attempting to engage in any of the listed behaviors is academic dishonesty.
- (2) Alcohol.
- (a) Use or possession of alcoholic beverages, except as permitted by law and university policy.
 - (b) Public intoxication.

- (c) Manufacturing or distribution of alcoholic beverages to any person under twenty-one years of age except as permitted by law.
- (3) Bullying and harassment. Unwelcome or unreasonable behavior that harasses or intimidates people, either as individuals or as a group, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. See university policy 3356-2-03, "Discrimination/ harassment" (rule 3356-2-03 of the Administrative Code) for prohibited conduct based on an individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status, or any other basis protected by law. See also university policy 3356-4-21, "Campus free speech" (rule 3356-4-21 of the Administrative Code) for harassment that is severe, pervasive, and objectively offensive).
- (4) Complicity. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting or encouraging a violation or an attempted violation.
- (5) Student conduct system.
 - (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct process.
 - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
 - (c) Institution of a student conduct proceeding knowingly without cause.
 - (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

- (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the student conduct process.
 - (f) Unwelcome or unreasonable behavior that harasses or intimidates a member of a student conduct body, participants, or witnesses prior to, during or after a student conduct proceeding, and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.
 - (g) Failure to comply with the sanction(s) imposed by a student conduct body.
 - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
 - (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) Disorderly conduct. Conduct which obstructs teaching, research, administration, or university activities or functions.
- (7) Drugs.
- (a) Use, possession, manufacturing, or distribution of marijuana, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia.
 - (b) The misuse of materials as an intoxicant.
 - (c) Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.
- (8) Failure to comply. Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.

- (9) Financial obligations. Failure to meet all financial obligations to the university.
- (10) Gambling. Gambling or wagering of any form except as expressly permitted by law and/or university policy.
- (11) Hazing. 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.
- (12) Information technology. Theft or other abuse of information technology and resources, including, but not limited to:
 - (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - (b) Unauthorized transfer of a file.
 - (c) Unauthorized use of another individual's identification and password.
 - (d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.
 - (e) Use of computing facilities and resources to send unwelcome or unreasonable messages that harass or intimidate individuals or groups that are sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint.
 - (f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.

- (g) Use of computing facilities and resources in violation of copyright laws.
 - (h) Any violation of the university policy 3356-4-09, “Acceptable use of university technology resources” (rule 3356-4-09 of the Administrative Code).
- (13) Dishonesty.
- (a) Furnishing false information to any university official, faculty member, or office.
 - (b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.
 - (c) Tampering with the election of any university recognized student organization.
 - (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
 - (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.
- (a) Intentionally, knowingly, or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person, including one’s self.
 - (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.

- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property on or off campus, or acts of vandalism even if this behavior does not cause damage.
- (17) Published university policies. Violation of published university policies, rules, or regulations, including those available electronically on the university website.
- (18) Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following categories:
 - (a) An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo). An individual does not have to submit to the conduct for quid pro quo sexual harassment to occur.
 - (b) Unwelcome conduct determined by the reasonable person's standard to be so severe and pervasive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment).
 - (c) Sexual assault as defined in the Clery Act (which includes rape, fondling, incest, or statutory rape as defined in this paragraph).
 - (i) Rape (except statutory rape). The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. See university policy 3356-2-05, "Title IX sexual harassment policy," rule 3356-2-05 of the Administrative Code, for definitions of consent, coercion, force, and incapacitation.
 - (ii) Fondling. The touching of the private body parts of another person for sexual gratification without the consent of the victim, including instances where the

victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

- (iii) Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - (iv) Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
- (d) Dating violence, domestic violence, or stalking pursuant to the Violence Against Women Act (also defined in this paragraph).
- (i) Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - (ii) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - (iii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

- (e) Sexual misconduct. Conduct of a sexual nature that is nonconsensual or is carried out through force, threat, or coercion. Sexual misconduct includes, but is not limited to, sexual exploitation and voyeurism.
 - (i) Sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for their own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, nonconsensual video or audiotaping of sexual activity, permitting others to secretly observe or record consensual activity or engaging in voyeurism.
 - (ii) Voyeurism. Voyeurism occurs when a person, for the purposes of sexual arousal or gratification sexual purposes, surreptitiously invades the privacy of another. Voyeurism can occur in person or through recording or electronic means.
- (f) Sex offenses. See Chapter 2907. of the Revised Code which defines sex offenses under Ohio law.
- (19) Theft. Attempted or actual theft, including possession of stolen property.
- (20) Unauthorized entry.
 - (a) Unauthorized entry to or use of university premises, including access to residential spaces other than one's own assigned space.
 - (b) Unauthorized possession, duplication, or use of keys to any university premises.
- (21) Unauthorized recording.

- (a) Unauthorized use of electronic or other devices to make an audio or video record or photograph of any person while on university premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
 - (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person's consent, when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
 - (22) Violation of law. Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university's mission or its educational objectives and programs.
 - (23) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
 - (24) Sexual harassment as defined in Title IX of the Education Amendments of 1972 as set forth in university Title IX sexual harassment policy. (See rule 3356-2-05 of the Administrative Code and university policy 3356-2-05, "Title IX sexual harassment policy." Students, faculty, employees, volunteers, third parties, campus visitors and other individuals should refer to the Title IX policy referenced in this paragraph for processes and procedures under Title IX). The complaint, adjudication, resolution, and appeal process for an allegation of a Title IX violation, as well as possible sanctions, is delineated in university policy 3356-2-05, "Title IX sexual harassment policy."
- (E) Article IV. Student conduct procedures.
- (1) General. This overview gives a general idea of how the university's campus student conduct proceedings work, but it

should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not the same in every situation.

- (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
- (b) Any member of the university community may report alleged violations of “The Student Code of Conduct” by a student or a student group/organization. The report shall be prepared in writing and directed to the office of community standards and student conduct. A report of a violation of “The Student Code of Conduct” shall be submitted as soon as possible after the incident occurs but not later than thirty days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in their discretion.
- (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of “The Student Code of Conduct” to determine if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or student groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a student conduct board hearing. Additionally, students alleged to have violated the university’s sexual misconduct policy will automatically be provided a student conduct board hearing.
- (d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true.

- (2) Student conduct conference.
- (a) Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the student conduct standards of “The Student Code of Conduct” will first be scheduled for a conduct conference with the conduct officer assigned to review the allegation. The respondent will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
- (i) The specific charges pending against the respondent;
 - (ii) A brief summary of the referral;
 - (iii) Statement of rights and responsibilities; and
 - (iv) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.
- (b) The conduct conference is the first step in the student conduct process and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the violation(s) in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, and if the case does not warrant suspension or expulsion, the respondent will have an opportunity to accept or deny responsibility for the charge(s).

- (c) If the respondent accepts responsibility for the charge(s), the conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign a conduct conference agreement which will outline all of the sanctions offered to the respondent. While the student may sign the agreement immediately, they have up to three university working days to do so. The respondent has the option to accept the charge(s) but contest the sanction(s) or agree to both the charge(s) and sanction(s). Once the agreement is signed, the decision is final and there is no appeal process. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the conduct officer will refer the case for a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing.
- (d) Complainants, or harmed parties in a case, are also scheduled for a conduct conference with the conduct officer assigned to review the allegation. This meeting occurs prior to the respondent's conduct conference and serves to provide the complainant with the opportunity to discuss the allegations that led to the referral. The complainant will receive more information regarding the process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions(s) for the respondent should the charges be substantiated. The complainant will be notified in writing via their official university email address, of the date, time, and location of the conduct conference. Written notification will include:
 - (i) The specific charges pending against the respondent;
 - (ii) A brief summary of the referral; and
 - (iii) Statement of rights and responsibilities.
- (e) If a respondent accepts responsibility for the charges and agrees to the sanctions issued by the conduct officer, the

complainant will be notified in writing of the outcome of the respondent's conduct conference. If the respondent denies responsibility for one or more of the charges, or denies the sanction(s), the complainant will be invited to participate in a student conduct board hearing. If the case warrants suspension/expulsion, the case will automatically be referred for a student conduct board hearing, for which the complainant will receive notice.

- (f) Conduct conferences are scheduled based on the student's academic schedule; however, students are provided the opportunity to request in writing that the meeting be rescheduled for both academic and non-academic-related conflicts. If a student does not communicate a conflict and fails to show twice for their conduct conference, the conduct officer will hold the conduct hearing in their absence. After the hearing, the conduct officer will send the same type of outcome letter as if a student had attended the conference. The letter will outline if the student was found responsible/not responsible as well as any applicable sanctions. The opportunity to appeal the outcome will follow the standard process.
- (3) Student conduct board hearing.
- (a) The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct board hearing panel will decide by the preponderance of evidence whether the respondent is found responsible for the charge(s). All hearings are closed to the public, except for the complainant, respondent, advisors for the complainant and/or respondent, witnesses, hearing panel, hearing panel advisor, and the conduct officer. All parties directly participating in the hearing (the respondent, complainant, advisors, and conduct officer) may remain present the entire time, excluding deliberations.
 - (b) Student conduct board hearing panels consist of three members of the student conduct board. Hearing panels are comprised of a combination of trained faculty, staff, and

students. Each student conduct board hearing will have a faculty/staff hearing panel chair. The chair is responsible for keeping the proceedings moving forward.

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

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

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

- (iii) If there is a complainant, they will then have an opportunity to provide the hearing panel with a summary of their role and perspective on the incident.
 - (iv) The hearing panel will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing.
 - (v) The conduct officer, complainant, and respondent will then present any relevant witnesses or documentary information. The conduct officer, complainant and respondent will each, in turn, have the opportunity to ask questions regarding the information presented.
 - (vi) The complainant and respondent, in turn, will have the opportunity to cross-examine one another. If the complainant and respondent have mutual no-contact orders against one another, questions for opposing parties will be submitted to the hearing panel chair in writing.
 - (vii) The conduct officer will have an opportunity to make a summary statement including any sanctioning recommendations.
 - (viii) The complainant will have an opportunity to make a summary statement including any sanctioning recommendations.
 - (ix) The respondent will have an opportunity to make a summary statement including any sanctioning recommendations.
- (d) Deliberation and finding.
- (i) The hearing panel will go into closed session to determine by the preponderance of evidence

whether the respondent will be found responsible for the charge(s) pending in this matter. Student conduct hearing panels determine findings by majority vote.

- (ii) If the respondent is found responsible for a violation of one or more of the pending charges, the hearing panel will proceed to sanctioning. At this time, the hearing panel will be presented with any relevant information pertaining to the respondent's prior student conduct cases and sanctions.
 - (iii) The hearing will reconvene for the announcement of the findings and any subsequent sanction(s).
 - (iv) Written notification of the decision will be sent to the complainant and respondent simultaneously via their official university email addresses.
- (5) Student rights and responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process to uphold due process.
- (a) Rights of respondent. All respondents in the student conduct process have the following rights:
 - (i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).
 - (ii) In matters that could result in a sanction of suspension or expulsion, the above-mentioned notification will alert the respondent to the possible severity of the outcome.
 - (iii) The right to an advisor. It is the respondent's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the respondent signs an authorization for the release of information, thus allowing the office of community

standards and student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.

- (iv) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, “Reasonable accommodation for students with disabilities.”
- (v) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within five university working days of the initially scheduled proceeding.
- (vi) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
- (vii) Explanation of the resolution options available to them through the student conduct process.
- (viii) To be presumed not responsible for an alleged violation until found in violation by a preponderance of the evidence.
- (ix) To speak or not speak on their own behalf.
- (x) The opportunity to respond to information used as part of the decision-making process.
- (xi) To deny responsibility for the charge(s) facing them and request that the case be referred to a student conduct board hearing.

- (xii) To question any witness who participates as part of a hearing.
 - (xiii) The right to appeal.
 - (xiv) To waive any of the above stated rights provided that the waiver is made freely and in writing.
- (b) Rights of the complainant. All complainants in the conduct process have the following rights:
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).
 - (ii) Explanation of the resolution options available to them through the conduct process.
 - (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
 - (iv) The right to an advisor. It is the complainant's responsibility to communicate all necessary information regarding the student conduct process and proceedings with the advisor, unless the complainant signs an authorization for the release of information, thus allowing the office of student conduct to communicate directly with the advisor. The advisor may not actively participate in the student conduct process on behalf of the student.
 - (v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the student conduct process, including hearing audio/video, to the extent permitted by confidentiality laws.
 - (vi) To request reasonable accommodations due to disability. See paragraph (E)(6) of this policy, "Reasonable accommodation for students with disabilities."

- (vii) To make a request for a change of date for a student conduct proceeding, so long as the request is made no less than two university working days in advance of the initially scheduled proceeding. Rescheduled proceedings will generally occur within five university working days of the initially scheduled proceeding.
 - (viii) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.
 - (ix) The opportunity to appear at any hearing that may take place to provide relevant information.
 - (x) The opportunity to submit a written or recorded impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
 - (xi) To question any witness who participates as part of a hearing.
 - (xii) The right to appeal.
- (c) Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:
- (i) To be honest and forthright in all information they provide during the student conduct process. Presenting false and misleading information during this process is a violation of student conduct standards as outlined in this policy.
 - (ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made (in the case of witnesses) or notice is provided in advance (in the case of complainants and respondents).

- (iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this policy. See paragraph (D) of this policy, “Student conduct standards/ prohibited conduct.”
 - (iv) Complainants and respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on their behalf.
- (6) Reasonable accommodation for students with disabilities. Any student with a disability involved in the student conduct process has the right to request reasonable accommodation to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to accessibility services. Students do not have to disclose information about the complaint or charge to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations.

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

- (7) Sanctions. If the student or student group/organization is found responsible for a violation of a policy, sanctions will be issued in accordance with the office of community standards and student conduct’s sanctioning rubric. The student conduct administrator may adjust recommended sanctions on a case-by-case basis, as appropriate.

A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the respondent. The notification will be sent to the respondent’s official university email account. In cases involving a student group/organization, notification will be sent to the official

university email account for the president or student group/ organization leader.

The decision of a student conduct body may be appealed, as outlined in paragraph (E)(9) of this policy. If the respondent files a request for appeal, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the respondent.

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

representing the university in any other manner will be attached to this sanction.

- (iv) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- (v) Educational sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above. These may include community service, educational assignments, referrals to student outreach and support and other campus offices, or other similar sanctions designed to assist the respondent in reflecting upon their behavior and the impact of their behavior on self or others.
- (vi) Residential probation. Issued to students living in university-owned or university-sponsored housing. Notice in writing that the violation of “The Student Code of Conduct” is serious and that any subsequent violation of university regulations and/or resident handbook/lease policies may result in imposition of additional restrictions or conditions, residential suspension, or residential expulsion.
- (vii) Guest restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from signing in to other residential communities as guests for a designated period.
- (viii) Host restriction. Issued to students living in university-owned or university-sponsored housing. Residential students are restricted from hosting other guests for a designated period.
- (ix) Relocation. Issued to students living in university-owned or university-sponsored housing. Requiring a student to move to another floor, residence hall, or apartment because of community disruption.

- (x) Deferred residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residential community is deferred for a specified period. If the student is found responsible for any subsequent violations of “The Student Code of Conduct,” residential suspension is automatically issued as a sanction.
- (xi) Residential suspension. Issued to students living in university-owned or university-sponsored housing. Separation of the student from the residence halls for a specified period after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university housing facilities. This may include residential dining facilities.
- (xii) University suspension. Separation of the student from the university for a specified period after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities. This may include residential dining facilities. A university suspension is noted on an addendum attached to a student’s transcript during the period of suspension.
- (xiii) Residential expulsion. Issued to students living in university-owned or university-sponsored housing. Permanent separation of the student from the residential community. An expulsion denies the student access to all university housing facilities on a permanent basis. This may include residential dining facilities.
- (xiv) University expulsion. Permanent separation of the student from the university. An expulsion denies the student access to the university, including any campus facilities, any campus programs or

activities, and any class sessions on a permanent basis. A university expulsion is permanently noted on a student's transcript.

- (xv) Revocation of admission and/or degree. Revocation of admission to or awarding of a degree from the university for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for serious violations committed by a student prior to graduation.
- (xvi) Withholding degree. Withholding the awarding of a degree otherwise earned until the completion of the process set forth in "The Student Code of Conduct," including the completion of all sanctions imposed, if any.
- (xvii) Fines. Fines for violations of "The Student Code of Conduct" will be assessed and charged to the student's account. A list of fines for all violations will be determined at the discretion of the dean of students, or designee, who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of "The Student Code of Conduct" when published and presented to students.
- (xviii) No-contact order. The student is restricted from making contact in any verbal, written, electronic, third-party, or physical manner with a designated individual. If a student is found in violation of the no contact order, they may be subject to arrest and removed from campus. No-contact orders are always issued mutually to involved parties.
- (xix) Parental/guardian notification. The office of community standards and student conduct staff will coordinate parental/guardian notification in cases of alcohol use or drug use when the student is under twenty-one years of age, their behavior demonstrates a risk of harm to self or others, or

constitutes a violation of law involving a controlled substance.

- (b) More than one of the sanctions listed in paragraph (E)(7) of this policy may be imposed for any single violation.
 - (c) The following sanctions may be imposed upon student groups/organizations:
 - (i) Those sanctions as outlined in paragraph (E)(7) of this policy.
 - (ii) Deactivation. Loss of all privileges, including university recognition, for a specified period.
 - (d) The student conduct administrator shall be responsible for ensuring that sanctions imposed by hearing panels and conduct officers are consistent with the violation and sanctions imposed for similar violations in other similar cases.
- (8) Interim measures. In certain circumstances, the dean of students, or designee, may impose an interim measure prior to a student conduct proceedings or in the event of a safety-related emergency. This includes university or residential suspension.
- (a) Interim measures may be imposed only:
 - (i) To ensure the safety and well-being of members of the university community or to preserve university property;
 - (ii) To ensure the respondent's own physical or emotional safety and well-being;
 - (iii) If the respondent poses a threat of disruption or interference with the normal operations of the university; or

- (iv) If the respondent is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.
- (b) In the event that an interim measure is imposed, the student or student group/organization will be notified either in person or by regular U.S. or certified mail of the cause for the interim measure. The respondent will also be notified via their official university email address. The interim measure becomes effective immediately upon notification and will remain in place until it is determined to no longer be necessary. Interim measures may be determined to no longer be necessary when:
- (i) There is no longer a risk to the safety and well-being of members of the university community or a risk to university property;
 - (ii) Interim measures are no longer needed to ensure the respondent's physical or emotional safety and well-being; or
 - (iii) The respondent no longer poses a threat of disruption or interference with the normal operations of the university.
- (c) Any alterations, amendments, or modifications to the interim measures shall be documented. Notice of modification of interim measures will be served to affected parties in the same manner in which the original notice of interim measures was served. If student conduct proceedings are required, a student conduct body will convene as expeditiously as possible to review the case. Student conduct hearings will follow the procedures outlined in paragraph (E)(4) of this policy and may proceed before, during, or after any criminal proceedings.
- (d) In the case of an interim suspension, the student or student group/organization shall be denied access to all housing facilities and/or to the campus (including physical classes) and/or all other university activities or privileges for which

the student or student group/organization might otherwise be eligible, unless determined otherwise by the student conduct administrator.

(9) Appeals.

- (a) The decision or sanction imposed by a student conduct body may be appealed by the respondent or complainant (the appellant) within five university working days of notification of the decision. If an appeal is not received by five p.m. Eastern time on the fifth university working day of this time frame, the decision reached by the student conduct body will be final.
- (b) Requests for appeals shall be made in writing and shall be submitted via electronic form to the office of community standards and student conduct. The request for appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the appeal (see paragraph (E)(9)(d) of this policy) along with supporting information.
- (c) Once a request for appeal has been submitted and until the appeal decision has been communicated to the appellant, all sanctions except any active interim measures, such as interim suspensions, will be held in abeyance.
- (d) Appellate hearings are not a live re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appellate hearing shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following grounds:
 - (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in “The Student Code of Conduct” and to determine whether these violations could have affected the outcome of the hearing.
 - (ii) A claim that the decision reached regarding the respondent did not have a reasonable basis for the

conclusion reached and that it was not based on proof by a preponderance of the evidence.

- (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of “The Student Code of Conduct” for which the respondent was found responsible.
- (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not presented in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (e) The burden of proof rests with the appellant.
- (f) The appellant may, in preparing the request for appeal, have access to records of the case, which may be reviewed electronically via secure link sent by the office of community standards and student conduct.
- (g) A request for appeal in a case adjudicated by a student conduct board hearing panel will be reviewed by an appellate hearing panel. An appellate hearing panel is composed of three members from the student conduct board selected by the student conduct administrator.
- (h) Once a request for appeal has been submitted by the complainant or respondent, the other party shall receive a copy of the request for appeal and may submit a written response to the request for appeal to the office of community standards and student conduct, which will be considered alongside the request for appeal. Any written response must be submitted within five university working days of notification of the submission of a request for appeal.
- (i) The appellate hearing panel will review the appeal to determine whether one of the grounds listed in this policy has been met.

- (j) If an appellate hearing panel determines that a request for appeal has met one or more of the grounds, the following options are available:
 - (i) Remand the case to the original panel for reconsideration if new information sufficient to alter a decision or other relevant facts not presented in the original hearing becomes available because such information and/or facts were not known by the appellant at the time of the original hearing.
 - (ii) Uphold the original decision.
 - (iii) Alter the findings/sanctions issued by the original hearing panel.
- (k) If the appellate hearing panel determines that the request for appeal does not meet one of the grounds, the appeal will be dismissed and the original decision will be upheld.
- (l) The decision of the appellate hearing panel is final.
- (10) Conduct procedures for university housing. Deputy conduct officers have been designated by the student conduct administrator to assist in the review of alleged violations of policy originating within university housing.
 - (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence halls, as outlined in the “Resident Handbook,” is delegated by the student conduct administrator to a conduct officer. This may be a deputy conduct officer, as described in this paragraph.
 - (b) Any student, faculty member, or university official may file a written report against any student living in a residence hall for alleged violations of policy within the residence hall, campus dining facilities, or at any residence hall function.

- (c) Upon receipt of a written report, the conduct officer will investigate to determine whether there is reasonable cause to believe that a violation of “The Student Code of Conduct” may have occurred. If the conduct officer believes that such a violation did occur they will follow the procedures outlined in paragraph (E)(4) of this policy to address the alleged violation.
- (11) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
- (a) Student conduct records shall be expunged seven years after final disposition of the case, excluding students who were sanctioned with residential suspension, residential expulsion, university suspension, or revocation or withholding of a degree, which shall be expunged fifteen years after final disposition of the case resulting in such action. Sanctions of university expulsion will remain on a student’s conduct record indefinitely. Upon graduation, the student may petition the student conduct officer for immediate removal of all files contained in their student conduct records if the following conditions are met:
 - (i) The violation(s) was determined to not have threatened or endangered the health or safety of any person, including sexual misconduct.
 - (ii) University or residential suspension and/or expulsion or revocation or withholding of a degree were not issued as sanctions.
 - (iii) All sanction requirements, including associated probationary periods, have been completed.
 - (iv) An online petition form is completed and submitted to the office of community standards and student conduct.

The student may appeal a negative response of the student conduct officer to the student conduct administrator.

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

- (b) Students must identify themselves and the student(s) of concern to first responders.
- (c) Students must comply with specific instructions given by responding personnel.

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

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

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

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

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

Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student

from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

- (F) Article V. Title IX sexual harassment procedures (per university policy and rule 3356-2-05 of the Administrative Code).
- (1) Grievance process.
- (a) Time frame. The process outlined below is expected to occur within ninety calendar days from the date a complaint is filed. The Title IX coordinator, or designee, may extend this time period by providing written notice to the parties citing the reason(s) for the extension. The complainant or respondent may request a temporary delay of the grievance process for good cause by written request to the Title IX coordinator. Good cause includes, but is not limited to, the absence of party, a party's advisor or a witness, or the accommodation for disabilities.
- (b) Report. Information, however received, alleging sexual harassment, as defined in this policy, and provided to a person with the authority to initiate corrective action. A report may lead to further action, including the filing of a formal complaint, depending on the alleged facts and circumstance.
- (c) Formal complaint. A formal complaint is a verbal or written account which alleges a conduct which could violate this policy and is made to a person with authority to initiate corrective action. A complaint may be submitted

by mail, email, in person, by telephone or electronically at TitleIX@ysu.edu.

- (2) Notice.
 - (a) Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment as defined in this paragraph, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
 - (b) If in the course of an investigation the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.
 - (c) Notice to the university staff listed below of sexual harassment or allegation of sexual harassment constitutes actual notice to the university and triggers the university's obligation to respond.
 - (i) Title IX coordinator and deputy Title IX coordinators.
 - (ii) Executive director of equal opportunity and policy development.
 - (iii) Vice presidents and associate vice presidents.
 - (iv) Academic deans and chairpersons.
 - (v) Supervisors/managers.
 - (vi) Coaches and assistant coaches.
- (3) Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one

complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

- (4) Dismissal of formal complaint. The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria.
 - (a) Mandatory dismissal.
 - (i) Would not constitute sexual harassment as defined in this policy even if proved.
 - (ii) The alleged sexual harassment did not occur in the university’s education program or activity.
 - (iii) The alleged conduct did not occur in the United States.
 - (b) Discretionary dismissal.
 - (i) Complainant notifies the Title IX coordinator in writing that they would like to withdraw the formal complaint.
 - (ii) The respondent is no longer enrolled or employed by the university.
 - (iii) Specific circumstances prevent the university from gathering sufficient evidence.
 - (c) The dismissal of a formal complaint shall be done simultaneously and in writing to the parties.
 - (d) A dismissal of a formal complaint may be appealed pursuant to paragraph (F)(10) of this policy.

- (e) A formal complaint which is dismissed pursuant to this policy may be considered under a different university policy, 3356-2-03, “Discrimination/ harassment,” rule of 3356-2-03 of the Administrative Code, or 3356-7-04, “Workplace and off-campus violence, threats, and disruptive behavior,” rule of 3356-7-04 of the Administrative Code, or under “The Student Code of Conduct.”
- (5) Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
- (a) Both parties’ voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
 - (b) Informal resolution is not an option for resolving allegations that an employee or faculty member sexually harassed a student.
- (6) Investigation. The Title IX coordinator or designee is responsible for investigating formal complaints which meet the criteria of this policy.
- (a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
 - (b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 - (c) The university shall not access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in

that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section or as permitted by law.

- (d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the course of the investigation. All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
- (e) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice including an attorney. However, the advisor may not speak during any interview or proceedings, with the exception of the cross-examination portion of any hearing.
- (f) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
- (g) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- (h) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

- (i) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (j) The investigator shall create an investigative report that fairly summarizes relevant evidence and shall provide a copy, in electronic or hard copy format, to the parties and their advisors at least ten calendar days prior to any hearing. Either party can submit a written response to the investigator during these ten days.
- (7) Hearings. Formal complaints that are not resolved informally or dismissed will result in a live hearing.
 - (a) The hearing will be scheduled by the office of student conduct and will be held before a Title IX decision-maker. Where the complainant and respondent are both employees and/or faculty members, the Title IX coordinator will convene the hearing.
 - (b) Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
 - (c) The decision-maker shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally.
 - (d) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

- (e) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Parties may not challenge the relevancy determination of the decision-maker, except on appeal.
- (f) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- (g) If a party does not have an advisor present at the live hearing, the university shall provide, without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.
- (h) If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) shall not rely on any statement of that party or witness in reaching a determination regarding responsibility, provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (i) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
- (j) Parties are not required to divulge any medical, psychological, or similar privileged records as part of the hearing process.
- (k) The decision-maker shall create an audio recording for a live hearing and an audiovisual recording for a virtual live

hearing. Such recording will be available to the parties for inspection and review upon written request to the convener.

- (8) Findings.
- (a) The hearing decision-maker shall issue a written determination simultaneously to the parties regarding responsibility/policy violation(s) and sanctions/discipline when responsibility/policy violation is found to have occurred. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used.
 - (b) The determination regarding responsibility and sanction(s)/discipline becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 - (c) The written determination shall include:
 - (i) Identification of the allegations potentially constituting sexual harassment.
 - (ii) A description of the procedural steps which were followed starting with the formal complaint and continuing through determination.
 - (iii) The finding of facts that support the determination.
 - (iv) A conclusion applying the appropriate definition of the university's policy to the facts.
 - (v) A rationale for the result of each allegation regarding the determination of responsibility.
 - (vi) For respondents who are students, the hearing decision-maker shall consult with the vice president of student experience or their designee regarding sanctions. For respondents who are employees or faculty members the hearing decision maker shall

consult with the chief human resources officer, or their designee, regarding discipline.

- (vii) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies.
 - (viii) The procedures and bases for the complainant and respondent to appeal the determination.
- (9) Sanctions/discipline.
- (a) Students.
 - (i) Possible sanctions for student respondents: warning, conduct probation with or without loss of good standing, restitution, educational sanctions, residential suspension, university suspension, residential expulsion, university expulsion, revocation of admission and/ or degree, withholding degree, and fines.
 - (ii) Serious misconduct is defined as any act of sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or any assault that employs the use of a deadly weapon, as defined in division (A) of section 2923.11 of the Revised Code, or causes serious bodily injury. Students found responsible for violations of the serious misconduct policy will face, at minimum, a sanction of conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

Students returning from a sanction of suspension will automatically be placed on conduct probation with loss of good standing for one calendar year, preventing the student from participating in any extracurricular functions including athletics, student organizations, and student employment. After one year, students may petition the dean of students, or designee, for permission to participate in extracurricular activities and employment.

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

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

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

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

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

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

(2) Academic integrity conference.

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

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

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

a written statement to be included with the academic integrity form.

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

chairperson has the option to submit a written statement to be included with the form.

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

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

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

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

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

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

department or expectations of students in the department.

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

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

- (vi) Witness(es). Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number of witnesses that present repetitive testimony may be limited at the discretion of the judicial chair.
 - (e) If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the same electronic means to provide equal treatment to all parties. This may include either teleconference or video conferencing platforms, as deemed appropriate by the judicial chair.
- (7) Rights of hearing parties.
- (a) The following rights are guaranteed to the student and the faculty member:
 - (i) The right to be present.
 - (ii) The right to be accompanied by an advisor of their choice.
 - (iii) The right to speak in support of their argument.
 - (iv) The right to bring witnesses in support of their case.
 - (v) The right to present any relevant information directly supporting their written items in the academic integrity packet, including oral testimony.
 - (vi) The right to refute information presented.
 - (vii) The right to consult with the judicial chair or the office of community standards and student conduct regarding the hearing, their testimony or the presentation of any testimony in support of their case.

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

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

- (c) Both parties shall be informed of the hearing panel's decision in writing within three university working days. This statement shall be prepared and signed by the judicial chair and forwarded to the office of community standards and student conduct, the graduate school dean when appropriate, the provost and all parties directly involved in the hearing, except advisors and witnesses.
 - (i) Notice of the hearing panel's decision ends the academic grievance subcommittee's involvement in the disposition of the case.
 - (ii) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of the provost and the office of community standards and student conduct.
 - (iii) Any change of grade as a result of the hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five university working days. If the faculty member, chairperson and/or dean refuse to sign the grade change form, then the provost will do so.
- (9) Appeals.
 - (a) Only students may appeal the decision of the academic grievance subcommittee regarding for cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five university working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal is submitted in writing to the judicial chair.
 - (b) The judicial chair will forward the written appeal to the academic senate executive committee within two university working days.

- (i) If the academic senate executive committee determines that no procedural violations occurred or that any procedural violations were minor and did not affect the original hearing panel's decision, the original hearing panel's decision is upheld and the case is closed.
 - (ii) If the academic senate executive committee determines that procedural violations may have occurred and were potentially substantive enough to have affected the hearing panel's decision, the case will be referred to a three-person appellate hearing panel consisting of one student and two faculty members. This appellate hearing will take place within twelve university working days of receipt of the written appeal.
- (c) Appellate hearing panel.
- (i) No member of the appellate hearing panel will hear a case directly affecting themselves.
 - (ii) Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.
 - (iii) The chair of the appellate hearing panel shall inform both parties of the decision as soon as reasonably possible. A written statement of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, the office of community standards and student conduct, and office of the provost within five university working days of the decision via university email.
 - (iv) A file of all pertinent documents for all appeals shall be kept by the office of community standards and student conduct and/or the office of the provost.

- (v) The decision reached by the appellate hearing panel is final and may not be appealed.
 - (d) At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.
 - (e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three university working days. If the faculty member, chairperson, and/or dean refuse to sign the grade change form, then the provost will do so.
- (10) Sanctions. Sanctions for violations of the academic integrity policy may include, but are limited to, the following:
- (a) Issuing an official warning.
 - (b) Lowering the grade on the exam, paper or assignment in question.
 - (c) Lowering the final grade for the course.
 - (d) Requesting additional action from the academic grievance subcommittee, including removal from a course, removal from an academic program, university suspension, or expulsion.
 - (e) Other sanctions as deemed appropriate by the faculty member. The faculty member may consult with the judicial chair, the office of community standards and student conduct, chairperson or dean regarding appropriate sanctions.
- (11) Role of the student conduct administrator (SCA). The student conduct administrator, or designee, has the following responsibilities with regards to all cases involving alleged violations of the academic integrity policy.

- (a) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.
 - (b) To expunge all records as outlined in this policy.
 - (c) In cases where the academic integrity form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.
 - (d) In cases where the student has already been found responsible for a previous academic integrity violation, any additional violation will result in a review of all cases by the office of community standards and student conduct for possible additional charges and sanctioning.
- (H) Article VI. Section 3345.22 of the Revised Code, the “1219 hearing” process.
- (1) Background. Disruptive behavior and the “1219” procedure. The Ohio campus disruption act, also known as Ohio House Bill 1219, is codified in sections 3345.22 and 3345.23 of the Revised Code. The purpose of the law is to protect university students, faculty, staff, and other members of the campus community from crimes of violence committed near the university or upon people or property at the university.

A “1219 hearing” is appropriate when a student is arrested for a crime of violence committed on or near the university. If a student is convicted of an offense of violence that occurred on or near the university, the student will be automatically suspended pursuant to section 345.23 of the Revised Code. The purpose of the “1219 hearing” is to remove students from campus who may be a threat to the safety and security of the student body or campus community.
 - (2) Definition of a “crime of violence.” There are over thirty crimes of violence considered violations of the “1219” law, including but not limited to the following: arson, assault, burglary, domestic violence, discharged firearm, felonious assault, gross sexual

imposition, inciting to violence, inducing panic, intimidation, kidnapping, menacing, murder, rape, riot, robbery, sexual battery, and voluntary manslaughter.

- (3) Jurisdiction of the “1219 hearing.”
- (a) If a student is arrested for a crime of violence referenced in division (D) of section 3345.23 of the Revised Code, they may be temporarily suspended from the university according to “The Student Code of Conduct,” which is referred to as an interim suspension. This suspension will last during the process of the “1219 hearing” and continue until the student meets with the office of community standards and student conduct. The results of the “1219 hearing” discussed in this paragraph does not alter the student’s status under an interim suspension.
 - (b) A “1219 hearing,” which is distinctly separate from a conduct conference or a student conduct board hearing, will be held shortly after a student’s arrest for a crime of violence. The hearing can be continued for good cause. The purpose of the “1219 hearing” is to determine by a preponderance of the evidence whether the student committed an offense of violence.
 - (c) If the referee, as appointed by the university (office of the general counsel), finds that the student did commit an offense of violence on or near the university, the referee will then determine if the student should be under strict probation or suspended from the university pending the outcome of the criminal case. However, as previously noted, if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the referee, until the conclusion of the student conduct process administered by the office of community standards and student conduct.
 - (d) Following the “1219 hearing,” the criminal case outcome will determine the student’s status under section 345.23 of the Revised Code. If the student is convicted of an offense

of violence in the criminal case, the student will be suspended from the university for at least one year.

- (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates and the student in question shall be reinstated and the record of the “1219” suspension expunged from the person’s university record. The criminal process and “1219 hearing” are separate. The outcome of the “1219 hearing” has no bearing on the criminal case.
 - (f) When a student is found not guilty, they may return to school, but upon conclusion of the “1219 hearing” and possibly while the criminal case is still underway, the university may, and in nearly all cases, will initiate the student conduct process. The student may also be under the restriction of an interim suspension. If the student is not under an interim suspension or has been found not responsible of a violation of “The Student Code of Conduct,” the student would be permitted to return to school.
 - (g) If the student is found guilty at the criminal trial for an offense of violence on or near the university, they will be suspended from Youngstown state university for the period of one year. The student will receive a written notice of the suspension from the office of community standards and student conduct. The student must receive approval from the board of trustees to be permitted to return to the university. This one-year suspension will still be imposed even if the student is found not responsible for a violation of “The Student Code of Conduct.”
- (4) The “1219 hearing” process. The “1219 hearing” will be an adversary proceeding. Unlike a student conduct hearing, a “1219 hearing” will be conducted by a referee appointed by the university. A university attorney will present the evidence at the hearing on behalf of the university. The student has the right to:
- (a) Be represented by an attorney.

- (b) To cross-examine witnesses called by the state (the university).
 - (c) Call upon their own witnesses.
 - (d) To present evidence.
 - (e) To give a statement (but not required to do so). If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the student.
- (5) Burden of proof. Preponderance of the evidence is the standard used for all “1219 hearings.” Preponderance of the evidence is known as the balance of probabilities met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per cent chance that the proposition is true. The referee must find that the student committed the offense by a preponderance of the evidence.
- (I) Article VII. Parental/guardian notification policy. Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students who may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under twenty-one years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, to create a positive support network for students.
 - (1) Parameters.
 - (a) This policy will be applied in situations where students under the age of twenty-one have been found responsible for a violation of university policies regarding drugs or alcohol.

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

"The Student Code of Conduct" shall be reviewed every three years under the direction of the student conduct administrator. Any member of the

university community may recommend a change to “The Student Code of Conduct” to the dean of students, or designee. The dean of students, or designee, shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the dean of students, or designee, the change shall be presented to the board of trustees for adoption.

- (K) Glossary of terms when used in “The Student Code of Conduct.”
- (1) The term “due process” is an assurance that all accused students will receive notice of charges, notice of the evidence to be used against them, and the opportunity to participate in a hearing prior to the deprivation of any educational property interest.
 - (2) The term “academic grievance subcommittee” is a group of university students and faculty selected and trained to adjudicate hearings wherein a student has allegedly violated the academic integrity policy for the university. Each hearing has a hearing panel consisting of at least six members from the academic grievance subcommittee.
 - (3) The term “appellate hearing panel” shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider a request for appeal from a student conduct body’s determination that a student has violated “The Student Code of Conduct” or from the sanctions imposed by the student conduct body.
 - (4) The terms “can,” “may,” or “should” specify a discretionary provision of “The Student Code of Conduct.”
 - (5) The term “complainant” shall mean any party harmed by the actions of a student who allegedly violated “The Student Code of Conduct.”
 - (6) The term “deputy conduct officer” shall mean a university official authorized on a case-by-case basis by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct.”

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

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

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

RESOLUTION TO ACCEPT GIFT OF REAL ESTATE

WHEREAS, Youngstown State University Board of Trustees policy provides that the Board of Trustees may be the recipient of gifts of real estate as determined by the President and as recommended to the Institutional Engagement Committee of the Board of Trustees; and

WHEREAS, the Youngstown State University Foundation owns real estate located within the University's campus as identified on the property map ("Real Estate") attached hereto as Exhibit A; and

WHEREAS, the Youngstown State University Foundation seeks to gift the Real Estate to the Board of Trustees for use by the University; and

WHEREAS, the President recommends that the Board of Trustees accept the gift of Real Estate from the Youngstown State University Foundation.

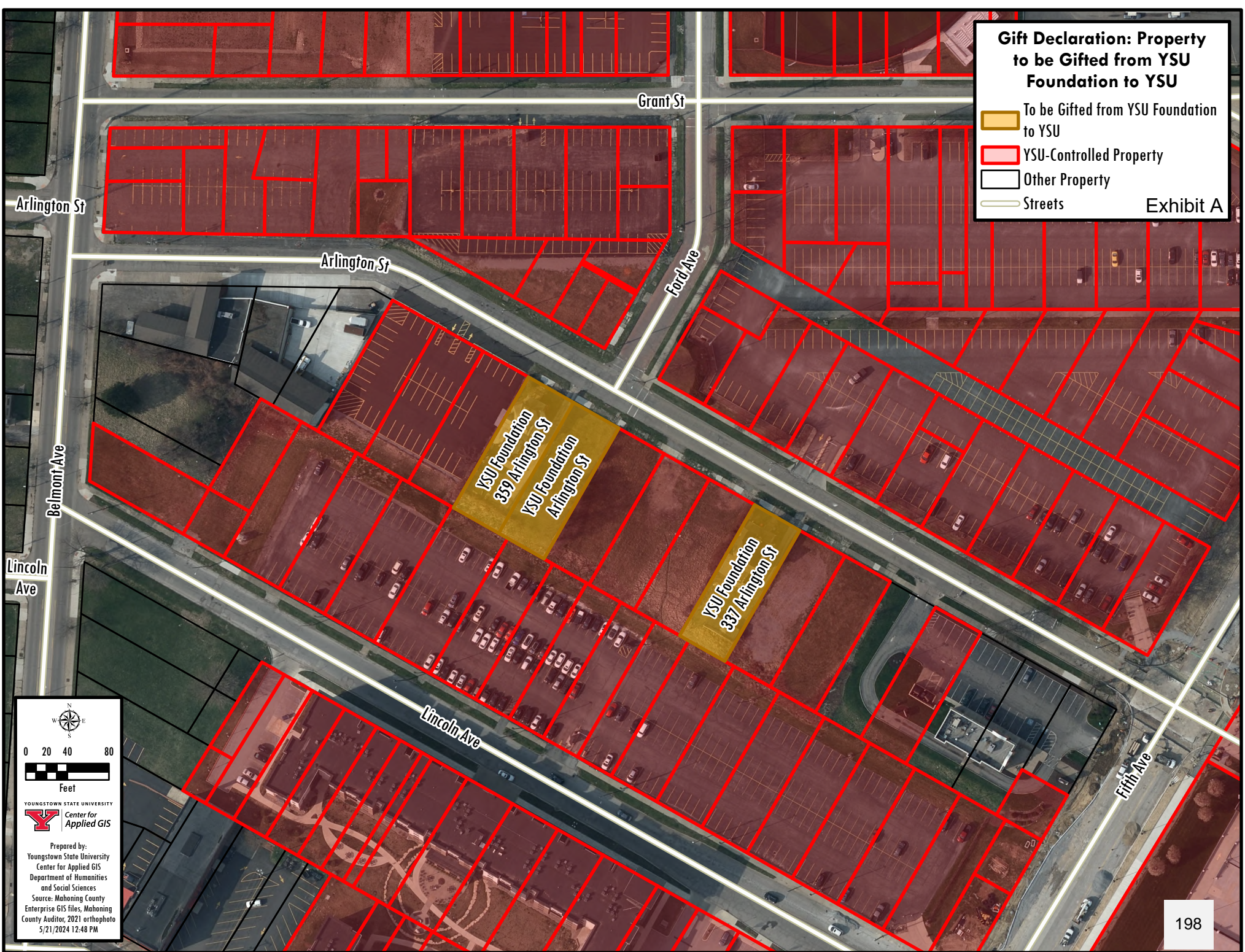
NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the gift of Real Estate from the Youngstown State University Foundation.

**Board of Trustees Meeting
June 7, 2024
YR 2024-61**

Gift Declaration: Property to be Gifted from YSU Foundation to YSU

- To be Gifted from YSU Foundation to YSU
- YSU-Controlled Property
- Other Property
- Streets

Exhibit A



0 20 40 80
Feet

YOUNGSTOWN STATE UNIVERSITY
Center for Applied GIS

Prepared by:
Youngstown State University
Center for Applied GIS
Department of Humanities
and Social Sciences
Source: Mahoning County
Enterprise GIS files, Mahoning
County Auditor, 2021 orthophoto
5/21/2024 12:48 PM

**RESOLUTION TO APPROVE
FISCAL YEAR 2025 INTERNAL AUDIT PLAN**

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

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

WHEREAS, the fiscal year 2025 Internal Audit Plan has been reviewed by the Audit Subcommittee;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby approves the recommended revised fiscal year 2025 Internal Audit Plan, attached hereto.

**Youngstown State University
Proposed Internal Audit Plan
Fiscal Year 2025**

Projects					
Current Year Audits:					
Project Area	Scope	Objectives	Risk & Risk Category	Audit Risk Rating	Total Budget Hours
Conflict of Interest	Procedures and controls related to conflict of interest policy and annual disclosure statements; review standard and documented vendor selection and hiring processes	Provide assurance that framework exists to support effective management of conflict of interest and controls are applied to ensure compliance with conflict of interest in hiring vendor relationships	Instances of corruption, loss of instructional resources, improper vendor selection, inappropriate purchases and hiring decisions, and reputational risk Operational & Compliance	High	250
International Programs Office	Procedures and controls related to International enrollment and International Student and Scholar Services	Ensure compliance with federal law and university policies related to the enrollment and support services provided to international students	Noncompliance with policies and procedures; inadequate and/or ineffectiveness of operational controls. Operational & Compliance	High	250
Auxiliary-Athletics Ticket Office	Procedure and controls related to Athletics Ticket Office operations, including ticket sales, cash management, security, & complimentary tickets procedures.	Provide assurance that proper procedures and controls are present and operating effectively in the athletic ticket office.	Ineffective cash management, inaccurate reporting of accounts receivable, inadequate security, noncompliance with complimentary ticket procedures. Financial, Operational & Compliance	High	250
KSU- Divisional IT Application Risk Assessment: Student Affairs and Institutional Effectiveness	Risk assessment of various systems/IT applications used in the Division of Student Affairs and Institutional Effectiveness	Identify and evaluate operating risks in IT applications, compile and prioritize IT applications based on identified risks, determine future IT General Controls (ITGC) audits for applications	IT controls not in place to address vulnerabilities and threats in IT applications IT & Compliance	High	25
Total Current Year Audit					775
Continued from Prior Year:					
Project Area	Scope	Objectives	Risk & Risk Category	Audit Risk Rating	Total Budget Hours
Inventory Control	Procedures and controls related to physical inventory tracking and management	Procedure and controls are present, efficient, and working effectively to ensure accurate records, optimize inventory management, improve financial performance, and prevent theft	Improper safeguarding of assets, inaccurate inventory records Financial, Operational, & Compliance	High	75
Total Continued Prior Year					75
Consulting & Advisory:					
Project Area	Scope	Objectives	Risk & Risk Category	Audit Risk Rating	Total Budget Hours
Consulting & Advisory	Consulting/advisory assistance with other projects, including FY24 Enterprise Risk Management	Assist in evaluating the severity and probability of emerging risks on campus. Monitor compliance within the Enterprise Risk Assessment Mitigation Plan.	Internal controls not properly designed, developed, or implemented, and internal control gaps not identified Various	Medium	100
Total Consulting & Advisory					200

Projects Continued					
Continuous Auditing and Follow-up on Open Audit Recommendations:					
Project Area	Scope	Objectives	Risk & Risk Category	Audit Risk Rating	Total Budget Hours
Continuous Auditing - Analytics - Payroll	Quarterly continuous auditing	Analysis of quarterly payroll data to ensure operating effectiveness of internal controls	Fraud and errors related to payroll Financial	High	120
Continuous Auditing - Analytics- A/P	Quarterly continuous auditing	Analysis of quarterly payables data to ensure operating effectiveness of internal controls	Fraud and errors related to payables Financial	High	120
Hotline Monitoring	Ongoing monitoring of hotline reports	Assess risk level and quality of hotline reports; ensure timely follow-up of reports as deemed necessary	Fraud/unethical conduct Various	TBD	70
Follow-up on Open Audit Recommendations	Follow-up on management's corrective actions plans to address audit recommendations from previously issued audit reports	Validate corrective actions implemented to ensure audit findings are adequately and timely addressed	Corrective action plans not implemented to address risks from control gaps identified in previous audits Various - Financial, Operational, Compliance	Various	70
Total Continuous Auditing & Follow-up on Open Audit Recommendations					380
Total Project					1330
Non-Project Hours					
Category	Description				Total Budget Hours
Professional Development	Webinars, seminars, workshops, etc. to develop knowledge and skills in relevant to audit, higher education and related risk topics; also fulfill university training requirements for employees				50
Administrative	Planning, audit risk assessment, Audit & Compliance Committee prep, meetings and other time (vacation, sick, holiday)				700
Total Non-Project					750
Total Hours					2080

**RESOLUTION TO MODIFY
COLLECTION SITES POLICY, 3356-3-08**

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.

3356-3-08 Cash collection sites.

Responsible Division/Office: Office of University Bursar
Responsible Officer: VP for Finance and Business Operations
Revision History: June 2009; June 2014; June 2019; June 2024
Board Committee: Finance and Facilities
Effective Date: June 7, 2024
Next Review: 2029

- (A) Policy statement. The vice president for finance and business operations is authorized and responsible for the collection and deposit of all cash received on behalf of the university in compliance with this policy, the Revised Code and all other applicable laws and regulations. This responsibility is discharged through the bursar in accordance with section 9.38 of the Revised Code.
- (B) Purpose. This policy provides a framework for the consistent application of sound internal controls and best business practices for cash handling university-wide. This policy requires that authorized cash collection sites with daily university receipts of one thousand dollars or more remit these receipts to the office of university bursar no later than one business day following their receipt. Daily university receipts of less than one thousand dollars must be remitted within three business days. All receipts are required to be adequately safeguarded until remitted.
- (C) Definitions.
- (1) Cash – currency, checks, money orders, and debit/credit card transactions.
 - (2) Cash collection site – area authorized by the bursar to routinely accept or process cash.
 - (3) Memorandum of understanding – documentation of cash collection site’s authorization and agreed upon internal control procedures.
- (D) Parameters.
- (1) The responsibility of handling university funds is conferred by the bursar to individual department or office heads through a signed

memorandum of understanding outlining specific duties and internal controls which the area agrees to implement and maintain. The memorandum is generated by the bursar and signed by the bursar and the department/office head and then filed with the principal administrative officer and the vice president for finance and business operations.

- (2) The memorandum of understanding shall provide for the secure and timely transfer of all monies collected to the office of university bursar in accordance with section 9.38 of the Revised Code, as well as meeting an appropriate level of internal control as determined by the bursar.
- (3) It is the responsibility of the department/office head to contact the bursar to report any duties or controls which are not being met to discuss remedies and then revise or rescind the memorandum accordingly. This notification includes changes in signatories, inability to meet internal controls, need to collect cash, and any other significant changes that occurred since the last memorandum was signed.
- (4) The bursar will communicate with all department/office heads and review the need, appropriateness and accuracy for all memorandums of understanding on at least an annual basis. Areas found by the bursar or the auditors to be out of compliance with the memorandums may be required to forfeit the responsibility and privilege of handling university funds.
- (5) The required level and combination of internal controls will be tailored to each authorized cash collection site and will be determined based on level of risk and resource or customer service constraints.
- (6) Effective internal controls may include, but are not limited to, the following:
 - (a) Centralized control over locations authorized to receive cash.
 - (b) Formal authorization and assignment of responsibility.

- (c) Written documentation of procedures and controls.
- (d) The use of cash registers, mail logs or pre-numbered receipts and accountability.
- (e) Physical safeguarding through use of safes, locked drawers, etc.
- (f) Changing of combinations or locks after key personnel turnovers.
- (g) Access restrictions.
- (h) Control of keys.
- (i) Control of all cash receipts by the cashier until deposit is made.
- (j) Timely deposits of funds collected.
- (k) Deposits transported in locked bags by Youngstown state university police.
- (l) Restrictive endorsement placed on checks upon receipt.
- (m) Reconciling detail records to the general ledger or otherwise assessing reasonableness of general ledger income.
- (n) Frequent counting and balancing of funds, including idle funds.
- (o) Segregation of duties between cash handling and recordkeeping/reconciling, including reconciling adjustments processed to source documents.
- (p) Reconciling cash register tapes, mail logs, or pre-numbered receipts to deposits.
- (q) Periodic PCI compliance training.

- (7) New authorizations:
- (a) Requests for the establishment of new cash collection, change fund or billing sites for any university services and/or goods must be submitted in writing to the bursar, stating the purpose, the dollar value, the activity frequency and any other information deemed pertinent to the request.
 - (b) Approval will be based on the appropriateness of the request, ability of the office to adhere to necessary internal controls, and whether collection by the office of university bursar is feasible.
 - (c) If the request is denied the department/office head may appeal to the vice president for finance and business operations.
- (8) On an annual basis, the vice president for finance and business operations, or designee, will:
- (a) Issue a university-wide communication to ensure that all employees are reminded of this policy and the importance of proper safeguarding of cash.
 - (b) Review authorized cash collection sites and related reports with upper administration.
 - (c) Conduct surprise counts on a select number of randomly chosen cash collection sites and/or of cash collection sites that have elevated risk as determined by the bursar.

**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
June 7, 2024
YR 2024-64**

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
Board Committee: Finance and Facilities
Effective Date: June 7, 2024
Next Review: 2029

- (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 or 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 generate 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 data is 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 is defined in university policy 3356-4-13, “Sensitive information/information security”; rule 3356-4-13 of the Administrative Code and comprises non-sensitive, non-confidential information that does not personally identify individuals, including publicly available research publications, course catalogs, general university information, and non-sensitive 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.

- (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 in the “YSU AI Principles Statement” (see [OAA 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.
- (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.

**RESOLUTION TO APPROVE
CHANGES TO TUITION AND FEES FOR THE 2024-25
ACADEMIC AND FISCAL YEAR**

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

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

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

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

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

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the “tuition charge” shall be the sum of the Instructional Fee, General Fee and, where applicable, the Information Services Fee, and does hereby establish the tuition charge and other fees as included in the attached Exhibit, to become effective for the 2024-25 academic year and shall not exceed what is permitted by the final enacted version of the state of Ohio budget bill for the FY 2024 - FY 2025 biennium, and to remain in effect until changed by the Board of Trustees, except as may be specifically noted otherwise; and

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

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

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

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

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

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

Refund Schedule

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

Summary of Full-Time Bulk-Rate Tuition¹

(See Schedules 2, 3 and 4 for detail)

	FY 2024 Actual	FY 2025		
		Proposed	\$ Change	% Change
UNDERGRADUATE				
Continuing students,* per semester				
Resident	\$4,377.00	\$4,377.00	\$0.00	0.00%
Non-resident	\$4,557.00	\$4,557.00	\$0.00	0.00%
Penguin Promise cohort 7, per semester				
Resident	N/A	\$5,522.28	New*	New*
Non-resident	N/A	\$5,702.28	New*	New*
GRADUATE³				
Masters-Level, per semester				
Resident	\$6,546.60	\$6,779.88	\$233.28	3.56%
Non-resident	\$6,726.60	\$6,959.88	\$233.28	3.47%
Doctoral-Level, per semester				
Resident	\$6,920.52	\$7,164.84	\$244.32	3.53%
Non-resident	\$7,100.52	\$7,344.84	\$244.32	3.44%

*Continuing students enrolled spring 2018 or earlier are not part of a Penguin Promise cohort.

1. Excluded from this presentation: rates for specialized programs, Jefferson County location and standalone associate degree programs.

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

YOUNGSTOWN STATE UNIVERSITY - Main Campus
Resident Undergraduate Tuition & Fees
(for non-Penguin Promise students enrolled spring 2018 or earlier)

Fee Description	FY 2024	FY 2025		
	Actual	Proposed	\$ Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$3,507.12	\$3,507.12	\$0.00	0.00%
General Fee (per semester, 12-18 credit hours)	\$740.04	\$740.04	\$0.00	0.00%
Information Services Fee (per semester, 12-18 credit hours)	\$129.84	\$129.84	\$0.00	0.00%
Full-time tuition & mandatory fees	\$4,377.00	\$4,377.00	\$0.00	0.00%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$292.26	\$292.26	\$0.00	0.00%
General Fee (per credit hour)	\$61.67	\$61.67	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.82	\$10.82	\$0.00	0.00%

YOUNGSTOWN STATE UNIVERSITY - Main Campus
Penguin Promise Tuition Guarantee* - Resident Undergraduate Tuition & Fees

	Cohort 7	Change from Prior Cohort	
	FY 2025	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$4,262.40	3.00%	\$124.20
General Fee (per semester, 12-18 credit hours)	\$1,259.88	3.00%	\$36.72
Full-time Penguin Promise tuition	\$5,522.28	3.00%	\$160.92
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$355.20	3.00%	\$10.35
General Fee (per credit hour)	\$104.99	3.00%	\$3.06
Penguin Promise tuition per credit hour	\$460.19	3.00%	\$13.41

	Cohort 6	Change from Prior Cohort	
	FY 2024	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$4,138.20	3.00%	\$120.48
General Fee	\$1,223.16	3.00%	\$35.64
Full-time Penguin Promise tuition	\$5,361.36	3.00%	\$156.12
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$344.85	3.00%	\$10.04
General Fee (per credit hour)	\$101.93	3.00%	\$2.97
Penguin Promise tuition per credit hour	\$446.78	3.00%	\$13.01

	Cohort 5	Change from Prior Cohort	
	FY 2023	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$4,017.72	4.60%	\$176.64
General Fee	\$1,187.52	4.60%	\$52.20
Full-time Penguin Promise tuition	\$5,205.24	4.60%	\$228.84
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$334.81	4.60%	\$14.72
General Fee (per credit hour)	\$98.96	4.60%	\$4.35
Penguin Promise tuition per credit hour	\$433.77	4.60%	\$19.07

	Cohort 4	Change from Prior Cohort	
	FY 2022	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$3,841.08	3.80%	\$140.64
General Fee	\$1,135.32	3.80%	\$41.52
Full-time Penguin Promise tuition	\$4,976.40	3.80%	\$182.16
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$320.09	3.80%	\$11.72
General Fee (per credit hour)	\$94.61	3.80%	\$3.46
Penguin Promise tuition per credit hour	\$414.70	3.80%	\$15.18

	Cohort 3	Change from Prior Cohort	
	FY 2021	%	\$
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-18 credit hours)	\$3,700.44	4.10%	\$145.80
General Fee	\$1,093.80	4.10%	\$43.08
Full-time Penguin Promise tuition	\$4,794.24	4.10%	\$188.88
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$308.37	4.10%	\$12.15
General Fee (per credit hour)	\$91.15	4.10%	\$3.59
Penguin Promise tuition per credit hour	\$399.52	4.10%	\$15.74

* Guarantee cohort rates set pursuant to Ohio Revised Code §3345.48 and state budget (temporary law) language. Amounts shown do not apply to standalone associate degree program coursework.

YOUNGSTOWN STATE UNIVERSITY
Penguin Promise Tuition Guarantee* - Resident Undergraduate Tuition & Fees for
Jefferson County Location and Standalone Associate Degree Programs**

BULK-RATE TUITION & MANDATORY FEES	Cohort 1	Change from Prior Cohort	
	FY 2025	%	\$
Instructional Fee (per semester, 12-18 credit hours)	\$2,421.60	N/A	New
General Fee (per semester, 12-18 credit hours)	\$758.40	N/A	New
Full-time Penguin Promise tuition	\$3,180.00	N/A	New
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour)	\$201.80	N/A	New
General Fee (per credit hour)	\$63.20	N/A	New
Penguin Promise tuition per credit hour	\$265.00	N/A	New

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

** Standalone associate programs are those that do not share curricula with four-year bachelor degree programs.

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

Fee Description	FY 2024 Actual	FY 2025		
		Proposed	\$ Change	% Change
COLLEGE FEES				
Beeghly College of Liberal Arts, Social Sciences & Education				
Undergraduates (per credit hour)	\$8.00	\$12.50	\$4.50	56.25%
Undergraduates, (bulk rate, 12-18 hours)	\$96.00	\$150.00	\$54.00	56.25%
Bitonte College of Health & Human Services				
Undergrad with Junior Standing and Above (per credit hour)	\$20.50	\$20.50	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$246.00	\$246.00	\$0.00	0.00%
College of Science, Technology, Engineering & Mathematics				
Undergrad with Junior Standing and Above (per credit hour)	\$25.00	\$25.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$300.00	\$300.00	\$0.00	0.00%
Cliffe College of Creative Arts & Communications				
Undergraduates (per credit hour)	\$9.00	\$9.00	\$0.00	0.00%
Undergraduates, (bulk rate, 12-18 hours)	\$108.00	\$108.00	\$0.00	0.00%
Williamson College of Business Administration				
Undergraduates (per credit hour)	\$20.00	\$20.00	\$0.00	0.00%
Undergraduates, (bulk rate, 12-18 hours)	\$240.00	\$240.00	\$0.00	0.00%

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

Schedule 3

Fee Description	FY 2024 Actual	FY 2025		
		Proposed	\$ Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$5,359.08	\$5,520.00	\$160.92	3.00%
General Fee (per semester, 12-18 credit hours)	\$1,187.52	\$1,259.88	\$72.36	6.09%
Full-time tuition & mandatory fees	\$6,546.60	\$6,779.88	\$233.28	3.56%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$446.59	\$460.00	\$13.41	3.00%
General Fee (per credit hour)	\$98.96	\$104.99	\$6.03	6.09%
ADDITIONAL GRADUATE TUITION				
Master of Public Health¹ (per credit hour)	\$670.00	\$698.00	\$28.00	4.18%
Master of Fine Arts² (per credit hour)	\$621.00	\$621.00	\$0.00	0.00%

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

2. Fee set by the *Northeast Ohio MFA Consortium* of which YSU is a member. Rate only applies to the Creative Writing program.

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

Fee Description	FY 2024 Actual	FY 2025		
		Proposed	\$ Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$5,733.00	\$5,904.96	\$171.96	3.00%
General Fee (per semester, 12-18 credit hours)	\$1,187.52	\$1,259.88	\$72.36	6.09%
Full-time tuition & mandatory fees	\$6,920.52	\$7,164.84	\$244.32	3.53%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$477.75	\$492.08	\$14.33	3.00%
General Fee (per credit hour)	\$98.96	\$104.99	\$6.03	6.09%
ADDITIONAL DOCTORAL TUITION				
Nurse Anesthetists Program surcharge¹ (per semester)				
Continuing cohorts (that started prior to fall 2024)	\$2,000.00	\$2,000.00	\$0.00	0.00%
New incoming cohort (fall 2024)	\$2,000.00	\$4,000.00	\$2,000.00	100.00%

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

YOUNGSTOWN STATE UNIVERSITY
Program Fees

Fee Description	FY 2024	FY 2025		
	Actual	Proposed	\$ Change	% Change
Bachelor of Arts in Telecommunications Studies (per course)	\$35.00	\$35.00	\$0.00	0.0%
Bachelor of Fine Arts - Studio Art Program (per course)	\$29.00	\$29.00	\$0.00	0.0%
Bachelor of Science in Engineering (per student-per semester)	\$50.00	\$50.00	\$0.00	0.0%
Performance Music (per credit hour course)	\$75.00	\$75.00	\$0.00	0.0%
Master of Business Administration (per credit, 1-11 credits)	\$50.00	\$50.00	\$0.00	0.0%
Bulk-rate 12-18 credits	\$600.00	\$600.00	\$0.00	0.0%
Credits in excess of bulk-rate	\$50.00	\$50.00	\$0.00	0.0%
Master of Accountancy (per credit, 1-11 credits)	\$50.00	\$50.00	\$0.00	0.0%
Bulk-rate 12-18 credits	\$600.00	\$600.00	\$0.00	0.0%
Credits in excess of bulk-rate	\$50.00	\$50.00	\$0.00	0.0%
Master of Counseling (per credit, 1-11 credits)	N/A	\$10.00	N/A	New
Bulk-rate 12-18 credits	N/A	\$120.00	N/A	New
Credits in excess of bulk-rate	N/A	\$10.00	N/A	New
Master of School Psychology (per credit, 1-11 credits)	N/A	\$10.00	N/A	New
Bulk-rate 12-18 credits	N/A	\$120.00	N/A	New
Credits in excess of bulk-rate	N/A	\$10.00	N/A	New
Master of Athletic Training				
One-time fee assessed first semester of program	N/A	\$300.00	N/A	New

Accelerated Online Programs¹

Fee Description	AY 2024 Actual	AY 2025		
		Proposed	\$ Change	% Change
Master of Business Administration				
In-state	\$13,500.00	\$13,500.00	\$0.00	0.0%
Non-resident	\$13,650.00	\$13,650.00	\$0.00	0.0%
Master of Science in Education				
In-state	\$12,450.00	\$12,450.00	\$0.00	0.0%
Non-resident	\$12,600.00	\$12,600.00	\$0.00	0.0%
Master of Science in Education, Educational Administration with Principal Licensure				
In-state	\$14,940.00	\$14,940.00	\$0.00	0.0%
Non-resident	\$15,120.00	\$15,120.00	\$0.00	0.0%
Doctor of Education, Education Leadership				
In-state	\$24,900.00	\$24,900.00	\$0.00	0.0%
Non-resident	\$25,200.00	\$25,200.00	\$0.00	0.0%
Registered Nurse to Bachelor of Science in Nursing²				
In-state	\$7,700.00	\$7,700.00	\$0.00	0.0%
Non-resident	\$7,840.00	\$7,840.00	\$0.00	0.0%
Master of Family Nurse Practitioner				
In-state	\$24,242.00	\$24,242.00	\$0.00	0.0%
Non-resident	\$24,472.00	\$24,472.00	\$0.00	0.0%
Master of Science in Nursing (Nursing Education)				
In-state	\$13,695.00	\$13,695.00	\$0.00	0.0%
Non-resident	\$13,860.00	\$13,860.00	\$0.00	0.0%
Master of Adult Gerontology Acute Care				
In-state	\$23,715.00	\$23,715.00	\$0.00	0.0%
Non-resident	\$23,940.00	\$23,940.00	\$0.00	0.0%
Adult Gerontology Acute Care Post Masters Certificate				
In-state	\$19,499.00	\$19,499.00	\$0.00	0.0%
Non-resident	\$19,684.00	\$19,684.00	\$0.00	0.0%
Family Nurse Practitioner Post Masters Certificate				
In-state	\$19,499.00	\$19,499.00	\$0.00	0.0%
Non-resident	\$19,684.00	\$19,684.00	\$0.00	0.0%
Advanced placement FNP Certificate				
In-state (per credit)	\$527.00	\$527.00	\$0.00	0.0%
Non-resident (per credit)	\$532.00	\$532.00	\$0.00	0.0%
Advanced placement AGAC Certificate				
In-state (per credit)	\$527.00	\$527.00	\$0.00	0.0%
Non-resident (per credit)	\$532.00	\$532.00	\$0.00	0.0%
Educational Leadership Certificate				
In-state (per credit)	\$415.00	\$415.00	\$0.00	0.0%
Non-resident (per credit)	\$420.00	\$420.00	\$0.00	0.0%

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

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

YOUNGSTOWN STATE UNIVERSITY
Non-Resident Tuition Surcharges

	FY 2024 Actual	FY 2025		
		Proposed	\$ Change	%Change
UNDERGRADUATE				
Affordable Tuition Advantage				
Part-time (per credit, 1-11 credits)	\$15.00	\$15.00	\$0.00	0.00%
Full-time (per semester, within bulk)	\$180.00	\$180.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$15.00	\$15.00	\$0.00	0.00%
GRADUATE¹				
Affordable Tuition Advantage				
Below bulk-rate (per credit, 1-11 credits)	\$15.00	\$15.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$180.00	\$180.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$15.00	\$15.00	\$0.00	0.00%
If undergraduate degree conferred by an Ohio institution				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%
Special Programs				
Master of Public Health				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%
Master of Fine Arts²				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%
Accelerated Online Programs				
Undergraduate and Graduate				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%

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

2. The MFA reduced non-resident surcharge only applies to the Creative Writing Program.

YOUNGSTOWN STATE UNIVERSITY
Distance Education Program Fees

Fee Description	FY 2024 Actual	FY 2025		
		Proposed	\$ Change	% Change
UNDERGRADUATE, continuing students, non-Penguin Promise				
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$3,507.12	\$3,507.12	\$0.00	0.00%
Information Services Fee (per semester, 12-18 credit hours)	\$129.84	\$129.84	\$0.00	0.00%
Full-time tuition & mandatory fees	\$3,636.96	\$3,636.96	\$0.00	0.00%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour, 1-11 hours)	\$292.26	\$292.26	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.82	\$10.82	\$0.00	0.00%
GRADUATE				
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-18 credit hours)	\$5,359.08	\$5,520.00	\$160.92	3.00%
Information Services Fee (per semester, 12-18 credit hours)	\$129.84	\$129.84	\$0.00	0.00%
Full-time tuition & mandatory fees	\$5,488.92	\$5,649.84	\$160.92	2.93%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour, 1-11 hours)	\$446.59	\$460.00	\$13.41	3.00%
Information Services Fee (per credit hour)	\$10.82	\$10.82	\$0.00	0.00%
WEB-BASED PROGRAM				
Per Web-Based Course	\$100.00	\$100.00	\$0.00	0.00%

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2024 Actual	FY 2025 Proposed	Adjustment to fee
ACT Test Fee	\$65.00	\$65.00	\$0.00
Career Services Fee, for continuing non-Penguin Promise Students			
Level 1 - Mandatory, Freshman and Sophomores (per credit hour)	\$1.75	\$1.75	\$0.00
Level 2 - Mandatory, Junior and Senior (per credit hour)	\$2.75	\$2.75	\$0.00
Check Replacement Fee	\$25.00	\$25.00	\$0.00
Child Preschool Lab Fee (per semester)	\$150.00	\$150.00	\$0.00
College Level Examination Program Test Fee (CLEP)	\$25.00	\$25.00	\$0.00
College Credit Plus per credit (<i>rates set by State of Ohio and subject to change</i>):			
In high school instruction by high school teacher	\$41.64	\$41.64	\$0.00
In high school instruction by YSU faculty	\$83.28	\$65.50	(\$17.78)
Online instruction by YSU faculty	\$166.55	\$131.00	(\$35.55)
College Over Sixty Registration Fee	\$5.00	\$5.00	\$0.00
Computer-based Placement Re-Test Fee (per test)	\$20.00	\$20.00	\$0.00
Course Book, e-Book, and instructional materials	Variable	Variable	
Course Fees (per course) (name change in FY20, formerly Lab & Materials fees)			
Course Fee Level 1	\$35.00	\$35.00	\$0.00
Course Fee Level 2	\$50.00	\$50.00	\$0.00
Course Fee Level 3	\$65.00	\$65.00	\$0.00
Course Fee Level 4 (gross anatomy)	\$300.00	\$300.00	\$0.00
Course Fee Level 7	\$20.00	\$20.00	\$0.00
Course Fee Level 8	\$85.00	\$85.00	\$0.00
Course Fee Level 9	\$25.00	\$25.00	\$0.00
Course Fee Level 10 (nursing clinical)	\$200.00	\$200.00	\$0.00
Course Fee Level 11 (Co-Op)	\$350.00	\$350.00	\$0.00
Course Fee Level 12	\$300.00	\$300.00	\$0.00
Course Fee Level 13	\$100.00	\$100.00	\$0.00
Student Success (name change in FY 2021, formerly First Year Experience)	\$35.00	\$35.00	\$0.00
CPCE Test Fee	\$10.00	\$10.00	\$0.00
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00
Credit Card Convenience Fee (student accounts only)	2.85%	2.95%	\$0.00
Deferred Payment Fee (for employers)	\$50.00	\$50.00	\$0.00
Duplicate Diploma Fee	\$40.00	\$40.00	\$0.00
Equipment, Materials & Damage Replacement Fee	<i>Replacement value</i>		
Federal Background Check	\$28.00	\$28.00	\$0.00
Fingerprinting Web Check Fee (per occurrence)	\$37.00	\$37.00	\$0.00
Graduate Accelerated Program Fee (per course)	\$50.00	\$50.00	\$0.00
Graduate Student Application Fee (domestic applicants)	\$45.00	\$45.00	\$0.00
Graduation Fee	\$65.00	\$65.00	\$0.00
Health Center fee (pass-through to Mercy Health), mandatory flat fee	\$34.00	\$34.00	\$0.00
Honors College Fee (per semester)	\$25.00	\$25.00	\$0.00
Installment Plan Fee (maximum)	\$50.00	\$50.00	\$0.00
International Fees:			
International Application Fee	\$75.00	\$75.00	\$0.00
International Student Program Fee (per semester, non-AP, non-online)	\$75.00	\$75.00	\$0.00
International Student Credential Evaluation Fee-Graduate	\$45.00	\$45.00	\$0.00
International Student Health Insurance (pass-through, set by insurance carrier)	Variable	Variable	\$0.00
International Student Transportation Fee	\$40.00	\$40.00	\$0.00
International Student Storage Fee	\$5.00	\$5.00	\$0.00
International Student Activities Fee	Variable	Variable	N/A
Placement & Supervision for Overseas Student Teaching	Variable	Variable	N/A

Other Fees, Charges and Fines

Fee Description	FY 2024 Actual	FY 2025 Proposed	Adjustment to fee
Internal Revenue Service / 1098T Fee (IRS penalty for incorrect name/SSN match)	\$100.00	\$100.00	\$0.00
Intramural Sports:			
Individual - Single sport	\$5.00	\$5.00	\$0.00
Individual - Multi sport bulk rate	\$12.00	\$12.00	\$0.00
Late Graduation Application Fee (after 3rd week)	\$38.50	\$38.50	\$0.00
Late Payment Fee	\$50.00	\$50.00	\$0.00
Library Fines:			
Replacement Processing Fee	\$10.00	\$10.00	\$0.00
Overdue InterLibrary Loan Material (per day)	\$0.05	\$0.05	\$0.00
Overdue Maag/Depository Material (per day)	\$0.10	\$0.10	\$0.00
Overdue OhioLINK Material (per day)	\$0.50	\$0.50	\$0.00
Overdue Closed Reserve Material Daily Rental (per day)	\$0.55	\$0.55	\$0.00
Overdue Closed Reserve Material Hourly Rental (per hour)	\$0.55	\$0.55	\$0.00
Library Material Replacement Fee	<i>Replacement value</i>		
Library Study Carrel Rental	\$25.00	\$25.00	\$0.00
OhioLINK Material Replacement Fee	\$110.00	\$110.00	\$0.00
SearchOhio (OhioLINK partner) Overdue fine (per day)	\$0.50	\$0.50	\$0.00
SearchOhio (OhioLINK partner) Material Replacement Fee	\$25.00	\$25.00	\$0.00
MAT Test Fee	\$90.00	\$90.00	\$0.00
NCAA Permissible Expenses	Variable	Variable	N/A
Ohio Attorney General Payment / Collections Fee	Variable	Variable	N/A
Parking & Transportation Fees			
Transportation Fees, Non-Penguin Promise Undergrad. Students, per semester:			
Fall & Spring terms, mandatory for students enrolled in 6 or more credits	\$115.00	\$115.00	\$0.00
Fall & Spring terms, optional permit for students enrolled in less than 6 credits	\$115.00	\$115.00	\$0.00
Summer term, mandatory for students enrolled in 6 or more credits	\$58.00	\$58.00	\$0.00
Summer term, optional permit for students enrolled in less than 6 credits	\$58.00	\$58.00	\$0.00
Parking Permit Fees, Penguin Promise/Graduate/Doctoral/Accelerated Online Students:			
Optional commuter permit, per semester	\$45.00	\$45.00	\$0.00
Optional overnight permit, per semester	\$90.00	\$90.00	\$0.00
Parking Permit Fees, Other Miscellaneous:			
Employees, per semester	\$160.00	\$160.00	\$0.00
Retirees with Emeritus status	\$160.00	\$160.00	\$0.00
Contract employees, per semester, Fall & Spring	\$160.00	\$160.00	\$0.00
Contract employees, Summer term	\$103.00	\$103.00	\$0.00
Control Card Replacement	\$5.00	\$5.00	\$0.00
Visitors, Daily/Special Event (per day)	\$5.00	\$5.00	\$0.00
Visitors, Weekly/Special Event (per week)	\$18.00	\$18.00	\$0.00
Parking Violations:			
Class I (minor violation, 1st offense)	\$25.00	\$25.00	\$0.00
Class I (minor violation, 2nd offense)	\$30.00	\$30.00	\$0.00
Class I (minor violation, 3rd offense)	\$35.00	\$35.00	\$0.00
Class II (major violations)	\$100.00	\$100.00	\$0.00
Class III (legal violations)	\$250.00	\$250.00	\$0.00
PC Data Recovery Service Fee	\$100.00	\$100.00	\$0.00
PC Remediation Service Fee	\$75.00	\$75.00	\$0.00
Peace Officers Training Academy	\$300.00	\$300.00	\$0.00
Photo I.D. Replacement Charge	\$25.00	\$25.00	\$0.00
Physical Therapy Doctoral Acceptance Deposit	\$500.00	\$500.00	\$0.00
Preceptor Technology/Software Fee, per credit hour	\$4.00	\$4.00	\$0.00

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2024 Actual	FY 2025 Proposed	Adjustment to fee
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00
Reading Tutoring Fee	\$38.00	\$38.00	\$0.00
Returned Check or Credit Card Fee	\$30.00	\$30.00	\$0.00
Rich Autism Center Pre-School Program (per week)	\$125.00	\$125.00	\$0.00
Student Conduct - Other Violations	N/A	up to \$750.00	New
Student Locker Rental (per year)	\$25.00	\$25.00	\$0.00
Study Abroad Fees:			
Individual Study Abroad	\$75.00	\$75.00	\$0.00
Faculty-led Study Abroad (various, based on actual travel costs)	Variable	Variable	N/A
Technology Equipment Loaner Fee	\$50.00	\$50.00	\$0.00
Thesis Binding Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	\$6.00	\$6.00	\$0.00
Transcript Rush Fee (same-day processing)	\$12.00	\$12.00	\$0.00
Transcript Rush Fee (overnight express)	\$35.00	\$35.00	\$0.00
Undergraduate Application Fee (first time domestic applicant)	\$45.00	\$45.00	\$0.00
Web-based course fee (for students not in a web-based program)	\$100.00	\$100.00	\$0.00
Workshops - Resident	\$170.57	\$176.65	\$6.08
Workshops - Non-Resident	\$181.91	\$188.39	\$6.48
Youngstown Early College (YEC) per credit hour	\$126.74	\$130.54	\$3.80

*YEC tuition adjusted at the same rate as entering Penguin Promise cohort tuition. Amount here reflects the maximum adjustment permitted by H.B. 33

YOUNGSTOWN STATE UNIVERSITY
Fee Waivers

Waiver	Fee Waived	Amount Waived per credit hour	Adjusted Rate with Waiver
Reduced Non-Resident Surcharge for graduate students who earned an undergrad degree at an Ohio university.	Non-Resident Surcharge	\$10.00	\$5.00
Distance Education	General Fee	\$61.67	\$0.00
Distance Education	General Fee - Penguin Promise	\$104.99	\$0.00
Youngstown Early College	Blended to create special YEC rate	\$234.21	\$130.54
Reduced Non-Resident Surcharge for specialized programs: *Masters of Fine Arts *Masters of Public Health *Accelerated Online Programs	Non-resident Surcharge	\$10.00	\$5.00

**RESOLUTION TO APPROVE
THE ANNUAL OPERATING BUDGET FOR FY 2025**

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

WHEREAS, the proposed Fiscal Year 2025 Operating Budget has been reviewed by the Finance and Facilities Committee of the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the Annual Operating Budget for Youngstown State University's general and auxiliary funds for Fiscal Year 2025, attached hereto, and as presented to the Finance and Facilities Committee of the Board of Trustees, is hereby approved, in accordance with University policy 3356-3-11.

BE IT FURTHER RESOLVED, that the Board resolutions referenced in the FY 2025 Budget Plan shall continue to guide the University's overarching planning and sustainability strategies.

**Board of Trustees Meeting
June 7, 2024
YR 2024-66**

Fiscal Year 2025 Operating Budget



Plan effective
July 1, 2024, through June 30, 2025

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University Mission

An Institution of Opportunity: YSU inspires individuals, enhances futures, and enriches lives. As a student-centered university, Youngstown State University's mission is to provide innovative lifelong learning opportunities that will inspire individuals, enhance futures and enrich lives. YSU inspires individuals by cultivating a curiosity for life-long learning; enhances the futures of our students by empowering them to discover, disseminate and apply their knowledge; and enriches the region by fostering collaboration and the advancement of civic, scientific, and technological development. YSU's culture of enrichment flourishes in our diverse, accessible and quality education.

Vision

Youngstown State University is where students thrive in their educational and career pursuits, where scholarship creates innovative solutions, and where community engagement is a cornerstone of collaboration that collectively contribute to the sustainable prosperity of the region and beyond.

Values

We—the faculty, staff, administrators, and students of Youngstown State University—hold the following values essential to achieving the mission and realizing the vision.

Centrality of Students – We put students first, fostering their holistic and lifelong success.

Excellence and Innovation – We bring academic excellence and innovation to learning and life for all stakeholders.

Integrity and Human Dignity – We root all behaviors, decisions and actions in the achievement of integrity, mutual respect, collegiality, equity and inclusion.

Collaboration and Public Engagement – We embrace collaboration and create innovative partnerships to foster sustainability and enrich our university, our culture, and our region.

Board of Trustees

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Introduction

This document represents Youngstown State University's financial operating plan for the fiscal year commencing July 1, 2024 and ending June 30, 2025. The operating budget plan supports the University's [Plan for Strategic Actions to Take Charge of Our Future](#), adopted by the Board of Trustees in June 2020. The budget herein includes a forecast of revenues that is based on an analysis of future economic conditions and demographic trends. As one of the University's most important administrative tools, this budget serves to support actions for achieving goals associated with the *Plan to Take Charge of Our Future*.

This FY 2025 budget plan is also aligned with various [Resolutions](#) adopted by the Board of Trustees between 2019 and 2023 that guided and shaped the Plan. While these Resolutions provided guidance for developing the Plan, they also provide guidance for distributing resources for its successful implementation.

The University's budget is presented in a format consistent with standardized definitions and classifications used for the federal Integrated Post-Secondary Data System. With the exception of funding related to the YSU Foundation and the Rich Center for Autism, this budget plan consists of unrestricted general and auxiliary funds. The unrestricted nature of all revenues used to support the University's general fund and auxiliary budgets allows broad discretion for the strategic allocation and use of resources in accordance with University policies and governmental accounting standards.

Pursuant to Ohio Administrative Code 3356-3-11, this operating budget was presented to the Board of Trustees' Finance & Facilities Committee on June 6, 2024, and to the full Board on June 7, 2024, and will serve as the University's financial governing document for FY 2025. The budget is based on certain assumptions and variables unknown at this time, such as student enrollment and state funding levels. Therefore, the budget may be modified or otherwise adjusted to reflect new information that becomes available during the course of the fiscal year.

Executive Budget Summary

Youngstown State University's proposed operating budget for FY 2025 is summarized in the table below, along with comparative information from the prior year's adjusted budget.

General Fund	FY 2024 Estimated Budget*	FY 2025 Proposed Budget	1-Year Flux	
			%	\$
Revenue:				
Tuition & fees	\$103,427,188	\$105,653,814	2.2%	\$2,226,626
State appropriations	48,967,088	51,206,809	4.6%	2,239,721
Other sources	6,786,907	6,423,377	-5.4%	(363,530)
	<u>\$159,181,183</u>	<u>\$163,284,000</u>	<u>2.6%</u>	<u>\$4,102,817</u>
Expenses:				
Personnel	\$98,790,141	\$100,051,756	1.3%	\$1,261,615
Operations	58,334,103	63,232,244	8.4%	4,898,141
Transfers in from other funds	(1,000,000)	0	-100.0%	1,000,000
	<u>\$156,124,244</u>	<u>\$163,284,000</u>	<u>4.6%</u>	<u>\$7,159,756</u>
Auxiliary Funds				
Net of general fund support	\$20,416,045	\$20,522,926	0.5%	\$106,881
Total Operating Budget	<u>\$179,597,228</u>	<u>\$183,806,926</u>	<u>2.3%</u>	<u>\$4,209,698</u>

*FY 2024 is estimated based on actual financial performance through the 3rd quarter (3/31/24).

Major Revenue Assumptions:

1. A \$2.2 million net increase in tuition revenue resulting from a combination of the following factors:
 - a. A projected 1.8% increase in total full-time equivalent (FTE) student enrollments.
 - b. A 3.0% adjustment to undergraduate tuition for incoming undergraduates enrolled in the *Penguin Promise* tuition guarantee program, as permitted by current state operating budget legislation (House Bill 33).
 - i. For this student cohort, a 3.0% adjustment equates to an annualized increase of just 0.75% per year over the next four academic years, which is well below the rate of inflation.
 - c. No change in undergraduate tuition rates for continuing students not part of a *Penguin Promise* cohort, pursuant to House Bill 33.
 - d. A 3.5% increase in graduate tuition (for programs not offered online).
2. A 4.6% or \$2.2 million increase in State Share of Instruction funding appropriations, based on projections provided in May by the Ohio Department of Higher Education.
3. Any and all revenue in excess of budgeted levels shall be used to lessen the university's structural budget deficit. This includes above-budget revenue from tuition and/or an increase in SSI or other income.

Executive Budget Summary (continued)**Major Expense Assumptions:**

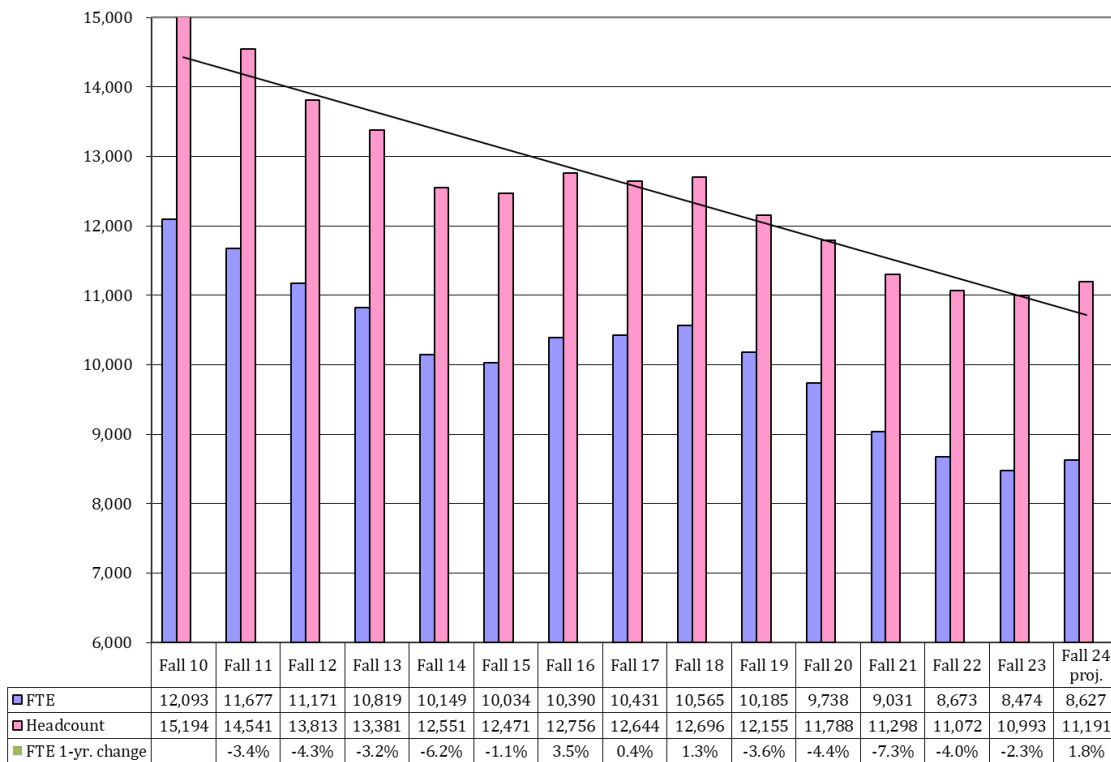
1. A net increase in personnel costs attributable to the following factors:
 - A 2% base wage increase plus a one-time \$1,000 lump-sum payment to each for full-time faculty member, pursuant to the bargaining agreement with the OEA Faculty union.
 - A 2% salary increase plus a \$500 lump-sum payment to each member of the Association of Classified Employees union, pursuant to the bargaining agreement with ACE.
 - A 2% salary increase for professional and administrative staff who are excluded from bargaining.
 - A roughly 9% increase in general fund support for university auxiliary operations, including Intercollegiate Athletics and Kilcawley Student Center.
2. Startup funding of \$2 million to support YSU's efforts to standup a second location in Jefferson County, Ohio.
3. An \$862,000 increase in debt service expenses tied to Series 2016 and 2021 bond obligations related to construction and renovations to campus buildings.
4. A \$14.2 million gap between budgeted expenses and revenues, which will be managed through spending controls, strategic reductions to operating budgets and savings from position vacancies, as well as revenue enhancements, i.e., if actual enrollment levels exceed budgeted projections.

Student Enrollment

For purposes of budget planning, student enrollment is the single most important variable because enrollment drives the University’s two largest income streams: tuition revenue and State Share of Instruction funding.

Over the past 14 years, the University’s enrollment levels have fluctuated from as high as 15,194 students in fall 2010 to as low as 10,993 last fall 2023. Enrollment levels next fall are projected to increase slightly by 1.8%.

To arrive at the FY 2025 enrollment projection of 11,191 students (8,627 FTE), variables analyzed include the number of applications received and students admitted; the number of FAFSA applications received; the number of scholarships awarded and accepted; the number of students registered for orientation; and projected student continuation rates from the prior academic year.



General Fund Revenues

As depicted in the table below, FY 2025 budgeted general fund revenues total \$163.3 million, a 2.36% increase over the prior year. Tuition and fee income is expected to increase by \$2.2 million in FY 2025, largely due to the combination of a 3% increase in undergraduate tuition for the incoming Penguin Promise cohort, a 3.5% increase in graduate tuition, and a projected 1.8% increase in student enrollment levels next year.

YSU's State Share of Instruction (SSI) funding is expected to increase by 4.6% or \$2.2 million, mainly as a result of (1) a 1% increase to the statewide total SSI appropriation in House Bill 33; and (2) improvements made by YSU to its student success rates that drive SSI formula allocations.

Other revenue sources are budgeted to decrease by 5.4%, mainly attributable to a cautiously conservative projection for investment income over the next 12 months.

General fund revenues are summarized in the table below.

Source	FY 2024 Adjusted* Budget	FY 2025 Proposed Budget	1-Year Flux	
			%	\$
<i>Tuition, Fees & Other Student Charges</i>				
Instructional & Mandatory Fees	\$93,364,786	\$95,573,314	2.4%	\$2,208,528
Other Tuition, Fees & Charges	10,062,402	10,080,500	0.2%	18,098
Total Tuition & Fees	\$103,427,188	\$105,653,814	2.2%	\$2,226,626
<i>State Share of Instruction</i>				
Total State Funding	48,967,088	51,206,809	4.6%	2,239,721
<i>Other Sources</i>				
	6,786,907	6,423,377	-5.4%	(363,530)
Total General Fund Revenue	\$159,181,183	\$163,284,000	2.6%	\$4,102,817

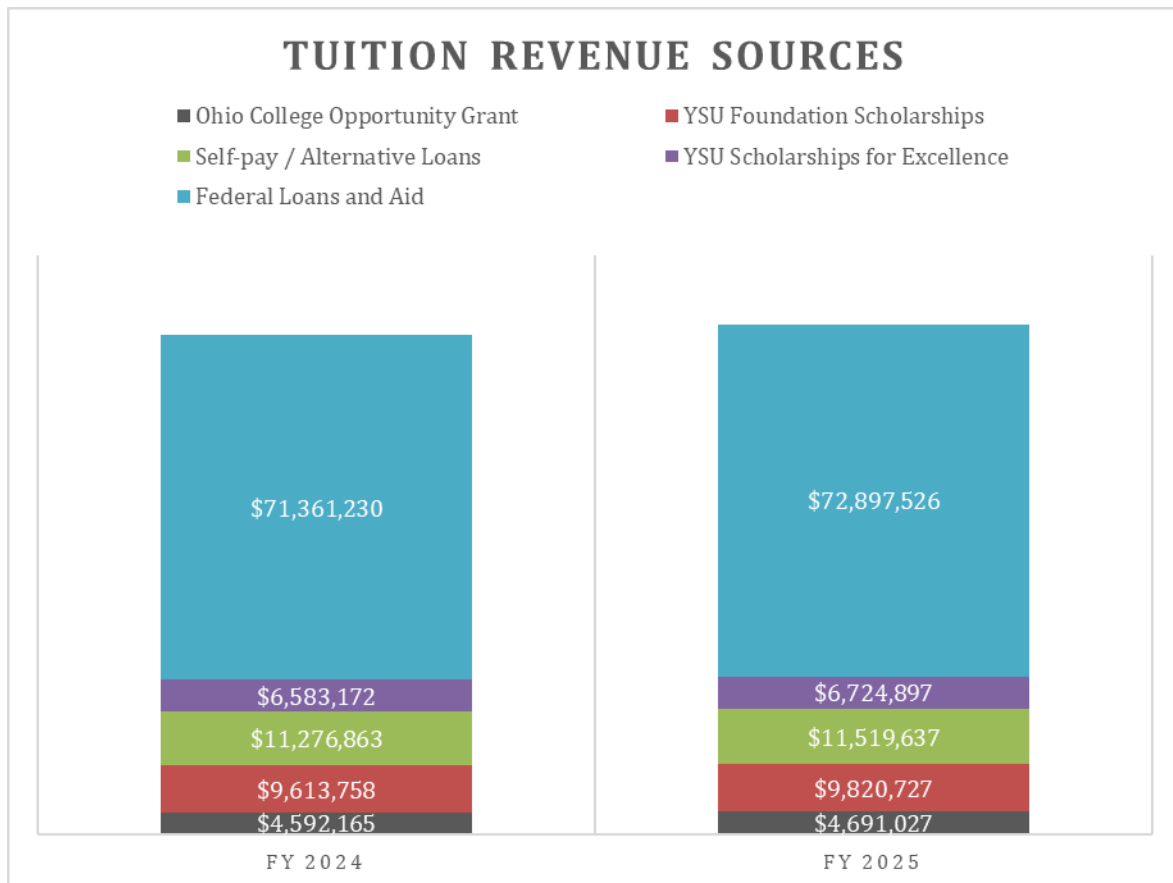
**FY 2024 is estimated based on actual financial performance through the 3rd quarter (3/31/24).*

Additional information about major revenue sources in the general fund can be found on the next two pages. More detail can also be found in Appendix A.

Tuition & Fee Revenues

Tuition and fees account for 64% of annual income in the general fund, by far the University's largest source of revenue. Totaling more than \$100 million in annual general fund income, tuition and fees are ostensibly paid by students. However, there are a number of resources available to students to support the cost of attendance, including federal and state aid programs, as well as scholarships provided by both the University and the YSU Foundation.

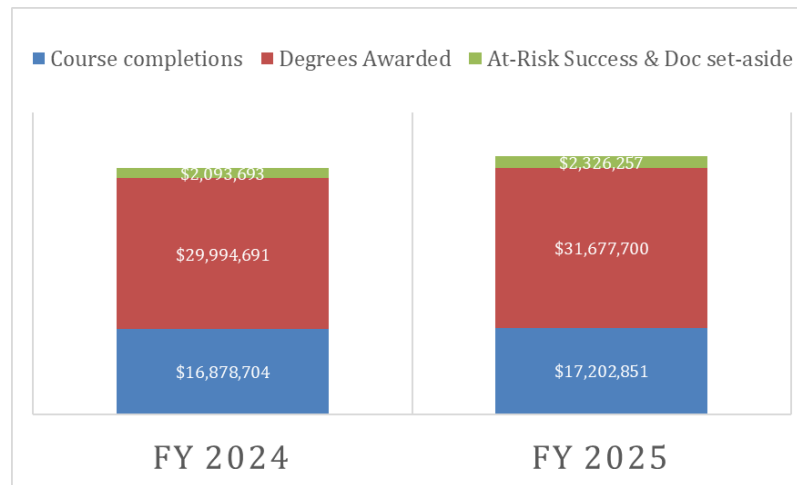
The graph below depicts the estimated sources of tuition and fee revenues for FY 2024 and FY 2025.



At roughly \$70 million per year, federal funds represent the largest single resource available to YSU students to help cover the cost of tuition and fees. Federal funds consist primarily of Direct Student Loans and Pell Grants but also include Federal Work Study and Supplemental Educational Opportunity Grants. The University's reliance on these federal funds underscores the importance of compliance with federal student aid regulations, as well as the need to maintain strong relationships with congressional leaders and policymakers in Washington D.C., Columbus and elsewhere. It is also essential to continue to articulate the value of a degree from Youngstown State University, with an emphasis on job-placement and career advancement for YSU graduates.

State Operating Appropriations

The Ohio Department of Higher Education distributes State Share of Instruction (SSI) dollars through a complex formula that is designed to financially reward campuses on the basis of student success. As depicted in the graph below, SSI funding is allocated based on (1) the number of courses successfully completed by students; (2) the number of degrees awarded to students; and (3) success among students who are identified as being at-risk, both academically and socioeconomically.



Notably, YSU’s formula allocation is projected to rise by 4.6% next fiscal year, despite just a 1% increase in the total statewide SSI appropriation for FY 2025. This increase in state funding is driven primarily by YSU’s improved performance vis-à-vis student success outcomes, underscored by a 14% improvement in YSU’s six-year graduation rate between 2014 and 2021.

<u>Ohio State Universities</u>	<u>FY 2024 Actual</u>	<u>FY 2025 Projected</u>	<u>One-year change in SSI</u>	
Akron	\$82,640,233	\$77,560,698	-6.1%	(\$5,079,536)
Bowling Green St.	89,474,853	93,161,074	4.1%	3,686,221
Cincinnati	244,022,207	256,355,350	5.1%	12,333,143
Cleveland State	80,141,393	81,426,397	1.6%	1,285,004
Central State	4,531,395	4,425,532	-2.3%	(105,863)
Kent State	158,376,451	156,493,697	-1.2%	(1,882,754)
Miami University	84,033,006	88,287,210	5.1%	4,254,204
NEOMED	21,193,824	21,455,537	1.2%	261,713
Ohio State	428,453,140	437,766,552	2.2%	9,313,412
Ohio University	173,298,527	169,171,882	-2.4%	(4,126,645)
Shawnee State	13,560,724	13,235,852	-2.4%	(324,872)
Toledo	109,754,273	106,938,985	-2.6%	(2,815,289)
Wright State	73,285,259	70,379,365	-4.0%	(2,905,893)
Youngstown State	48,967,088	51,206,809	4.6%	2,239,721
Total	<u>\$1,611,732,372</u>	<u>\$1,627,864,939</u>	1%	\$16,132,567

**Source: Ohio Department of Higher Education.*

Faculty Planning

A total of 27 faculty searches are budgeted for FY 2025, including 18 new positions and nine replacement positions. Although the net change in the number of faculty will decrease by one FTE in FY 2025, the combined effect of these changes will increase costs by about \$425,000, as summarized in the following table:

	Faculty count	Cost	Savings	Net cost/ (savings)
New faculty investments	18	\$1,636,540		\$1,636,540
Separations - natural attrition	-14		(\$1,338,458)	(\$1,338,458)
VSRP* and involuntary separations	-14	\$816,947	(\$1,468,890)	(\$651,944)
Replacements	9	\$779,273		\$779,273
Totals	-1	\$3,232,759	(\$2,807,348)	\$425,411

**One-time costs of voluntary separation retirement plan. Payments equal to 80% of the annual base salaries of the 12 participating faculty.*

Each of the 18 new faculty investments budgeted for FY 2025 are in colleges and majors where enrollment and market demand are strong:

College	Major	Rank	Salary
STEM	Anatomy and Physiology	Non-tenure Lecturer	\$52,000
STEM	Civil Engineering	Tenure-Track	80,589
STEM	Computer Science	Tenure-Track	77,000
STEM	Computer Science	Tenure-Track	86,000
STEM	Computer Science	Tenure-Track	86,000
STEM	Elect and Comp Engineering	Tenure-Track	80,349
STEM	Forensic Biology	Tenure-Track	62,292
STEM	Industrial and Systems Eng	Tenure-Track	78,000
STEM	Inorganic Chemistry	Tenure-Track	64,173
STEM	Mechanical Engineering	Tenure-Track	84,200
STEM	Plant/Animal cell Biology	Tenure-Track	62,292
Count: 11			\$812,895
HHS	Exercise Science	Non-tenure Lecturer	\$44,443
HHS	Nursing BSN/RN-BSN	Non-tenure Lecturer	53,000
HHS	Nursing MSN/FNP	Non-tenure Lecturer	58,000
Count: 3			\$155,443
BCLASSE	Psychology	Non-tenure Lecturer	\$50,000
BCLASSE	Counseling	Non-tenure Lecturer	55,000
BCLASSE	Counseling	Non-tenure Lecturer	55,000
Count: 3			\$160,000
CCA	Graphic & Interactive Design	Tenure-Track	\$75,000
Count: 1			
Count: 18			
Total Salaries			\$1,203,338
Grand Total with fringe benefits			\$1,636,540

General Fund Expenses

General fund expenses are summarized by functional expense category in the table below. Overall, budgeted expenses in FY 2025 are projected to increase by 2.6% above the prior fiscal year's budget.

	FY 2024 Estimate*	FY 2025 Budget	1-Year Flux	
Academic Excellence & Support	\$80,115,002	\$82,294,226	2.7%	\$2,179,224
Student Success & Student Experience	28,865,204	29,253,614	1.3%	\$388,410
Institutional Support	24,085,110	25,167,775	4.5%	\$1,082,666
Plant Operation & Maintenance	22,172,489	23,541,880	6.2%	\$1,369,391
Intercollegiate Athletics	15,896,247	17,275,688	8.7%	\$1,379,441
Unallocated adj. & managed reductions	(11,952,869)	(14,249,184)	19.2%	(\$2,296,315)
Total General Fund	<u>\$159,181,183</u>	<u>\$163,284,000</u>	<u>2.6%</u>	<u>\$4,102,817</u>

**FY 2024 estimate based on actual financial performance through 3/31/2024.*

Academic Excellence & Support includes expenses directly associated with classroom instruction, academic administration, curriculum development, and instructional information technology. The 2.7% increase in this category is mainly due to planned salary increases for full-time faculty and for ACE staff working in academic areas, plus an initial outlay of startup funding for a second YSU location in Jefferson County.

Student Success & Experience includes expenses that support student admissions, financial aid and scholarships, student services administration, counseling and career guidance, and social and cultural development programming for students.

Institutional Support includes fiscal operations, general administration, executive management, administrative information technology, and public relations. The 4.5% increase in this category is due in part to planned salary increases for ACE staff, as well as new investments in information technology, Government Affairs and Strategic Communications.

Plant Operation & Maintenance (POM) includes building repairs, custodial services, groundskeeping, health and safety, and utilities, i.e., electricity, water and natural gas. The 6.2% increase in FY 2025 is mainly due to a scheduled increase in debt service expenses on existing debt obligations related to construction and renovations to buildings.

The amount shown here for Intercollegiate Athletics represents general fund support for the University's athletic programs and does not reflect other revenue earned by the Athletic Department (see Appendix B for detail). The increase in FY 2025 is due in part to a \$100,000 gender equity enhancement for women's sports, an increase in scholarship expenses, and salary enhancements in men's basketball and baseball programs.

Amounts shown as unallocated adjustments and managed reductions include the University's structural deficit, as well as spending reductions that will be managed during the fiscal year through vacancy savings, strategic budget cuts and other means, as necessary.

General Fund Expenses by Functional Category

The following table provides additional detail on the functional activities included in the various expense categories budgeted for FY 2025. Taken together, Academic Excellence & Support and Student Success & Experience comprise 68% of total budgeted expenses in FY 2025, totaling \$111.5 million. The remaining share of budgeted expenses are tied to other costs associated with operating the University.

	FY2024	FY2025
Academic Excellence & Support		
General Academic Instruction	\$59,372,016	\$61,127,976
Community Education	2,800	\$2,800
Preparatory Remedial Instruction	43,419	\$40,919
Instructional Information Tech	1,277,257	\$1,423,814
Individual and Project Research	420,742	428,851
Community Service	8,569	4,310
Public Broadcasting Services	389,429	380,166
Library	2,530,739	2,543,256
Museums and Galleries	227,165	228,552
Educational Media Services	6,154,310	5,694,023
Academic Support Information Tech	879,667	871,167
Ancillary Support	1,881,047	2,344,873
Academic Administration	6,486,852	6,743,517
Academic Personnel Development	253,250	272,264
Course and Curriculum Development	187,740	187,740
	\$80,115,002	\$82,294,226
Student Success & Student Experience		
Student Service Administration	\$11,475	\$11,475
Social and Cultural Development	3,178,174	\$3,185,561
Counseling and Career Guidance	2,499,017	\$2,556,167
Financial Aid Administration	1,386,964	\$1,383,491
Student Admissions	3,328,394	\$3,421,148
Student Records	3,074,106	\$3,172,482
Student Health Services	481,947	\$523,728
Scholarships	10,507,785	10,483,397
Auxiliary Enterprises Student	4,397,342	4,507,665
	\$28,865,204	\$29,245,114
Institutional Support		
Executive Management	\$3,190,031	\$3,235,977
Fiscal Operations	1,817,878	\$1,858,510
General Administration	7,682,296	\$8,000,856
Administrative Information Tech	5,472,778	\$5,961,346
Public Relations Development	5,922,127	\$6,119,587
	\$24,085,110	\$25,176,276
Plant Operation & Maintenance		
Building Maintenance	\$7,595,333	\$8,643,993
Custodial Services	3,727,137	\$3,725,984
Utilities	6,134,545	\$6,227,421
Landscape and Grounds Maintenance	1,003,104	\$1,068,411
Security and Safety	3,712,370	\$3,876,071
	\$22,172,489	\$23,541,880
Intercollegiate Athletics	\$15,896,247	\$17,275,688
Unallocated adj. & managed reductions	(\$11,952,869)	(\$14,249,184)
	\$159,181,183	\$163,284,000

68% of resources are allocated for Academic Affairs and Student Success/Experience

**FY 2024 estimate based on actual financial performance through 3/31/2024.*

General Fund Expenses by Natural Classification

The following table depicts general fund expenses arranged by natural classification. Personnel expenses will rise in FY 2025 due to contractual salary adjustments for full-time faculty and classified hourly staff, pursuant to the collective bargaining agreements with the OEA Faculty and ACE unions. Operating expenses are projected to be lower overall, but expenses for Fees and Services will rise due to increases in property/casualty insurance premiums, and agent fees associated with international student recruitment. Transfers to academic funds will increase in FY 2025, mainly due to a \$2 million startup fund for a Jefferson County location. The transfer for debt service will also increase in FY 2025 to meet the university's payback obligations related to Series 2016 and 2021 bonds.

	FY 2024* Estimated	FY 2025 Budget	1-Year Flux	
			%	\$
Personnel				
Full-service faculty (includes searches in progress)	\$26,026,216	\$26,428,958	1.5%	\$402,742
Faculty overload and continuing ed. Pay	780,170	780,170	0.0%	0
Part-time faculty	3,500,000	3,500,000	0.0%	0
Summer school faculty	2,200,000	2,200,000	0.0%	0
Dept. Chairperson Stipends	398,640	398,640	0.0%	0
Subtotal - Faculty	\$32,905,026	\$33,307,768	1.2%	\$402,742
Staff	\$33,806,147	\$34,188,225	1.1%	382,078
Faculty stipends, temp staff & student wages	4,962,265	5,007,049	0.9%	44,784
Fringe Benefits	27,116,703	27,548,714	1.6%	432,011
Total Personnel	\$98,790,141	\$100,051,756	1.3%	\$1,261,615
Operating Expenses				
Supplies	\$1,520,408	\$1,521,081	0.0%	\$673
Travel & Related Expenses	1,220,953	1,337,799	9.6%	116,846
Information & Communications	2,592,218	2,591,130	0.0%	(1,088)
Repairs and Maintenance	4,715,864	4,651,713	-1.4%	(64,151)
Utilities	4,332,942	4,332,942	0.0%	0
Library Acquisitions	1,092,445	1,092,445	0.0%	0
Fixed Asset Purchases	427,478	423,228	-1.0%	(4,250)
Fees and Services	8,433,076	9,496,254	12.6%	1,063,178
Bad Debt and Misc. Expenses	1,810,346	1,944,073	7.4%	133,727
Scholarships & Awards	10,194,400	10,165,900	-0.3%	(28,500)
Plan for Strategic Actions	500,000	500,000	0.0%	0
Budgeted Reserve Accounts	1,699,355	1,627,699	-4.2%	(71,656)
Spending Reductions & Vacancy Savings	(8,896,127)	(12,420,226)	39.6%	(3,524,099)
	\$29,643,358	\$27,264,038	-8.0%	(\$2,379,320)
Transfers				
Transfers to Academic Funds	\$4,458,744	\$7,171,652	60.8%	\$2,712,908
Transfers - Debt Service & Cap. Improvements	\$4,461,838	\$5,424,049	21.6%	\$962,211
Transfers to Auxiliaries for Operations	19,988,589	21,773,353	8.9%	1,784,764
Transfers to Match Funds and Other	\$1,838,513	\$1,599,151	-13.0%	(239,362)
	\$30,747,684	\$35,968,206	17.0%	\$5,220,522
Total General Fund	\$159,181,183	\$163,284,000	2.6%	\$4,102,817

*FY 2024 is estimated based on actual financial activity through the third quarter (3/31/24).

Scholarships and YSU Foundation Support for Scholarships

Student scholarships remain an important part of the University's enrollment strategy. For FY 2025, more than \$21 million is forecasted for non-athletic student scholarships, including \$11.5 million in funding from the YSU Foundation and \$10 million in YSU general funds.

	FY 2025		Total
	Foundation	University	
Scholarships for Excellence (merit-based)			
Honors & Scholars	\$3,133,213		\$3,133,213
Trustees'	1,946,250		1,946,250
President's	704,088	\$1,059,000	1,763,088
Deans		1,485,000	1,485,000
Red & White		1,769,989	1,769,989
First Opportunity		1,000,500	1,000,500
MLK Merit		320,000	320,000
Provost		207,500	207,500
Academic Achievement		220,500	220,500
Total Scholarships for Excellence	\$5,783,551	\$6,062,489	\$11,846,040
Need-Based Aid			
Housing Grant		\$320,000	\$320,000
PA State Grant Supplement	\$260,000	50,500	310,500
Penguin Assistance		366,750	366,750
Presidential Residential Leadership		180,920	180,920
Total Need Based	\$260,000	\$918,170	\$1,178,170
Transfer Scholarships (merit-based)			
Transfer Level 1		\$550,000	\$550,000
Transfer Level 2		300,000	300,000
PHI THETA KAPPA		100,000	100,000
Total Transfer Scholarships		\$950,000	\$950,000
International Scholarships (merit-based)			
International Opportunity		\$84,000	\$84,000
International Deans		250,216	250,216
International President's		700,000	700,000
International Trustees'		40,000	40,000
International Plus		4,000	4,000
International Access Renewals		4,000	4,000
International Scholar Renewals		181,125	181,125
International Housing Scholarship		260,000	260,000
International Achievement Renewals		40,000	40,000
Total International Scholarships		\$1,563,341	\$1,563,341
Supporting Other Scholarship Objectives			
Housing Excellence & Housing Experience		\$95,000	\$95,000
Univ Serv Grt-in-Aid		11,000	11,000
5th Yr Grant-in-Aid		75,000	75,000
Urban Internship		11,000	11,000
Wolves Club YSU Match		32,000	32,000
YSU Alumni Legacy		3,500	3,500
Use Projects Fund			0
Carl Nunziato Scholarship	40,024		40,024
ROTC	10,000		10,000
Dana School of Music	50,000		50,000
Beecher Art & Theatre Award	50,000		50,000
Retention Fund		7,500	7,500
Graduate Assistantships	266,400	250,000	516,400
Faculty-Led Study Abroad Scholarship	120,000		
Penguin Prep Program	33,600		
Miscellaneous Academic Affairs		21,000	21,000
Total Other	\$570,024	\$506,000	\$922,424
Donor Designated	\$4,871,825		\$4,871,825
GRAND TOTAL	\$11,485,400	\$10,000,000	\$21,331,800

Auxiliary Services

Auxiliaries provide a variety of services that enhance campus life for YSU students, faculty, staff, alumni and visitors. Auxiliaries also generate revenue through sales and services, which helps support their operations. As summarized in the table below, the combined FY 2025 budgets for the University's auxiliaries total \$40.9 million, which includes \$8.4 million in general fund support and \$32.5 million in income generated by these auxiliaries. (See Appendix C for greater detail.)

Auxiliary Services:	FY 2025 Budget	1-Year Flux	
		%	\$
Intercollegiate Athletics	22,034,661	4.4%	\$937,749
Housing Services	11,650,340	6.8%	744,912
Parking Services	4,149,650	2.6%	103,650
Kilcawley Center	1,814,713	0.9%	15,904
Andrews Recreation & Wellness Center	1,307,477	0.6%	8,000
Total Auxiliary Budgets	\$40,956,841	4.6%	\$1,810,215
Less General Fund Support	(8,412,020)	23.1%	(1,576,144)
Total Earned Income	\$32,544,821	0.7%	\$234,071

The \$22 million Athletics budget is indicative of the long-standing institutional decision to support an NCAA-compliant Division I intercollegiate athletic program consistent with Board of Trustees Policy 3356-6-02. The 4.4% increase in FY 2025 is mainly due to a 6.7% increase in scholarship expenses. General fund support for Athletics will increase by \$1.5 million in FY 2025, due in part to a decrease in revenue from football game guarantees.

The FY 2025 budget for Housing Services is based on a planned occupancy rate of 90% in the residence halls, and 100% occupancy in the University Courtyard Apartments. Housing's FY 2025 budget is also based on rate adjustments approved by the Board of Trustees in September 2023.

Parking Services' FY 2025 budget is projected to increase by 2.6% mainly due to a roughly \$200,000 increase in debt service expenses related to Series 2021 bonds that were issued to support capital improvements to campus parking facilities.

The FY 2025 budget for Kilcawley Student Center will increase by just 0.9%. General fund support for the Student Center will increase by 3% in FY 2025, largely to offset the continued decline in revenue from bookstore commissions.

The Andrews Student Recreational Center budget will increase by just 0.6% in FY 2025, and support from the general fund will stay flat relative to the prior year. The Rec Center is projecting modest growth in membership sales and sponsorship income.

Rich Center for Autism

Established in 1995, The Paula and Anthony Rich Center for the Study and Treatment of Autism is an externally funded unit of Youngstown State University.

Pursuant to the agreement between the Rich Center and YSU, the Rich Center's budget is included here for approval by the YSU Board of Trustees. The Rich Center will remain fully funded by external sources and will not receive direct funding support from the University. The University will, however, continue to provide approximately 15,500 square feet of space in Fedor Hall to house the Rich Center's classrooms, labs and administrative offices.

The Rich Center's proposed budget for FY 2025 has been approved by the Rich Center's Advisory Board and is based on a 4.4% increase in revenue, mainly from tuition revenue and cash gifts.

<u>Rich Center for Autism</u>	<u>FY 2024 Budget</u>	<u>FY 2025 Budget</u>	<u>1-Year Flux</u>	
			<u>%</u>	<u>\$</u>
Revenues				
Noncredit Tuition	\$2,067,298	\$2,132,188	3.1%	\$64,890
Cash Gifts	120,000	160,000	33.3%	40,000
Misc. Income	141,819	140,114		(1,705)
Total Revenues	<u>\$2,329,117</u>	<u>\$2,432,302</u>	<u>4.4%</u>	<u>\$103,185</u>
Expenses				
<i>Personnel</i>				
Full- and Part-time Staff	\$1,293,632	\$1,370,272	5.9%	\$76,640
Temporary Staff	72,500	75,000	3.4%	2,500
Fringe Benefits	575,335	596,430	3.7%	21,095
Total Personnel	<u>\$1,941,467</u>	<u>\$2,041,702</u>	<u>5.2%</u>	<u>\$100,235</u>
<i>Operating Expenses</i>				
Supplies	\$43,800	\$42,300	-3.4%	(\$1,500)
Travel and Related Expenses	12,250	25,250	106.1%	13,000
Information & Communication	40,500	54,000	33.3%	13,500
Facility Maintenance/Repairs	1,500	4,500	200.0%	3,000
Fees & Services	268,500	240,550	-10.4%	(27,950)
Volunteer Services	7,000	8,500	21.4%	1,500
Events & Promotions	3,600	10,000	177.8%	6,400
Miscellaneous / Reserve	10,500	5,500	-47.6%	(5,000)
Total Operating Expenses	<u>\$387,650</u>	<u>\$390,600</u>	<u>0.8%</u>	<u>\$2,950</u>
Total Rich Center Expenses	<u>\$2,329,117</u>	<u>\$2,432,302</u>	<u>4.4%</u>	<u>\$103,185</u>

APPENDIX A – Revenue Detail, General Fund Budget

	FY 2024	FY 2025	Annual change	
	Estimate*	Budget	%	\$
STUDENT TUITION & FEES				
Instructional Fees	\$67,468,054	\$68,802,332	2.0%	\$1,334,278
General Fees	18,696,246	19,270,982	3.1%	574,736
Accelerated Online Tuition	7,200,486	7,500,000	4.2%	299,514
Subtotal - Tuition & Fees	\$93,364,786	\$95,573,314	2.4%	\$2,208,528
OTHER STUDENT FEES				
Non-resident Tuition Surcharge	\$764,776	\$765,100	0.0%	\$324
Academic Fees	6,871,226	6,817,000	-0.8%	(\$54,226)
Non-credit Instructional Fees	1,862	1,900	2.0%	38
Miscellaneous Fees	117,825	112,200	-4.8%	(\$5,625)
Application Fees	477,220	459,200	-3.8%	(\$18,020)
College Credit Plus/Jump Start	756,221	725,000	-4.1%	(\$31,221)
Subtotal - Other Tuition & Fees	\$8,989,130	\$8,880,400	-1.2%	(\$108,730)
STUDENT CHARGES				
Fines & Penalty Assessments	\$493,494	\$473,200	-4.1%	(\$20,294)
Service Charges	579,778	726,900	25.4%	147,122
Subtotal - Student Charges	\$1,073,272	\$1,200,100	11.8%	\$126,828
Total - Tuition, Fees & Other Chrgs.	\$103,427,188	\$105,653,814	2.2%	\$2,226,626
STATE SHARE OF INSTRUCTION				
Subtotal - State Appropriations	\$48,967,088	\$51,206,809	4.6%	\$2,239,721
OTHER SOURCES				
Investment Income for Operations	\$3,759,605	\$3,500,264	-6.9%	(\$259,341)
Administrative Charge - Auxiliaries	1,062,813	1,062,813	0.0%	0
Sales & Services of Educational Activities	1,914	1,700	-11.2%	(\$214)
Private Gifts, Unrestricted	108,767	105,000	-3.5%	(\$3,767)
Facility Rental, Athletics and University	422,680	400,000	-5.4%	(\$22,680)
Indirect Cost Recoveries	732,861	716,000	-2.3%	(\$16,861)
Other-Miscellaneous	698,267	637,600	-8.7%	(\$60,667)
Subtotal - Other Sources	\$6,786,907	\$6,423,377	-5.4%	(\$363,530)
TOTAL GENERAL FUND REVENUE	\$159,181,183	\$163,284,000	2.58%	\$4,102,817

*FY 2024 is estimated based on actual financial performance through the 3rd quarter (3/31/24).

APPENDIX B – Auxiliary Budgets

INTERCOLLEGIATE ATHLETICS				
	FY 2024 Estimate	FY 2025 Budget	PERCENT CHANGE	CHANGE
REVENUE RECORDED IN THE GENERAL FUND*				
Tuition & Fees from Student Athletes	\$9,744,971	\$9,814,052	0.7%	\$69,081
State Share of Instruction Funding	1,304,736	1,359,281	4.2%	54,545
Total Athletic Revenue in Gen. Fund*	\$11,049,706	\$11,173,333	1.1%	\$123,626
REVENUE				
Football Tickets	\$320,000	\$290,000	-9.4%	(\$30,000)
Basketball Tickets	165,000	240,000	45.5%	75,000
Guarantees	1,040,000	580,000	N/A	(\$460,000)
Program Sales	4,000	4,000	0.0%	0
Medical Services Commissions	298,700	175,000	-41.4%	(\$123,700)
Concession Commissions	40,000	85,000	112.5%	45,000
Royalty Commissions	90,000	90,000	0.0%	0
NCAA Revenue Sharing	1,500,000	1,800,000	20.0%	300,000
Program Ad. Sales/Recognition	260,000	250,000	-3.8%	(\$10,000)
Radio/Television Income	100,000	100,000	0.0%	0
Pouring Rights & Miscellaneous	205,000	190,000	-7.3%	(\$15,000)
Football Tailgate	80,000	90,000	12.5%	10,000
Scoreboard Advertising:				
Football	225,000	225,000	0.0%	0
Basketball	100,000	120,000	20.0%	20,000
Stadium Loge Rentals	519,973	529,973	1.9%	10,000
Total Revenue	\$4,947,673	\$4,768,973	-3.6%	(\$178,700)
TOTAL REVENUE	\$15,997,379	\$15,942,306	-0.3%	(\$55,074)
GENERAL FUND ALLOCATION				
Total General Fund Support**	\$4,549,535	\$6,092,355	8.7%**	\$1,542,821
TOTAL RESOURCES	\$20,546,914	\$22,034,661	7.2%	\$1,487,747
EXPENSES				
Permanent Staff	\$5,206,802	\$5,473,177	5.1%	\$266,375
Temporary Staff	500,848	542,918	8.4%	42,070
Fringe Benefits	2,278,468	2,393,373	5.0%	114,905
Scholarships	6,385,688	6,819,543	6.8%	433,855
Operating	6,695,106	6,805,650	1.7%	110,544
Transfer, Inst. Work Study	30,000	0	-100.0%	(\$30,000)
TOTAL EXPENSES	\$21,096,912	\$22,034,661	4.4%	\$937,749
*Tuition and state funding are recorded in the general fund but are presented here to illustrate the estimated revenue attributable to YSU student athletes.				
** General fund support for Athletics has been adjusted to illustrate the estimated impact of tuition and state funding revenue that is attributable to YSU student athletes. The FY 2025 general fund allocation for Athletics is \$17,265,688, an increase of 8.7%.				

APPENDIX B – Auxiliary Budgets

<u>KILCAWLEY CENTER</u>				
	<u>FY 2024 Budget</u>	<u>FY 2025 Budget</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
REVENUES				
Food Services Commissions	\$330,000	\$330,000	0.0%	\$0
Bookstore Commissions	286,944	264,525	-7.8%	(22,419)
Pete's Treats Candy Counter	50,000	55,000	10.0%	5,000
Graphic Center	28,000	28,000	0.0%	0
Room Rental	1,000	1,500	50.0%	500
Sponsorship Income	24,000	24,000		0
Student ID Replacement	2,000	1,500	-25.0%	(500)
Vending and Misc. Sales & Service	1,000	1,000	0.0%	0
Total Revenue	<u>\$722,944</u>	<u>\$705,525</u>	<u>-2.4%</u>	<u>(\$17,419)</u>
OTHER RESOURCES				
General Fund Allocation	\$1,075,865	\$1,109,188	3.1%	\$33,323
TOTAL RESOURCES	<u>\$1,798,809</u>	<u>\$1,814,713</u>	<u>0.9%</u>	<u>\$15,904</u>
EXPENSES				
Permanent Staff	\$484,048	\$484,139	0.0%	\$91
Temporary Staff	275,000	297,500	8.2%	22,500
Fringe Benefits	226,363	227,860	0.7%	1,497
Operating	789,898	804,214	1.8%	14,316
Inst. Work Study transfer	22,500	0	-100.0%	(22,500)
Transfer for Capital Improvements	1,000	1,000	0.0%	0
TOTAL EXPENSES	<u>\$1,798,809</u>	<u>\$1,814,713</u>	<u>0.9%</u>	<u>\$15,904</u>

<u>ANDREWS RECREATION AND WELLNESS CENTER</u>				
	<u>FY 2024 Budget</u>	<u>FY 2025 Budget</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
REVENUES				
Faculty & Staff Memberships	\$32,000	\$35,500	10.94%	\$3,500
Guest Passes/Locker Rentals	8,000	9,500	18.75%	1,500
Program Fees	32,000	32,000	0.00%	0
Sponsorship income	17,000	20,000	17.65%	3,000
Total Revenues	<u>\$89,000</u>	<u>\$97,000</u>	<u>8.99%</u>	<u>8,000</u>
OTHER RESOURCES				
General Fund Allocation	\$1,210,477	\$1,210,477	0.00%	\$0
TOTAL RESOURCES	<u>\$1,299,477</u>	<u>\$1,307,477</u>	<u>0.62%</u>	<u>\$8,000</u>
EXPENSES				
Permanent Staff	\$402,033	\$408,886	1.70%	\$6,854
Temporary Staff	308,012	317,681	3.14%	9,669
Fringe Benefits	182,457	185,933	1.91%	3,477
Operating	386,976	394,976	2.07%	8,000
Inst. Work Study Transfer	20,000	0	-100.00%	(20,000)
Total Expenses	<u>\$1,299,477</u>	<u>\$1,307,477</u>	<u>0.62%</u>	<u>\$8,000</u>

APPENDIX B – Auxiliary Budgets

HOUSING SERVICES				
	FY 2024 Budget	FY 2025 Budget	PERCENT CHANGE	CHANGE
REVENUES				
Room and Board	\$10,200,684	\$11,176,840	9.6%	\$976,156
Meal Plans	575,000	380,000	-33.9%	(195,000)
Food Commissions	5,000	8,000	60.0%	3,000
Misc. Fees	94,744	45,500	-52.0%	(49,244)
Rentals-Guests and Special Groups	30,000	40,000	33.3%	10,000
Total Revenue	\$10,905,428	\$11,650,340	6.8%	\$744,912
EXPENDITURES				
Permanent Staff	\$606,131	\$770,092	27.1%	\$163,961
Temporary Staff	390,363	470,939	20.6%	80,576
Fringe Benefits	294,313	372,098	26.4%	77,785
Administrative Charge	912,813	912,813	0.0%	0
Operating	7,728,340	7,412,219	-4.1%	(316,120)
Inst. Work Study (transfer)	30,000	-	-100.0%	(30,000)
Debt Service transfer	509,005	1,277,178	150.9%	768,173
Capital Improvements (transfer)	434,463	435,000	0.1%	537
Total Expenses	\$10,905,428	\$11,650,340	6.8%	\$744,912

PARKING SERVICES				
	FY 2024 Budget	FY 2025 Budget	PERCENT CHANGE	CHANGE
REVENUES				
Faculty & Staff Permits	\$685,000	\$645,000	-5.8%	(\$40,000)
Student Permits/Transportation Fee	778,700	773,700	-0.6%	(5,000)
Penguin Promise Transportation Fee*	2,111,000	2,188,000	3.6%	77,000
Parking Fines	175,000	150,000	-14.3%	(25,000)
Parking Fees-Special Events	150,000	200,000	33.3%	50,000
Daily Parking Fees	51,000	60,000	17.6%	9,000
Parking Meters	5,000	2,000	-60.0%	(3,000)
Parking Permits-Contracted Service	80,000	125,000	56.3%	45,000
Control Card Replacement	300	150	-50.0%	(150)
Weekly Permits	10,000	5,800	-42.0%	(4,200)
Total Revenues	\$4,046,000	\$4,149,650	2.6%	\$103,650
EXPENDITURES				
Permanent Staff	\$445,452	\$508,304	14.1%	\$62,852
Temporary Staff	417,000	417,000	0.0%	0
Fringe Benefits	256,650	286,656	11.7%	30,006
Administrative Charge	150,000	150,000	0.0%	0
Shuttle Service	363,000	363,000	0.0%	0
Other Operating	1,730,472	1,557,114	-10.0%	(173,358)
Debt Service	131,960	331,110	150.9%	199,150
Transfers Capital Improvements	536,466	536,466	0.0%	0
Inst. Work Study Transfer	15,000	0	-100.0%	(15,000)
Total Expenses	\$4,046,000	\$4,149,650	2.6%	\$103,650

*Because the transportation fee was folded into the Penguin Tuition Promise general fee in FY 2019, those revenues are recorded in the General Fund. Consequently, a portion of this fee income is transferred to Parking from the General Fund.

APPENDIX C – Miscellaneous Salary Rates

<i>Part-Time Faculty (per semester hour workload)</i>	
With Baccalaureate (or equivalent qualifications)	\$665
With Masters degree	\$820
With Doctorate or Juris Doctor	\$1,075
<i>Fellowships</i>	\$10,000
<i>Ph.D. Assistantships Stipends (sciences and engineering)</i>	\$23,500-\$30,000
<i>Graduate Assistants</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$7,500
<i>Graduate Teaching Assistants</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$8,750
<i>Student Employee Hourly Wage Rates*</i>	
Basic Level (Ohio minimum wage)	\$10.45
Intermediate Level	\$10.46 - \$13.00
Advanced Level	\$13.01 - \$15.00
<i>*Note: Student employee hourly wage rates are subject to revision, pending any applicable cost of living adjustments, as required by Ohio minimum wage law.</i>	

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

WHEREAS, University Policy Number 3356-3-11.1, Budget Transfers, requires Board of Trustees approval for inter-fund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project, for capital improvements or construction projects of \$500,000 or more, and for transfers out of operating reserves regardless of amount; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, attached hereto.

**Board of Trustees Meeting
June 7, 2024
YR 2024-67**



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Fourth Quarter FY2024

FROM	TO	AMOUNT	REASON
Parking Services Plant Reserve (Auxiliary Plant Fund)	M-66 Surface Lot (Auxiliary Plant Fund)	\$900,201	To fund new surface lot project on Arlington Avenue.

**RESOLUTION TO MODIFY
SEARCH WAIVERS FOR HIRING OF FACULTY AND
PROFESSIONAL/ADMINISTRATIVE STAFF 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.

3356-7-55 Search waivers for hiring of faculty and professional/ administrative staff.

Responsible Division/Office: Human Resources
Responsible Officer: VP For Legal Affairs and Human Resources
Revision History: June 2006; June 2011; March 2013; May 2015;
March 2017; September 2019; June 2024
Board Committee: University Affairs
Effective Date: June 7, 2024
Next Review: 2029

- (A) Policy statement. It is the policy of Youngstown state university that institutional employment and diversity goals are best served through a standard search process. However, exceptions to the standard search process may be appropriate in situations where it can be clearly demonstrated that it is in the university's best interest to forgo the standard search process.
- (B) Scope. This policy applies to faculty and professional/administrative staff vacancies, including externally funded positions (see rules 3356-7-42 and 3356-7-43 of the Administrative Code). The selection of executive and administrative officers of the university is not included within the scope of this policy. (See rules 3356-9-01 and 3356-9-02 of the Administrative Code for the selection of administrative and executive officers.) A search waiver will not be granted when the candidate for employment is a family member of a current university employee. Family member is defined in rule 3356-7-26 of the Administrative Code. A request for a search waiver does not waive any human resource or financial requirements for a position.
- (C) Purpose. To provide a process for requesting a search waiver for fully qualified individuals who can make a unique contribution to the university and its strategic plan.
- (D) Request criteria. The following information shall be provided in writing when submitting a request for a search waiver.

- (1) A description of the position, including whether the position is temporary or has an anticipated end date and minimum (and if appropriate) preferred qualifications.
 - (2) Qualifications, credentials and/or skills of the individual that qualify him/her for the position.
 - (3) Likelihood of success in the position (e.g., promotion and tenure, where applicable).
 - (4) Relevance of the hire to the university's strategic priorities.
 - (5) Input of the hiring unit for the requested appointment.
 - (6) Identification of funds to support the position.
 - (7) Rationale for departing from the standard search process presented.
- (E) Review criteria. The following factors will be considered when determining whether a waiver is in the university's best interests.
- (1) Whether the position and/or funding are temporary or time limited.
 - (2) The existence of an urgent situation.
 - (3) Whether the proposed hire possesses outstanding and uniquely specialized skills, knowledge, or experience that would otherwise not be available through the standard search process. Experience, skills, or knowledge gained through an interim appointment or temporary assignment of some or all of the duties of the position does not make an individual uniquely qualified for the position.
 - (4) Whether a recent search(es) for the position has lacked a qualified pool of applicants.
 - (5) Previous use of search waivers by the office or department.
 - (6) Other compelling reasons.
- (F) Procedures.

- (1) The submission of a search waiver requires the signature of the appropriate divisional officer and the hiring department director/manager or chairperson.
- (2) A copy of the potential employee's curriculum vitae, resume and/or other relevant materials must be included with the search waiver request.
- (3) A request for a search waiver, including all supporting information listed in paragraph (D) of this policy, must be submitted in writing to the chief human resources officer and executive director of equal opportunity, policy development and title IX for review and recommendation. Following this review, the request will be forwarded to the office of the president.
- (4) Only the president, or designee, is authorized to grant a waiver from the requirement of a standard search.
- (5) The office of equal opportunity, policy development and title IX will provide information and assistance, as appropriate.
- (6) The office of equal opportunity, policy development and title IX will provide the board of trustees with a quarterly report on hiring activity under this policy.

**RESOLUTION TO APPROVE THE SELECTION OF A PROVOST AND
VICE PRESIDENT FOR ACADEMIC AFFAIRS**

WHEREAS, a vacancy occurred in the Division of Academic Affairs and as a result of that vacancy, Jennifer Pintar has been serving as Interim Provost and Vice President for Academic Affairs since January 1, 2024, and prior to that role, she was serving as Vice Provost, Academic Administration and Student Outreach Support; and

WHEREAS, the Board of Trustees approved the authorization of a search in accordance with University Policy Number 3356-9-01, Selection and Evaluation of Executive Officers of the University; and

WHEREAS, University Policy 3356-9-01, Selection, Appointment, and Evaluation of Executive Officers requires that the Board approve this appointment prior to the employment start date; and

WHEREAS, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee and President Bill Johnson for appointment; and

WHEREAS, this position is eligible for faculty rank and tenure pursuant to University Policy 3356-9-05, Faculty Rank and Tenure for Designated Administrators; and

WHEREAS, the candidate earned and retains faculty rank and tenure at Youngstown State University as a full Professor in the Department of Health Professions in the Bitonte College of Health and Human Services pursuant to University Policy 3356-9-05, Faculty Rank and Tenure for Designated Administrators; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Jennifer Pintar as Professor and Provost and Vice President for Academic Affairs, effective June 10, 2024, attached hereto.

**Board of Trustees Meeting
June 7, 2024
YR 2024-69**

Jennifer Peoples Pintar, PhD, MPH
Interim Provost & Vice President, Academic Affairs
Youngstown State University
Youngstown, OH 44555

EDUCATION

PhD, 2001

Major: Exercise Physiology
University of Pittsburgh
Pittsburgh, PA

MPh, 2004

Major: Epidemiology
University of Pittsburgh
Pittsburgh, PA

M.S., 1995

Major: Exercise Physiology
University of Pittsburgh
Pittsburgh, PA

B.S., 1994

Major: Biology
Washington and Jefferson College
Washington, PA

PROFESSIONAL EXPERIENCE

2024-current	Interim Provost and Vice President for Academic Affairs, Youngstown State University
2023-2024	Vice Provost, Academic Administration, Academic Administration & Student Outreach Support Youngstown State University
2017-2022	Associate Provost, Academic Administration, Youngstown State University
2014-2017	Chairperson, Human Performance and Exercise Science, Youngstown State University
2012-2014	Professor, Human Performance and Exercise Science, Youngstown State University
2005-2012	Associate Professor, Human Performance and Exercise Science, Youngstown State University
2002-2005	Assistant Professor, Human Performance and Exercise Science, Youngstown State University
1999-2002	Instructor, Human Performance and Exercise Science, Youngstown State University

CERTIFICATION

American Red Cross CPR for adults, children, and infant's certification
American College of Sports Medicine Health Fitness Instructor certification
American College of Sports Medicine Certified Personal Trainer
National Strength and Conditioning Association Certified Strength and Conditioning Specialist
National Strength and Conditioning Association Certified Personal Trainer
Quality Matters Distance Learning Peer Reviewer Certification

LEADERSHIP EXPERIENCE

Interim Provost and Vice President for Academic Affairs, Youngstown State University

Responsibilities:

Includes all listed under Vice Provost (except DFR) plus the following:

Supervision of Deans and Support Staff for Academic Affairs – work with 18 direct reports and oversee a broad range of academic and administrative functions

Fostering creation of new Associate Degrees and Certificates – work with deans, chairs, faculty members, and Academic Senate executive committee members to expeditiously consider, review, and submit over 50 academic programs and certificates.

Maintain Office of Academic Affairs Budget – oversee the academic affairs budgets to support the mission, vision, and goals of the institution

Represent Academics at YSU – serve as a point person for interviews with local media, campus and community presentations, and academic awards ceremonies

Vice Provost, Academic Administration, Academic Administration & Student Outreach Support, Youngstown State University

Responsibilities:

Includes all listed under Associate Provost plus the following:

Supervision of the Office of the Dean of Students - supervision of efficient and responsive services by the Office of the Dean of Students including student counseling and support services.

Associate Provost Academic Administration, Youngstown State University

Responsibilities:

Strategic Planning Optimization Team – co-chair; worked with stakeholders to develop an action plan to Take Charge of Our Future; played a primary role in leading the strategic direction of the University; assisted with the development of 8 strategies and 32 goals for the eight-year cycle; focus was to ensure the plan was a dynamic document

Curricular Efficiency – serve as director of committee to review Higher Education Information (HEI) System classifications from the Ohio Department of Higher Education for all courses in the catalog; assess the CIP codes; develop the

workload policy for the university; assess and monitor section enrollment; assist with curricular mapping for each program; oversee curricular rotation/carousels; employ data to inform course scheduling

Academic Program Transformation – serve as director of committee to review current academic portfolio; review mission, market and margin data to determine program needs; strategize program offerings in four-year cycles

General Education Transformation – server as director of committee to take the current general education program and transform it to elevate the value of general education at the university; the charge of the committee is to develop innovative solutions while working within the state general education and Ohio Transfer Module (OTM) guidelines

University wide learning outcomes – serve as co-chair on the development of university wide learning outcomes in a shared governance process with Academic Senate

Director of Faculty Relations – work with deans, associate deans, department chairs and faculty on matters related to faculty appointment, promotion, tenure and the YSU/YSU-OEA collective bargaining agreement; provide contract interpretation and campus policy oversight; manage grievance/arbitration; review governance documents for compliance; and oversee faculty evaluations per the union contract; provide counsel and advice to the Provost on faculty personnel matters; and provide leadership in the development of new faculty personnel policies and procedures for the campus; provide workshops and guidance to faculty, evaluation committees, department chairs, associate deans, deans, and the Provost; work with the Academic Senate to develop policies related to faculty.

Negotiating Team – served on 2020 negotiations team for the administration; Appointed as lead negotiator for the administration team for 2023-2026 negotiations team for the YSU/YSU-OEA collective bargaining agreement

Student, Faculty and Administrative Evaluations – oversee evaluation process of faculty by students, full-time and part-time faculty by chairs, and chairs by deans

Classroom Scheduling – work closely with the Office of the Registrar and Facilities Maintenance to optimize classroom schedules and physical classroom and laboratory spaces

Online Programming – lead contact for online programming for three verticals (nursing, business, and education) with over 30 programs at bachelor (RN to BSN), masters and doctoral (EdD) levels; work with online program management company and serve as primary liaison for academic and non-academic implementation and maintenance of programs; weekly meetings with faculty to assess progress on admissions, course development, curricular rotation

and student retention; evaluate data to make informed decisions for academic program direction

Online Learning – served as direct report for the online/distance learning program; work with distance education for three verticals; through a shared governance process, started the use of virtual assistants who assist faculty of record with grading and responding to general questions by students; assist with placement of virtual assistants and recruitment internally and through a third party; assist with the development of a catalog of consortium classes to ensure students graduate on a timely basis

CURRENT UNIVERSITY SERVICE

Health Care Advisory member
Health Safety Task Force member
Emergency Sick Leave Reserve Committee member
Academic Senate member
Labor Management member
University Curriculum member
Academic Standards member
Awards Committee member

GRADUATE AND SWING COURSES TAUGHT

MPH 6996 Practicum 3 credits – conference course
MPH 6994 Individual Study 3 credits – conference course
MPH 6997 MPH Capstone 6 credits – conference course

UNDERGRADUATE COURSES TAUGHT (Face to Face unless otherwise noted)

HPES 1559 Aerobic Conditioning Activities
HPES 1560 Resistance Training
HPES 1595 Introduction to HPES
HPES 3705 Statistics & Research Design in Exercise Science
HPES 4805 Administration of Exercise Programs
HPES 4810 Exercise Testing & Prescription III
Face to Face course converted to Web-based course
HPES 4875 Exercise Counseling & Behavioral Strategies
Web-based course
HPES 4880 Internship
Hybrid course
KSS 4888 Fitness Tourism (faculty led study abroad course)
Hybrid course (trips include Costa Rica and Greece)

INVOLVEMENT IN MASTER AND DOCTORAL CANDIDATES' COMMITTEES

Master's thesis committee, Dublin City University, Dublin, Ireland, 2010-2011

Master's thesis committee, Youngstown State University, Youngstown, OH,
2012-2013

INVOLVEMENT IN COMMITTEES

Committee to propose the Spots Medicine and Applied Biomechanics laboratory
as a Center of Excellence - 2017

Academic Grievance Subcommittee – Acting Judicial Chair – 2015-current
Wellness Steering Committee 2015-current

Chairperson Development Committee 2015-current

Department search committee for new faculty member in athletic training,
2015, 2016

Committee to assess the need of a new Master of Athletic training program,
propose to University and State of Ohio – Chair of Committee - 2014-2016
Rich Center Board Member 2010 - 2014

Department search committee for new faculty member in exercise science,
2010, 2012,2013

Chair, Department Assessment Committee for Exercise Science, 2008-2014
Academic Senate, 2010-2014

Department search committee for new faculty member in health promotion, 2010
Chair of the University FIL and Sabbatical Committee, 2010

Member of the Rich Center for Autism search committee for senior researcher for
this new Center of Excellence, 2010

University search committee: Wellness Coordinator for Andrews Recreation
Center, 2012

University search committee: Research Faculty position for the Rich Center,
2011-2012

Diversity Committee chaired by Tammy King, 2010-2011

General Education Committee meeting, 2011

Served on the College Curriculum Committee, 2008-2009

Autism Academic Vision/Plan for Rich Center at YSU, 2008

Member of the University Higher Learning Commission Accreditation
Committee, 2006-2007

Rich Center as a niche site committee appointed by Provost Khawaja, 2007

Department Tenure Committee, 2007

Served on the BCHHS Faculty Development Review Committee, 2007-2008

Nominated member of the Senate Ad Hoc committee on University Tenure and
Promotion, 2007

PUBLICATIONS

Learman KE, **Pintar JA**, Ellis AR. “The Effect of Abdominal Strength and Endurance
Exercises on Abdominal Peak Torque and Endurance Field Tests: A Randomized
Controlled Trial”. *Physical Therapy in Sport* 16(2) · August 2014

Pintar, J. A., N.Moyna, F.J. Bosso. “Effect of Fitness Level, Gender, and Exercise

- Duration on Self-Selected Intensities on a Treadmill”. Currently in manuscript. 2013
- Pintar, J.A.**, K.L. Storti, V. Arena, R.J. Robertson, E.N. Nagle, A.M. Kriska. “What is the role of adolescent body mass index and physical activity on adult health risk behaviors?” *Open Journal of Preventive Medicine*. 2(1):72-78. 2012.
- Pintar, J.A.**, K. Learman, R. Rogers. “Traditional Exercises Do Not Have a Significant Impact on Abdominal Peak Force in Healthy Young Adults” *J Strength Cond Res*. Oct;23(7):2083-9.2009
- Pintar, J.**, R. Robertson, A. Kriska, E. Nagle, F. Goss. The Influence of Fitness and Body Weight on the Selection of Preferred Exercise Intensity. *Med. Sci. Sports Exerc*. May; 38(5):981-8. 2006.
- Pintar, J.A.**, T.J. Michael, F.J. Bosso, N.M. Moyna. Effect of Activity Level, Gender, and Exercise Duration on Self-Selected Intensities. *Medicine and Science in Sports and Exercise*. 2003; 35(5).
- Pintar, J.A.**, A. Kriska, E. Nagle, R.J. Robertson, F.L. Goss. The Influence of Fitness and Fatness on Exercise Intensity Selection while Walking on a Treadmill. *Medicine and Science in Sports and Exercise*. 2002; 34(5)
- Moyna, N.M. R.J. Robertson, C.L.Meckes, **J.A. Peoples**, N.B. Millich, and P.D. Thompson. Intermodal comparison of energy expenditure at exercise intensities corresponding to the perceptual preference range. *Med. Sci. Sports Exerc*. 33:1404-1410, 2001.
- Also appeared in Fitness Management October 2001 edition
 - Also appeared in Muscle Media
- Robertson, R.J., F.L. Goss, N.Boer, J.D. Gallagher, T. Thompkins, K. Bufalino, G. Balasekaran, C. Meckes, **J.Pintar**, A. Williams. OMNI scale perceived exertion at ventilatory breakpoint in children: response normalized. *Med Sci Sports Exerc*. 33:1946-1952, 2001.
- Goss F, Robertson R, Riechman S, Zoeller R, Dabayebeh I, Moyna N, Boer N, **Peoples J**, Metz K. Effect of potassium phosphate supplementation on perceptual and physiological responses to maximal graded exercise. *Int J Sport Nutr Exerc Metab*. 2001;11:53-62.
- Robertson, R.J., F.L. Goss, N.F. Boer, **J.A. Peoples**, A.J. Foreman, I.M. Dabayebeh, N.B. Millich, G. Balasekaran, S.E. Riechman, J.D. Gallagher, and T. Thompkins. Children’s OMNI Scale of Perceived Exertion: mixed gender and race validation. *Med. Sci. Sports Exerc*. 32(3): pgs 452- 8, 2000.

GRANTS

- Center for Excellence – Sports Medicine and Applied Biomechanics - Grant awarded as part of a nine person team (3/2017)
- Mindfulness among veterans and nonveterans (\$5000) Centafonti Grant (10/2015)
- Submitted and awarded URC grant for \$500 to assist in the study of muscular endurance tests among children grades K-8. (11/2011)
- Submitted The Mindfulness Institute Project (MIP) grant for \$400,000 requested through Congressman Tim Ryan. This grant was submitted with Dean Mosca and Dean Ginnetti. (2/2010)

- Submitted and awarded the Bitonte Research Grant in the amount of \$1200 (4/2010) to study muscular endurance tests among children grades K-8.
- Received grant from Rich Center for Autism. It was a combined grant with Suzanne Gufrie from Physical Therapy. My portion worked with motor skills among children with autism. (\$3,030)
- Co-author of a \$10,000 grant from General Mills. Sent January 30, 2007 through the Rich Center for the Study and Treatment of Autism. This grant was awarded.
- Provided assistance with the authorship of the Rich Center Intertech grant. This grant was awarded. During the ceremony, attended by President Sweet, Provost, Mayor and many local TV stations, I was interviewed by the Vindicator about my research studies at the center and what the new grant means to the research. (\$100,000 grant)
- University Research Council for RPE study in children with autism (\$2,700) (4/05)
- Professional Development Grant to explore coaching psychology for fitness goals (2006, 2007)
- Received \$2305.00 from the Paula and Anthony Rich Autism Grant Fund for a study entitled, *Physical and Perceptual Effects of Exercise in Children with Autism*. (4/04)
- Received 2 research assistant grants for \$1500.00 (5/04) for work on the study, *Physical and Perceptual Effects of Exercise in Children with Autism*.
- Received 1 research assistant grant for \$1500.00 (5/04) for work on the study, *Comparison and Contrast of Static and Ballistic Stretching*
- Along with undergraduate student, Alyssa Goist, successfully applied for \$500 Undergraduate Student Research Grant (12/03).
- Along with Frank Bosso and Nicole Mullins, successfully applied for equipment grant for the Department (\$9,950). Awarded from the College DAC instructional equipment funds (11/03)
- Received \$500 grant from the University Research Council small grant program for a study entitled, *Assessing the Physical Activity, Health Behavior Perceptions and Attitudes Within the Student Population of the National Youth Sports Program at Youngstown State University*. (6/2003)
- Received 2 research assistant grants for \$1500.00 (5/2003) for work on the study, *Physical and Psychological Benefits of Aerobic Dance for Children with Autism*.
- Received \$3,300.00 from the Paula and Anthony Rich Autism Grant Fund for a study entitled, *Physical and Psychological Benefits of Aerobic Dance for Children with Autism*. (3/03)
- Received \$1000 for Reimbursement for Advanced Studies to become certified in Pilates (2003).
- Received \$4500.00 grant from University Research Council for a study entitled, *The Influence of Training Frequency on the Development of Abdominal Strength* (4/12/02).
- Received 2 research assistant grants for \$1500.00 (4/02) for work on the study, *The Influence of Training Frequency on the Development of Abdominal Strength*.

PRESENTATIONS

- Pintar, Jennifer. Artificial Intelligence in Higher Education. TedX Talk, Youngstown Ohio. March 2024
- Pintar, Jennifer. Seventh International Conference on Sport and Society. June 2016. Honolulu, Hawaii. Mindfulness and Sport Performance: A Literature Review.
- Cadman, Alyson. I served as faculty advisor for Alyson Cadman's presentation on muscular endurance testing for students grade K-8 at the Ohio Physical Therapy Association. April 8, 2011.
- Pintar, J. A., K.L. Storti, R.J. Robertson, FACSM, V.C. Arena, E. Nagle, A. Kriska, FACSM. National American College of Sports Medicine Conference in Baltimore, MD, June 2010. The Impact of Body Mass Index and Physical Activity on Drinking and Smoking Behaviors.
- Taylor, C. I served as the faculty mentor for Cherub Taylor's presentation on exercise and autism for the March 9-11/2007 Stars Conference at BGSU.
- Pintar, J.A. Guest lecturer of CPE day regarding Facts and Fallacies of Exercise, 2005
- Pintar, J.A., D.J. Aaron, A.M. Kriska. *Tracking of Health Indicators in Adolescents*. The American College of Sports Medicine National Convention, Indianapolis, Indiana. June 5, 2004.
- Pintar¹, J. A., T J Michael, F J Bosso¹, and N M Moyna (FACSM), ¹Youngstown State University, OH, Western Michigan University, MI and Dublin City University, Ireland. *Effect of Fitness Level, Gender, and Exercise Duration on Self-Selected Exercise Intensities*. The American College of Sports Medicine National Convention, San Francisco, California. June 5, 2003.
- Pintar, J., A. Kriska, E. Nagle, F. Goss, R.J. Robertson. *The Influence of Fitness and Fatness on the Selection of Exercise Intensity while Walking on a Treadmill*. Presented at the American College of Sports Medicine National Convention, St. Louis, Missouri, May, 2002.
- Pintar, J. *The Importance of Physical Fitness for College-Aged Women*. Presented during Women's Health Month. Youngstown, OH. September 25, 2002.
- Pintar, J. *Physical Activity and the Minority Community*. Presented at the Minority Enrichment Health Fair. YWCA of Youngstown, OH. April 18, 2002.
- Pintar J. *Promoting Physical Fitness Among Overweight Children* Presented for the KidFit program. Youngstown, OH. June 7, 2002.
- Pintar, J., A. Kriska, E. Nagle, F. Goss, R.J. Robertson. *The Influence of Fitness and Fatness on the Selection of Exercise Intensity while Walking on a Treadmill*. Presented at the University of Pittsburgh Department of Human Performance and Exercise Science. December, 2001
- Pintar, J. *Teaching Physical Fitness for Children*. Presented at the Northeast Ohio Education Association (NEOEA), Day Seminar. Youngstown, OH. October 12, 2001.
- Pintar, J. *Asthma and Exercise*. Presented for The Community Asthma Project. YWCA of Youngstown, OH. November 20, 2001.

PROFESSIONAL DEVELOPMENT

- 2015 Reviewer for textbook, “Coaching Psychology Manual”, Second Edition by Margaret Moore, Erika Jackson, and Bob Tschannen-Moran. Published by Wolters Kluwer.
- 2013 Took 18-week teleconference course in Wellcoaches through American College of Sports Medicine to sit for the Health Coaching certification
- 2012 Accepted to the Youngstown State University Masters of Business Administration program
- 2012 Attended Omega conference on Mindfulness Based Stress Reduction with Jon Kabat-Zinn and Saki Satorelli
- 2012 Currently serving as a mentor to a master’s student in the public health program
 - 4 courses are being conducted under my guidance
- 2010-11 Master’s thesis committee, Dublin City University in Dublin, Ireland
- 2010 Attended Mindfulness Based Stress Reduction program for the Center for Mindfulness in Medicine, Health Care, and Society in Worcester, MA
- 2010 Attended National American College of Sports Medicine Conference in Baltimore, MD
- 2010 Reviewer for manuscript, “Response Normalized OMNI Rating of Perceived Exertion at the Ventilatory Breakpoint in Division I Football Players” F. Goss, R. Robertson, M. Gallagher, Jr., A. Piroli, and E. Nagle
- 2010 HPES 4890: Undergraduate Research. Mentor for research projects.
 - Lauren Masters – Flexibility assessment
 - Alyson Cadman – Measurement of muscular endurance among children
- 2010 HPES 4880: Internship. Mentor for research projects.
 - John Dunfee (Plank study)
 - Nicole Harlamapolous (sport and children research)
- 2010 Quality Matters Reviewer Certification for online courses
- 2009 Attended Wellcoach Seminar on goal setting and coaching format
- 2008 Faculty member of the Consortium of Eastern Ohio Masters of Public Health (CEOMPH), 2008-current.
- 2008 Reviewer for article entitled “Let them roam free? Physiological and Psychological evidence for the potential of self-selected exercise intensity in public health” by Dr Panteleimon Ekkekakis for the journal Sports Medicine.
- 2008 Served as reviewer for the textbook ‘ECG Interpretation for the Exercise Science Student’ by Barry Saul through Lippincott Williams Wilkins.
- 2007 Attended the 2007 Club Industry Conference in Chicago, IL and earned continuing education credits
- 2006 Served as a reviewer for a manuscript for the Journal of Cardiopulmonary Rehabilitation entitled, ‘Influence of Self-Efficacy on the Functional Relationship between Ratings of Perceived Exertion and Exercise Intensity’ (JCR #0650)
- 2006 Reviewed *ECG Interpretation for the Exercise Scientist* published by Lippincott, Williams and Wilkins.

- 2005 Reviewed textbook (*NASM Optimum Performance Training*) published by Lippincott, Williams and Wilkins.
- 2004 *Muscular Strength, Power and Endurance Training: Exercise Prescription and Progression Strategies for Individuals with Chronic Disease* published by Delmar.
- 2004 Reviewed the text entitled, *Fitness and Wellness for Life* from Delmar publishers
- 2004 Received graduate faculty status (associate level)

AWARDS

- 2018 University of Pittsburgh Outstanding Alumni
- 2016 Phi Kappa Phi Honors Society Chapter 143
- 2013 Distinguished Professorship Award for Excellence in Teaching
- 2005 Faculty Fellow Award for Rich Center for the Study and Treatment of Autism
- 2004 Faculty Improvement Leave awarded to complete a number of research studies
- 2003 Distinguished Professorship Award for Excellence in Teaching
- 2003 Northeast Ohio Council on Higher Education “Celebration of Teaching Excellence” Award
- 2003 Ohio Magazine Excellence in Education Award
- 2001 Honorary Member of the Golden Key National Society. Nominated by a student.

**RESOLUTION TO APPROVE THE APPOINTMENT OF
VICE PRESIDENT FOR GOVERNMENT AFFAIRS**

WHEREAS, the Office of Government Affairs has been created to advocate for Youngstown State University regarding local, state, and federal legislative priorities; and

WHEREAS, Sarah Keeler was appointed on February 5, 2024, as the Special Assistant to the President to lead this Office. The Office provides strategic leadership in building effective relationships with federal, state, and local officials as well as key community stakeholders to advance the University; and

WHEREAS, the Office monitors, analyzes, and determines the impact of pending legislative, policy and funding proposals originating from state government on the university's educational mission as well as impacting students, facilities, financing and funding, labor relations, and staffing; and

WHEREAS, the Office meets regularly with members of staff of the Ohio General Assembly, the Ohio U.S. Congressional Delegation, and key state and federal administrative offices regarding the implementation of university priorities and public needs and interests; and

WHEREAS, University Policy 3356-9-01, Selection, Appointment, and Evaluation of Executive Officers, requires board approval prior to the employment start date; and

WHEREAS, Sarah Keeler has uniquely specialized skills, knowledge, and experience in government affairs and since being appointed she has increased the University's awareness of state and federal government affairs issues that now or in the future will directly impact YSU, both from a policy and financial impact analysis; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Sarah Keeler as the Vice President of the Office of Government Affairs effective June 10, 2024, attached hereto.

**Board of Trustees Meeting
June 7, 2024
YR 2024-70**



SARAH KEELER

Experience

Youngstown State University
Special Assistant for Government Affairs
02/2024 - Present

- Serve as YSU’s chief government affairs officer; act as senior policy advisor and strategist to position YSU for its greatest impact within local communities, Northeast Ohio, the state, and the nation.
- Provide strategic leadership in building effective relationships with federal, state, and local officials as well as key community stakeholders to advance the university.
- Assist leadership in the development of legislative priorities, positions, and action strategies on legislation that impact YSU and/or its programs.
- Oversee campus activities and interactions with elected and public officials in consultation with campus and university officials.
- Serve on committees and boards within the university and externally to enhance YSU’s system initiatives and projects.
- Work directly with a collaborative development team to strategically position YSU to receive government grants, budget allocations, and other government funding.

U.S. Congressman Bill Johnson
District Director
11/2014 – 02/2024

- Strategic Planning: worked with Chief of Staff and campaign consultants on district-wide political and official office strategy.
- Managed the congressional district’s coordination and communications load to national leaders for numerous major events and issues that occurred in-district, including the nationally known East Palestine Train Derailment.
- Developed process and ran point on Community Project Funding / member directed spending appropriations requests. This resulted in nearly \$50 million in federal funding directed to OH-6.
- Presented Best Practices to the GOP Conference as requested (2015, 2016, 2017, 2018, 2022).
- Managed and provided advice regarding high priority issues for the Congressman and the entire OH-6 district, including Energy, Environment, Health Care, and Telecom.
- Supervisory: Directly supervised nine employees; carried out responsibilities in accordance with office policy and applicable laws. Responsibilities included interviewing, hiring, and training district office employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining district office employees; addressing complaints; and resolving problems.
- Advocated for local communities and organizations and worked with local, state, and federal officials on high-priority issues.
- Personally planned, coordinated, and executed large-scale congressional events, including the Collaboration Forum, Manufacturing Your Future, and The Bill Johnson Leadership Institute.

Bill Johnson for Congress
Campaign Manager
06/2014 - 11/2014

- Routinely spoke publicly on behalf of the Congressman.
- Built a broad, effective grassroots network and developed a comprehensive grassroots messaging plan.
- Hired, managed, and directed a high-performance campaign staff.
- Oversaw all aspects of the campaign.
- Created and managed the campaign budget.
- Interacted with media and spoke on behalf of the candidate.
- Assisted with fundraising efforts and presented fundraising leads to finance team.

U.S. Congressman Bill Johnson
**Director of Constituent Services/
Field Representative**
02/2011 - 06/2014

- Oversaw and managed all caseworkers, who interact directly with government agencies on behalf of constituents.
- Gave public speeches on different areas of constituent services.
- Personally handled VIP issues and reported updates directly to the Congressman.
- Managed, researched, and composed grants and grant letters of support for constituents.
- Acted as the representative for the Congressman and spoke on his behalf.

WKBN/WYTV Youngstown
Web Producer
10/2009 - 01/2011

- Managed and edited online content for three news websites.
- Created online content for special sections.
- Managed assignment desk in executive producer's absence.
- Promoted television stations through social media.
- Devised creative and user-friendly features on five websites.

Education and Training

Youngstown State University
Master of Arts in English, 2010

Slippery Rock University of Pennsylvania
Bachelor of Science in Communication, 2007

Volunteer, Professional Experience and Achievements

Daughters of the American Revolution
11/2013 to present

- Ohio Society State Chairman
 - Flag of the USA, 2018-19
 - Junior Membership, 2019-2022
 - America 250!, 2022-present
- 2019 Ohio Outstanding Junior Member
- Honorary Chapter Regent, Mahoning Chapter NSDAR
- Senior Society President, Point of Beginning Society, Children of the American Revolution, 2020-2022

JoAnn Davidson Ohio Leadership Institute
09/2019 – 05/2020

- Graduate

Canfield Parent Teacher Association
08/2022 to present

- Member
 - Weekly classroom library volunteer
 - Monthly afterschool STEAM volunteer
 - Annual Fun in the Sun Event Chair

**RESOLUTION TO AUTHORIZE CONFERRAL OF EMERITUS STATUS
FOR FACULTY AND ADMINISTRATORS**

WHEREAS, the Policies of the Board of Trustees provide for the conferral of emeritus status upon University faculty and professional/administrative staff members upon retirement or death following at least ten years of meritorious service and are recommended by the President of the University; and

WHEREAS, in accordance with University Policy 3356-7-17, Retiree Privileges and Emeritus Status, this resolutions nominates eleven recently retired faculty members for Faculty Emeritus Status, and two recently retired administrators for Administrator Emeritus Status; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty and professional/administrative staff members listed and attached hereto respectively, are hereby granted the emeritus title designed thereon.

FACULTY and STAFF RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 7, 2024)

Retiree	Years of Service Title and Department at Retirement	Status
Theodore Bosela	43 Professor School of Computer Science, Information & Engineering Technology	Faculty Emeritus
Philip Brady	33 Professor English & World Languages	Faculty Emeritus
Guang-Hwa Chang	30 Professor Mathematics & Statistics	Faculty Emeritus
Paul Gordiejew	21 Associate Professor Humanities & Social Sciences	Faculty Emeritus
Carol Lamb	18 Interim Associate Dean Dean's Office - STEM	Faculty Emeritus
Heather Lorimer	27 Associate Professor Chemical & Biological Sciences	Faculty Emeritus
Tom Oder	20 Professor Physics, Astronomy, Geology, & Environmental Science	Faculty Emeritus
Gabriel Palmer-Fernandez	31 Professor Humanities & Social Sciences	Faculty Emeritus
Anna Pascarella	13 Manager Delivery Printing Services Delivery Services	Administrator Emeritus

FACULTY and STAFF RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 7, 2024)

Retiree	Years of Service Title and Department at Retirement	Status
Stephen Rodabaugh	46 Professor Mathematics & Statistics	Faculty Emeritus
Vincent Sacco	38 Director Facilities Maintenance	Administrator Emeritus
James Umble	39 Professor Dana School of Music & University Theatre	Faculty Emeritus
Nancy Wagner	28 Director, Centofanti School of Nursing/Professor Centofanti School of Nursing	Faculty Emeritus

Nomination of an individual for Emeritus Status should be based on the following criteria and supported by substantial documentation: length of service (typically totaling more than 10 years), the overall quality of that service, the contribution to the University, and the service to society beyond the University.

**RESOLUTION TO RATIFY THE FRATERNAL ORDER OF POLICE,
OHIO LABOR COUNCIL, INC.,
COLLECTIVE BARGAINING AGREEMENT**

WHEREAS, the three-year collective bargaining Agreement between the Fraternal Order of Police, Ohio Labor Council, Inc., (F.O.P.) and Youngstown State University (“University”) will expire on June 30, 2024; and

WHEREAS, collective bargaining between the F.O.P. and the University has proceeded in a mutually advantageous manner; and

WHEREAS, a tentative collective bargaining Agreement for the three-year period July 1, 2024, through June 30, 2027, has been reached between the F.O.P. and the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify the collective bargaining Agreement, between the F.O.P. and the University for the period July 1, 2024, through June 30, 2027.

**Board of Trustees Meeting
June 7, 2024
YR 2024-72**

**RESOLUTION REGARDING TERMS AND CONDITIONS FOR CLASSIFIED
LAW ENFORCEMENT EMPLOYEES EXCLUDED FROM COLLECTIVE
BARGAINING**

WHEREAS, the Board of Trustees ratified a collective bargaining Agreement with the Fraternal Order of Police, Ohio Labor Council, Inc., (F.O.P.) for the three-year period July 1, 2024 through June 30, 2027, which defines wages and other terms and conditions of employment for classified employees in the bargaining unit; and

WHEREAS, it is deemed to be equitable and in the best interest of the University to extend some of the provisions of the Agreement to classified law enforcement employees excluded from collective bargaining (Lieutenants); and

WHEREAS, those provisions are in the areas of pay, insurance, overtime compensation, holidays, vacation, leaves, uniforms and equipment, retirement, instructional fee remission and miscellaneous benefits.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University, that the following F.O.P. collective bargaining agreement articles and/or sections be extended to classified law enforcement employees who are excluded from collective bargaining: the following sections of Article 4 (Pay): 4.1.2, 4.5, 4.6, 4.7, 4.8 and 4.9; Article 5 (Insurance); Article 13 (Overtime), excluding Section 13.3; Article 14 (Holidays); Article 18 (Vacation) except to the extent it is inconsistent with ORC Sections 9.44 and 124.131 regarding the computation of prior service credit; Article 21 (Uniforms and Equipment); Article 24 (Retirement); Article 25 (Miscellaneous), excluding Section 25.4; and Article 30 (Instructional Fee Remission).

**Board of Trustees Meeting
June 7, 2024
YR 2024-73**

**RESOLUTION TO RATIFY
PERSONNEL ACTIONS**

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

WHEREAS, new appointments and other personnel actions have been made subsequent to the March 7, 2024, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2023-2024 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
June 7, 2024
YR 2024-74**



SUMMARY OF PERSONNEL ACTIONS

Faculty

1/16/2024 through 4/15/2024

Appointments – 1

Replacement Positions – 1

- Faculty Term – 1

YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/PROGRAM	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Term Appointments						
Thuiyahannadi, Subashini De Silva	Faculty	Lecturer	Rayen School of Engineering	1/16/2024	1.00	\$ 26,666.64
<i>* New Position</i>						

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative - (Excludes Athletics)
1/16/2024 through 4/15/2024

Separations – 10

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 5

Appointments – 18

Replacement Positions – 16

- Professional Administrative Staff – 11
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 1

New Positions – 2

- Professional Administrative Excluded – 2

Reclassifications/Position Adjustments – 9

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 1

Promotions – 7

- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 3

Salary Adjustments – 5

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 1

Transfers – 2

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

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Bascom, Patrick	APAS	Academic Advisor 1	Communication	4/2/2024	1.00	\$ 38,000.00	Resigned
Gran, Zackary	APAS	Senior Financial Analyst	Financial Aid and Scholarships	1/19/2024	1.00	\$ 49,104.28	Resigned
Leonelli, Ashley	APAS	Coordinator Graduate Admission	Dean-College of Graduate Studies	4/12/2024	1.00	\$ 49,881.62	Resigned
Clowes, Josephine	Excluded	Temporary Executive Assistant to the Provost	Provost VP - Academic Affairs	2/29/2024	0.50	\$ 26,004.00	Temporary Appointment Ended
Davidson, Katrena	Excluded	Associate Vice President Finance and Controller	Controller's Office	3/31/2024	1.00	\$ 131,066.61	Retired
DeFino, Mary	Externally Funded	Coordinator Business Operations	Rich Center for Autism	3/1/2024	1.00	\$ 40,800.00	Resigned
Garcia, Frank	Externally Funded	Program Manager Workforce Training Advanced Manufacturing Robotics & Automation	Center for Workforce Education & Innovation	1/19/2024	1.00	\$ 88,740.00	Resigned
Leeworthy, Jason	Externally Funded	Manager Systems Operations	Center for Workforce Education & Innovation	4/1/2024	1.00	\$ 61,200.00	Non-renewal
Miller, Kelli	Externally Funded	Director Business Operations	Center for Workforce Education & Innovation	4/1/2024	1.00	\$ 87,393.60	Non-renewal
Oddo, Jennifer	Externally Funded	Vice President Division of Workforce Education and Innovation	Excellence Training Center	4/12/2024	1.00	\$ 174,240.99	Resigned

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Anderson, Brenna	APAS	Coordinator Learning Resources	Nursing	2/1/2024	1.00	\$ 47,330.00
Bascom, Patrick	APAS	Academic Advisor 1	Dean - STEM	4/1/2024	1.00	\$ 38,000.00
Dean, Taylor	APAS	Academic Advisor 1	Dean - STEM	3/4/2024	1.00	\$ 36,000.00
Define, Emily	APAS	Clinical Counselor	Student Counseling Services	3/4/2024	1.00	\$ 50,000.00
Koren, Brittney	APAS	Clinical Counselor	Student Counseling Services	3/4/2024	1.00	\$ 50,000.00
Maley, Corey	APAS	Financial Systems Administrator	Controller's Office	2/16/2024	1.00	\$ 59,000.00
Miller, Destiny	APAS	Case Manager	Dean of Students	3/18/2024	1.00	\$ 45,000.00
Ortiz, Janeetsa	APAS	Academic Advisor 2	Dean - STEM	3/4/2024	1.00	\$ 43,000.00
Phillips, Michael	APAS	Business Systems Administrator	IT Data Analytics	4/1/2024	1.00	\$ 68,500.00
Urbaniak, Erin	APAS	Coordinator Card Office Operational Technology	Kilcawley Center	2/1/2024	1.00	\$ 39,000.00
Vitullo, Jina	APAS	Coordinator ELI	English Language Institute	3/18/2024	1.00	\$ 45,000.00
Bova, Maria*	Excluded	Associate Director for Government Affairs	Government Affairs	2/5/2024	1.00	\$ 57,360.00
Brandenstein, Jacob	Excluded	Associate Director	WYSU - FM	4/1/2024	1.00	\$ 46,000.00
Faerber-Ovaska, Rachel	Excluded	Intermittent Instructional Designer	Distance Learning	2/5/2024	0.25	\$ 26,000.00
Harrington, Timothy	Excluded	Executive Assistant to the President	President	1/18/2024	1.00	\$ 92,000.00
Keeler, Sarah*	Excluded	Special Assistant for Government Affairs	Government Affairs	2/5/2024	1.00	\$ 140,000.00
Loudon, Emily	Excluded	Assistant Dean of Students	Dean of Students	3/4/2024	1.00	\$ 70,000.00
Borum, Josilyn	Externally Funded	Instruction Specialist	Rich Center for Autism	1/16/2024	1.00	\$ 25,000.00
<i>*New Positions</i>						

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE/ PREVIOUS POSITION TITLE	NEW DEPARTMENT/ PREVIOUS DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Duffy, Scott	APAS	Coordinator Restricted Accounting/ Coordinator Gifts Accounting	Controller's Office	1/1/2024	1.00	\$ 48,720.00	\$ 46,400.00
Goh, Kit Na	APAS	Senior Research Analyst/ Research Analyst	Institutional Research & Analytics	11/1/2023	1.00	\$ 61,611.62	\$ 56,010.56
Hale, Taryn	APAS	Assistant Director/Senior Counselor Penguin Service Center	Registration & Records	10/16/2023	1.00	\$ 50,358.72	\$ 45,780.66
Holdridge, Shannon	APAS	Senior Academic Advisor 2/ Senior Academic Advisor 1	Dean Cliffe College of Creative Arts	1/16/2024	1.00	\$ 59,466.44	\$ 54,060.40
Kiriazis, Natalie	APAS	Coordinator Records/ Senior Academic Advisor 1	Dean Cliffe College of Creative Arts	2/16/2024	1.00	\$ 50,300.00	\$ 50,355.36
Kiriazis, Natalie	APAS	Senior Academic Advisor 1/ Academic Advisor 2	Dean Cliffe College of Creative Arts	1/16/2024	1.00	\$ 50,355.36	\$ 45,777.60
Hackstedde, Michael	Excluded	Interim Associate Controller General Accounting and Director of Payroll Operations/Manager General Accounting	Controller's Office	4/1/2024	1.00	\$ 80,000.00	\$ 70,747.20
Hoffmaster, Steven	Excluded	Interim Associate Vice President Finance and Controller/Associate Controller General Accounting	Controller's Office	4/1/2024	1.00	\$ 120,000.00	\$ 86,353.20

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE / PREVIOUS POSITION TITLE	NEW DEPARTMENT / PREVIOUS DEPARTMENT	CONTRACT / APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Bralich, John	Externally Funded	Director, Center Applied Geographic Information Systems/Program Director Applied Geographic Information Systems	Geography	7/1/2023	1.00	\$ 70,000.00	\$ 60,090.02

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
PROMOTIONS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE / PREVIOUS POSITION TITLE	NEW DEPARTMENT / PREVIOUS DEPARTMENT	CONTRACT APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Bowser, Presley	Excluded/ APAS	Associate Director/ Assistant Director	Honors College	3/16/2024	1.00	\$ 51,060.94	\$ 44,060.94
Hartman, Bryn	Excluded	Program Administrator Dental Hygiene/ Interim Program Administrator Dental Hygiene	Health Professions	3/1/2024	1.00	\$ 65,000.00	\$ 59,160.00
Kempers, Debra	Excluded/ Classified Excluded	Deputy Equal Opportunity Coordinator/ Human Resources Generalist	Equal Opportunity & Policy Compliance/ Human Resources	2/25/2024	1.00	\$ 48,000.00	\$ 44,324.80
Kuzma, Daniel	Excluded	Manager Building Services/ Interim Manager Building Services	Janitorial Services	3/1/2024	1.00	\$ 70,500.00	\$ 66,300.00
Kelly, Melissa	Externally Funded/ ACE	Coordinator Business Operations/ Customer Service Assistant 2	Rich Center for Autism/ Financial Aid Scholarships	4/7/2024	1.00	\$ 42,500.00	\$ 29,244.80
Latessa, Michael	Externally Funded	Executive Director/ Associate Director Development	Rich Center for Autism	2/1/2024	1.00	\$ 95,000.00	\$ 76,676.59
Smith, Donivan	Externally Funded	Registered Behavior Technician/ Instruction Specialist	Rich Center for Autism	3/1/2024	1.00	\$ 35,568.00	\$ 24,124.02

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT / APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Duffy, Scott	APAS	Coordinator Gifts Accounting	Controller's Office	1/16/2024	1.00	\$ 46,400.00	1.00	\$ 45,900.00
Hecht, Sophie	APAS	Success Coordinator	First Year Student Services	2/16/2024	1.00	\$ 44,360.00	1.00	\$ 43,860.00
Osman, Alyssa	APAS	Coordinator Social Media and Communications	Marketing & Communications	1/16/2024	1.00	\$ 40,900.00	1.00	\$ 40,400.00
Cossentino, Amy	Excluded	Associate Provost and Dean	Provost VP - Academic Affairs	3/16/2024	1.00	\$ 148,050.00	1.00	\$ 130,050.00
Hauser, Isaac	Externally Funded	Coordinator Small Business Development Center	Dean - WCBA	4/1/2024	1.00	\$ 50,000.00	0.88	\$ 43,994.92

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
TRANSFERS**

EMPLOYEE NAME	NEW EMPLOYEE TYPE/PREVIOUS EMPLOYEE TYPE	NEW POSITION TITLE/PREVIOUS POSITION TITLE	NEW DEPARTMENT/PREVIOUS DEPARTMENT	CONTRACT APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Gallo, Nicholas	APAS	Coordinator Center Career Management/ Coordinator Membership and Marketing	Dean - WCBA/ Andrews Student Recreation & Wellness Center	3/16/2024	1.00	\$ 41,500.00	\$ 41,500.00
Bell, Cynthia	Excluded	Executive Assistant to the Provost/ Executive Assistant to the President	Provost VP - Academic Affairs/ President	1/16/2024	1.00	\$ 69,985.54	\$ 69,985.54



SUMMARY OF PERSONNEL ACTIONS
Athletic Employees
1/16/2024 through 4/15/2024

Separations – 11

- Professional Administrative Excluded – 11

Appointments – 7

Replacement Positions – 6

- Professional Administrative Excluded – 6

New Positions – 1

- Professional Administrative Externally Funded – 1

Reclassification/Position Adjustments – 1

- Professional Administrative Staff – 1

Salary Adjustments – 12

- Professional Administrative Excluded – 12

Multi-Year Appointments – 2

- Professional Administrative Excluded – 2

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	TYPE OF SEPARATION
Asher, Benjamin	Excluded	Assistant Coach	Basketball - Men's	4/14/2024	1.00	\$ 73,317.60	Resigned
Barnes, John	Excluded	Head Coach	Basketball - Women's	1/19/2024	1.00	\$ 177,000.90	Resigned
Brown, Jahmal	Excluded	Assistant Coach	Football	1/29/2024	1.00	\$ 102,000.00	Resigned
Bunnell, Eric	Excluded	Assistant Coach	Baseball	2/5/2024	1.00	\$ 25,497.08	Resigned
Calhoun, Jerrod	Excluded	Head Coach	Basketball - Men's	4/1/2024	1.00	\$ 306,000.00	Resigned
Echevarria, Jesus	Excluded	Associate Head Coach	Volleyball	4/5/2024	1.00	\$ 56,100.00	Resigned
Gibson, Deonte	Excluded	Assistant Coach	Football	2/28/2024	1.00	\$ 77,520.00	Resigned
Harvey, Evan	Excluded	Assistant Coach Quality Control	Football	1/22/2024	1.00	\$ 52,020.00	Resigned
Molinari, Joseph	Excluded	Assistant Coach Quality Control	Basketball - Men's	4/14/2024	1.00	\$ 81,592.31	Resigned
Robinson, Mantoris	Excluded	Assistant Coach	Basketball - Men's	4/14/2024	1.00	\$ 71,400.00	Resigned
Scott, Aline	Excluded	Head Coach	Volleyball	3/15/2024	1.00	\$ 76,152.81	Resigned

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Charpie, Trevor	Excluded	Assistant Coach	Baseball	2/16/2024	1.00	\$ 25,497.12
Hunter, Ramond	Excluded	Assistant Coach Football	Football	3/16/2024	1.00	\$ 70,000.00
Jarrett, Riley	Excluded	Head Coach	Volleyball	4/15/2024	1.00	\$ 72,000.00
Shepard, Patrick	Excluded	Assistant Coach Football	Football	3/1/2024	1.00	\$ 65,000.00
Voss, Trent	Excluded	Assistant Coach Football	Football	2/20/2024	1.00	\$ 59,500.00
Rogge, Jessica	Excluded	Associate Athletic Director Sports Medicine	Training Room	3/1/2024	1.00	\$ 70,000.00
Welch, Brian*	Externally Funded	Athletic Academic Coordinator	Academic Counseling	2/1/2024	1.00	\$ 43,946.64

*New Position

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
RECLASSIFICATIONS AND POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ PREVIOUS POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Blandine, Taylor	APAS	Senior Athletic Academic Coordinator/ Athletic Academic Advisor	Academic Counseling	12/16/2023	1.00	\$ 46,464.26	\$ 42,240.24

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Berassa, Jelani	Excluded	Assistant Coach	Football	3/16/2024	1.00	\$ 64,240.00	\$ 63,240.00
Bujnoch, Austen	Excluded	Assistant Coach	Football	3/16/2024	1.00	\$ 82,112.00	\$ 80,411.70
Chiaro, Anthony	Excluded	Assistant Coach and Director of Player Development	Football	2/16/2024	1.00	\$ 47,840.00	\$ 42,840.00
Dukes, Christian	Excluded	Assistant Coach	Football	3/16/2024	1.00	\$ 55,060.00	\$ 54,060.00
Gamble, Reginald	Excluded	Assistant Coach	Football	3/16/2024	1.00	\$ 62,200.00	\$ 61,200.00
Garrison, Mason	Excluded	Assistant Coach for Sports Performance	Training Room	3/16/2024	1.00	\$ 42,220.00	\$ 40,800.00
Haneline, John	Excluded	Assistant Coach	Football	2/1/2024	1.00	\$ 92,000.00	\$ 71,400.00
Larkin, Jeremy	Excluded	Assistant Coach	Football	3/16/2024	1.00	\$ 55,060.00	\$ 54,060.00
Preto, Mark	Excluded	Assistant Coach Video	Football	3/16/2024	1.00	\$ 42,168.00	\$ 40,967.83
Reagan, Kelsey	Excluded	Assistant Coach	Swimming & Diving - Women's	3/16/2024	1.00	\$ 50,000.00	\$ 42,162.21
Rodenberg, James	Excluded	Assistant Coach for Sports Performance	Training Room	3/16/2024	1.00	\$ 66,445.00	\$ 65,025.00
Rothenbuhler, Troy	Excluded	Assistant Coach	Football	3/16/2024	1.00	\$ 103,700.00	\$ 102,000.00

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/2024 THROUGH 4/15/2024
MULTI-YEAR APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Faulkner, Ethan	Excluded	Head Coach	Basketball - Men's	4/1/2024 - 4/30/2029	1.00	\$ 275,000.00
Jackson, Melissa	Excluded	Head Coach	Basketball - Women's	3/16/2024 - 4/30/2029	1.00	\$ 183,000.00



SUMMARY OF PERSONNEL ACTIONS
Supplemental and Secondary Pay Assignments
1/16/2024 through 4/15/2024

Supplemental Pay Assignments – 113

General/Restricted Funded Assignments – 97

- Professional Administrative – 9
- Full-time Faculty – 59
- Part-time Faculty – 27
- Department Chair – 2

Grant Funded Assignments – 16

- Professional Administrative – 4
- Full-time Faculty – 10
- Part-time Faculty – 2

Faculty Secondary Appointments – 1

- Full-time Faculty – 1

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 1/16/2024 - 4/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Moore	Rebecca	Professional Administrative	Maag Library	1/18/2024	01/16/24 - 07/15/24	\$6,000.00
Holdridge	Shannon	Professional Administrative	Dean Cliffe College	1/23/2024	01/01/24 - 05/31/24	\$3,500.00
Seanger	Christina	Faculty	WCBA Dean	1/25/2024	01/25/24 - 05/31/24	\$2,000.00
Bika	Sarah	Professional Administrative	Office College Access Transition	1/25/2024	01/24/24 - 05/24/24	\$1,500.00
Nickell	David	Part-time Faculty	English and World Languages	1/30/2024	01/04/24	\$50.00
McClain	Jesse	Part-time Faculty	English and World Languages	1/30/2024	01/04/24	\$50.00
Caldwell	Stephanie	Part-time Faculty	English and World Languages	1/30/2024	01/04/24	\$50.00
Basile	Jeffrey	Part-time Faculty	English and World Languages	1/30/2024	01/04/24	\$50.00
Caumo	Steven	Part-time Faculty	English and World Languages	1/30/2024	01/04/24	\$50.00
Miller	Amanda	Part-time Faculty	English and World Languages	1/30/2024	01/04/24	\$50.00
Garwig	Anne	Part-time Faculty	English and World Languages	1/30/2024	01/04/24	\$50.00
Ericksen	Nikki	Part-time Faculty	English and World Languages	1/30/2024	01/04/24	\$50.00
Slagle	Thomas	Part-time Faculty	English and World Languages	1/30/2024	01/04/24	\$50.00
Buehler	My Hoang	Professional Administrative	International Programs Office	2/7/2024	02/15/24 - 03/15/24	\$860.00
Jesko	Bernadette	Part-time Faculty	Teacher Education & Leadership	2/12/2024	08/28/23 - 12/13/23	\$125.00
Johnson	Janis	Part-time Faculty	Teacher Education & Leadership	2/12/2024	10/02/23 - 12/01/23	\$200.00
Campana	Anna	Part-time Faculty	Teacher Education & Leadership	2/12/2024	10/02/23 - 12/01/23	\$300.00
Campana	Anna	Part-time Faculty	Teacher Education & Leadership	2/12/2024	08/28/23 - 12/13/23	\$300.00
Toy	Lisa	Part-time Faculty	Teacher Education & Leadership	2/12/2024	11/01/23 - 12/01/23	\$200.00
Newcomb	Katie	Part-time Faculty	Teacher Education & Leadership	2/12/2024	11/01/23 - 12/01/23	\$500.00
Infante	Ron	Part-time Faculty	Teacher Education & Leadership	2/12/2024	08/28/23 - 12/13/23	\$125.00
Infante	Ron	Part-time Faculty	Teacher Education & Leadership	2/12/2024	10/02/23 - 12/01/23	\$300.00
Tomko	Ron	Part-time Faculty	Teacher Education & Leadership	2/12/2024	10/02/23 - 12/01/23	\$300.00
Billock	Michael	Professional Administrative	International Programs Office	2/21/2024	02/29/24 - 03/31/24	\$965.00
Smith	Stephanie	Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$250.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 1/16/2024 - 4/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Jackson	Jaietta	Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$2,750.00
Tyus	Jeff	Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$3,250.00
Jeffords	Charles	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$1,500.00
Marino	Robert	Part-time Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$750.00
Jeffords	Charles	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$1,000.00
Marino	Robert	Part-time Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$500.00
Pintar	Jennifer	Professional Administrative	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$500.00
Fusillo	Ida	Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$1,250.00
Louth	Paul	Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$1,750.00
Krummel	Christopher	Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$1,250.00
Harvey	Stephen	Part-time Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$1,250.00
Wallace	Debra	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$1,000.00
Shortreed	Mary	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$750.00
Shortreed	Mary	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$250.00
O'Dell	Valerie	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$1,000.00
Shields	Cynthia	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$750.00
Hoyson	Patricia	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$625.00
Mikula	Vincent	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$625.00
Wright	Melody	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$750.00
Thomas	Wendy	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$1,000.00
Hoyson	Patricia	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$375.00
Mikula	Vincent	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$375.00
Sumell	Albert	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$8,500.00
Petruska	Karin	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$12,500.00
Yang	Xiaolou	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$3,900.00
Vopat	Mark	Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$500.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 1/16/2024 - 4/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Fusillo	Ida	Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$2,750.00
Cummins	Lauren	Faculty	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$250.00
Cripe	Kathleen	Department Chair	Distance Education	2/23/2024	01/08/24 - 02/25/24	\$750.00
Dugan	Charles	Part-time Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$500.00
Walker	Jennifer	Part-time Faculty	Distance Education	2/23/2024	01/08/24 - 05/04/24	\$5,000.00
O'Dell	Valerie	Faculty	Distance Education	2/23/2024	2/23/2024	\$2,000.00
O'Dell	Valerie	Faculty	Distance Education	2/23/2024	2/23/2024	\$2,000.00
O'Dell	Valerie	Faculty	Distance Education	2/23/2024	2/23/2024	\$2,000.00
O'Dell	Valerie	Faculty	Distance Education	2/23/2024	2/23/2024	\$2,000.00
O'Dell	Valerie	Faculty	Distance Education	2/23/2024	2/23/2024	\$2,000.00
O'Dell	Valerie	Faculty	Distance Education	2/23/2024	2/23/2024	\$2,000.00
Buehler	My Hoang	Professional Administrative	International Programs Office	3/14/2023	03/18/24 - 04/18/24	\$860.00
Cody	Kathy	Professional Administrative	College of Graduate Studies	3/27/2023	04/01/24 - 04/30/24	\$2,107.80
Vuksanovich	Brian	Faculty	Excellence Training Center	3/24/2023	03/14/24 - 03/24/24	\$1,600.00
Howard	Lisa	Part-time Faculty	University Theater	3/22/2024	03/25/24 - 04/05/24	\$2,000.00
Pleva	Kimberly	Faculty	Distance Education	3/22/2024	02/16/24	\$2,000.00
Hinz	Jessi	Faculty	Distance Education	3/22/2024	02/16/24	\$2,000.00
Mosca	Nancy	Part-time Faculty	Distance Education	3/22/2024	02/16/24	\$2,000.00
Casciano	Dina	Professional Administrative	Controllers Office	3/22/2024	04/01/24 - 06/30/24	\$1,800.00
Wakefield	Thomas	Department Chair	Mathematics and Statistics	4/8/2024	01/01/24 - 06/30/24	\$3,000.00
Prieto	Alicia	Faculty	Institute Teaching and Learning	4/8/2024	02/13/24	\$300.00
Jane	Beese	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$250.00
Danielle	Class	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$250.00
Patricia	Hoyson	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$125.00
Vince	Mikula	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$125.00
Cynthia	Shields	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$250.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 1/16/2024 - 4/15/2024
GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Christopher	Rateno	Part-time Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$250.00
Charles	Jeffords	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$750.00
Patricia	Hoyson	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$750.00
Marcia	Matanin	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$750.00
Cynthia	Shields	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$750.00
Amy	Weaver	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$375.00
Vince	Mikula	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$375.00
Charles	Jeffords	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$750.00
Barbara	Varga	Part-time Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$375.00
Vince	Mikula	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$375.00
Cynthia	Shields	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$625.00
Vince	Mikula	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$625.00
Amy	Weaver	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$1,250.00
Rose	Mucci	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$1,250.00
Jane	Beese	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$1,750.00
Jessi	Hinz	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$1,950.00
Dan	Van Dussen	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$2,200.00
Ying	Wang	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$2,650.00
Rangamohan	Eunni	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$3,500.00
Christina	Saenger	Faculty	Distance Education	4/10/2024	03/11/24 - 04/28/24	\$12,500.00

YOUNGSTOWN STATE UNIVERSITY
SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS
RECEIVED 1/16/2024 - 4/15/2024
GRANT FUNDED SUPPLEMENTAL PAY ASSIGNMENTS

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Krovosh	Patti	Part-time Faculty	Teacher Education & Leadership	1/16/2024	09/01/23 - 12/15/23	\$ 1,250.00
Krovosh	Patti	Part-time Faculty	Teacher Education & Leadership	1/16/2024	01/16/24 - 05/15/24	\$ 1,250.00
Matanin	Marcia	Faculty	Teacher Education & Leadership	1/16/2024	08/16/23 - 05/15/24	\$ 10,000.00
Rea	Allison	Professional Administrative	Excellence Training Center	1/16/2024	01/01/24 - 06/30/24	\$ 9,000.00
Loveland	Scot	Professional Administrative	APEX	1/30/2024	01/16/24 - 08/31/24	\$ 5,000.00
Cruz	Courtney	Faculty	Teacher Education & Leadership	1/30/2024	09/16/24 - 05/15/24	\$ 1,500.00
Case	Wendy	Faculty	Dana School of Music	3/6/2024	10/01/23 - 05/15/24	\$ 3,500.00
Campolito	Erika	Professional Administrative	Rich Center for Autism	3/25/2024	02/01/24 - 04/30/24	\$ 2,050.00
Mincher	Jeanine	Faculty	Graduate Studies in Health & Rehabilitation	3/29/2024	05/13/24 - 06/14/24	\$ 9,530.71
Latessa	Michael	Professional Administrative	Rich Center for Autism	4/8/2024	01/01/24 - 04/30/24	\$ 3,000.00
Powe	Nicolette	Faculty	Masters of public health	4/8/2024	05/16/24 - 06/15/24	\$ 7,822.95
Ge	Wieqing	Faculty	Masters of public health	4/8/2024	05/16/24 - 06/15/24	\$ 11,013.92
Powe	Nicolette	Faculty	Graduate Studies in Health & Rehabilitation	4/8/2024	06/16/24 - 08/15/24	\$ 15,646.00
Cortes	Pedro	Faculty	Rayen School of Engineering	4/9/2024	05/16/24 - 07/15/24	\$ 19,949.34
Madsen	Thomas	Faculty	Mathematics and Statistics	4/11/2024	05/16/24 - 06/30/24	\$ 4,500.00
Kerns	G. Jay	Faculty	Mathematics and Statistics	4/11/2024	05/16/24 - 06/30/24	\$ 4,500.00

Resolution of Appointment National/Global Trustee – Eric A. Spiegel

WHEREAS, Article IV, Paragraph B. of the Bylaws of the Board of Trustees of Youngstown State University provides that, in order to take advantage of the diverse talents, resources and experiences of friends and alumni of the University, the Board may nominate and appoint up to three (3) persons to the position of National/Global Trustee; and

WHEREAS, Mahoning Valley native Eric A. Spiegel is a Special Advisor to General Atlantic LLC, is the past President and Chief Executive Officer of Siemens, USA, and in May 2015 received an honorary Doctor of Business Administration degree from Youngstown State University; and

WHEREAS, having already served with a high level of dedication and diligence, two, three-year terms, Eric A. Spiegel is eminently qualified to serve as a nonvoting National/Global Trustee.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby appoint Mr. Eric A. Spiegel as a National/Global Trustee, for a three-year term effective July 1, 2024, and concluding June 30, 2027, pursuant to Article IV of the Board's Bylaws.

BE IT FURTHER RESOLVED, this action will be effective immediately as an exception to the current Bylaws that are being revised to eliminate term limits.

Board of Trustees Meeting

June 7, 2024

YR 2024 - 75

**RESOLUTION TO APPROVE THE ESTABLISHMENT OR TRANSITION OF
SELECT ACADEMIC PROGRAMS**

WHEREAS, the Board of Trustees of Eastern Gateway Community College has voted to forfeit that institution's accreditation with the Higher Learning Commission ("HLC") effective November 1, 2024; and

WHEREAS, the Board of Trustees of Eastern Gateway Community College has voted to dissolve that institution effective October 31, 2024; and

WHEREAS, Youngstown State University aims to support students displaced by the closure of Eastern Gateway Community College within the region served by Eastern Gateway Community College; and

WHEREAS, Youngstown State University seeks to explore and establish avenues through which it can offer relevant academic programs to displaced Eastern Gateway Community College students in the impacted region; and

WHEREAS, the Code of Federal Regulations, Chapter 34, Section 600.31(c)(6) provides:

The Secretary [of Education] does not consider that a public institution undergoes a change in ownership that results in a change of control if there is a change in governance and the institution after the change remains a public institution, provided—

- (i) The new governing authority is in the same State as included in the institution's program participation agreement; and
- (ii) The new governing authority has acknowledged the public institution's continued responsibilities under its program participation agreement; and

WHEREAS, the Board of Trustees of Youngstown State University, a governing authority located in the same State as Eastern Gateway Community College's program participation agreement, desires to acknowledge Youngstown State University's continued responsibilities under its program participation agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the Provost to take any actions necessary to establish or transition relevant academic programs and acknowledges Youngstown State University's continued responsibilities under its program participation agreement with the Department of Education pursuant to 34 C.F.R. §600.31(c)(6).

**Board of Trustees Meeting
June 7, 2024
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