

# **Board of Trustees Meeting - THURSDAY - MARCH 13, 2025**

Youngstown State University - Board of Trustees  
Board Meeting Room, Tod Hall  
2025-03-13 10:00 - 11:00 EDT

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### **I. Call to Order**

### **II. Roll Call**

### **III. Proof of Notice of the Meeting**

### **IV. Disposition of the Minutes for the Previous Meeting**

### **V. Presentations**

#### **A. Student Presentation - Karsten Grenzig, Student in Nuclear Propulsion Officer Candidate Program (NUPOC)**

Jennifer Pintar, Provost and VP for Academic Affairs will introduce.

#### **B. Faculty presentation - Dr. Victoria Kress, Professor, Psychological Sciences & Counseling**

Jennifer Pintar, Provost and VP for Academic Affairs will introduce.

#### **C. Coach and Student Athletic Presentation - Tony Joy, Head Coach, Men's Golf; and Ryan Sam, Men's Golf, Student-athlete**

Kiersten Klekner-Alt | Associate Athletics Director, Compliance, will introduce.

#### **D. Student Trustees Student Organization Presentation - Club Sports - Sienna Summers, President of Club Rugby & Club Tennis and Lindsey Linard, Graduate Assistant to Club Sports and Travel**

Student Trustees Natalie Dando and Zane Perrico will introduce.

### **VI. Report of the President of the University**

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**RESOLUTION TO MODIFY  
PURCHASING POLICY, 3356-3-01**

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

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

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

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

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-41**

### **3356-3-01      Purchasing.**

Responsible Division/Office: Procurement Services  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 1998; June 2001; March 2007; May 2010;  
January 2012; December 2016; June 2017;  
June 2022; March 2023; March 2025  
Board Committee: Finance and Facilities  
**Effective Date: March 2025**  
  
Next Review: 2030

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- (A) Policy statement. Employees who are delegated signature authority for university accounts are authorized to make purchasing decisions for their respective areas, following applicable university procedures. In all its business practices, the university will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the university will seek to obtain the best value when making purchases, while protecting the interests of the university.
- (B) Purpose. This policy helps ensure compliance with applicable federal and state purchasing regulations and provides a means for purchasing at a reasonable cost.
- (C) Definitions.
  - (1) “Goods” are defined as, but not limited to, equipment, materials, other tangible assets, and insurance, but excluding real property or an interest in real property.
  - (2) “Services” are defined as any deliverable resulting from labor performed specifically for the university, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, and software design. Services do not include services furnished pursuant to employment agreements.
  - (3) “Professional design services” are defined as, but not limited to,

services within the scope of practice of a state-registered architect, registered engineer, registered surveyor, landscape architect and interior designer. See rule 3356-4-07 of the Administrative Code (university policy 3356-4-07, “Selection of design professionals for university capital projects”).

- (4) “Construction renovation” is defined in rule 3356-4-15 of the Administrative Code (university policy 3356-4-15, “University construction/renovation projects”).

(D) Parameters.

- (1) Accountability for vendor commitment and/or the actual purchase of goods or services rests with the financial manager. All construction/renovation projects must be coordinated through the university’s facilities office.
- (2) Procurement services has the primary responsibility to manage and monitor the purchasing process. Authority is delegated to the Maag library to purchase items to be added to its collection.
- (3) The university may participate in the state of Ohio’s minority business enterprise (MBE) and encouraging diversity, growth and equity (EDGE) programs.
- (4) To ensure the best value and compliance with applicable federal and/or state of Ohio regulations, the university requires competitive selection for certain dollar thresholds and participates in competitively awarded governmental and group purchasing agreements.

(E) Procedures.

- (1) Requests for purchases are made by using a university-approved procurement card or the online procurement requisition system.
- (2) An authorized electronic requisition/purchase order for goods or services must be processed through procurement services prior to vendor commitment and/or the actual purchase except for authorized procurement card purchases. Exceptions may be made in the case of extenuating circumstance or an emergency, such as, but not limited to, unexpected building repairs that could otherwise

result in catastrophic structural failure.

- (3) All purchases for goods and services for which there is an existing university contract or price agreement with one or more preferred vendors must be made from those vendors. This applies regardless of payment method (purchase order, p-card, etc.). Some existing university contracts and agreements can be found on punch out catalogs on the university's online procurement system. Instances where significant cost savings can be achieved by purchasing from a vendor not on an existing university contract or price agreement requires approval by the director of procurement services, or designee, prior to vendor commitment and/or actual purchase.
- (4) If there is no existing university contract available, procurement services can assist in locating an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration schedule, inter-university council purchasing group, or others.
- (5) Competitive selection dollar thresholds.
  - (a) Goods or services when an individual transaction/project from a single supplier is fifty thousand dollars or more.
  - (b) Professional design services when an individual transaction is fifty thousand dollars or more.
  - (c) A construction/renovation project when the construction project cost is two hundred fifty thousand dollars or more or the threshold established by rule 153:1-9-01 of the Administrative Code.
- (6) For purchases below the competitive selection dollar thresholds, the director of procurement services, or designee, may require up to three quotes or a competitive selection process when in the best interest of the university to do so or when regulations require.
- (7) For purchases at or above the competitive selection dollar thresholds, appropriate forms of competitive selection include:
  - (a) An invitation to bid (ITB). A formal ITB is drafted and sent to prospective bidders and published in appropriate

media when seeking to purchase goods.

- (b) A request for proposal (RFP). RFPs are managed and distributed through the university's procurement services office. An RFP is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
  - (c) A request for qualifications (RFQ). With the assistance of procurement services, an RFQ is sent to prospective bidders and may be published in appropriate media when seeking to purchase services. RFQs for professional design services are handled solely through the facilities office.
  - (d) Purchases under an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration (GSA) schedule, inter-university council purchasing group, or others, some of which can be found on punch out catalogs on the university's online procurement system (eCUBE).
- (8) Exceptions to competitive selection requirements.
- (a) Maintenance contracts purchased from the manufacturer or authorized dealer/supplier of the specific equipment to be serviced.
  - (b) Software/hardware for system upgrades and ongoing maintenance and support on existing systems already in use.
  - (c) Special circumstances, including single source provider, emergency purchases, or economic efficacy. If the purchase is at or above the competitive selection dollar threshold and the nature of the purchase is such that competitive selection would be impractical, the department making the request for a purchase may submit a written request for a waiver of competitive selection. Such requests must include justification as to why a waiver is warranted, be signed by the appropriate financial manager

with signature authority, and be attached electronically to the requisition being submitted for the purchase.

If the director of procurement services, or designee, finds that sufficient justification has been presented, the waiver may be approved. If the director, or designee, feels that a bid waiver should be denied, it will be forwarded to the vice president for finance and business operations, or designee, for a final determination. If the request is denied, procurement services will initiate a competitive selection process at the request of the department end user.

- (9) Bidding thresholds may be adjusted to comply with federal and/or state regulations.
- (10) Contract compliance and administration processes will be conducted in accordance with rule 3356-3-04 of the Administrative Code (university policy 3356-3-04, "Contract compliance and administration").
- (11) The university assumes no obligation for any purchases made outside of the purchasing procedures established herein. Staff who fail to follow approved processes may be subject to personal financial liability and appropriate disciplinary action.
- (12) Purchases must follow established guidelines as delineated on the procurement services website.

### 3356-3-11.2 Budget-deficit options applicable to excluded employees.

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: November 2011; June 2016; May 2020; March 2025  
Board Committee: Finance and Facilities  
**Effective Date: March 13, 2025**  
Next Review: 2030

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- (A) Policy statement. The university is committed to maintaining a balanced budget and operating efficiently within the confines of such budget. The board of trustees is empowered to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university.
- (B) Purpose. To provide general guidelines for the use of employee cost-sharing measures to be implemented throughout the year in order to achieve spending reductions necessitated by budget deficits. Employee cost-sharing measures include, but are not limited to, furloughs, layoffs, pay reductions, and employee transfers or unit reorganizations that achieve spending reductions. This list does not operate to exclude other cost-saving measures. An operating budget deficit is caused by a loss of state funding, a decline in institutional enrollment, or other actions that affect the operating budget.
- (C) Scope. This policy applies to all excluded employees, including professional and administrative staff, classified, academic department chairpersons and multiple-year contract employees, regardless of FTE or funding.
- (D) Definitions.
  - (1) A “furlough” is unpaid leave of absence from work for a specified number of hours within a period of time. Employees shall not work when taking furlough leave. Unless otherwise notified by the office of human resources, employees shall not use accrued paid leave during periods of furlough.

- (2) “Layoff” is the temporary or permanent deletion of a position from the organizational structure of the university.
- (3) “Pay reduction” is the reduction in an employee’s salary. A pay reduction may be temporary or permanent and may or may not come with a reduction in responsibilities.
- (4) “Employee transfer” is the movement of an employee from one position to the same position. A transfer may also include other employee cost sharing measures.
- (5) “Unit reorganization” is the reassignment of duties among various positions within a work unit, i.e., combining job duties in an attempt to reduce staffing size while continuing to maintain efficiency without posting positions pursuant to rule [3356-7-56](#) of the Administrative Code. A unit reorganization may also include other employee cost sharing measures.

The cost-saving measures may be accompanied by suspending leave accruals, suspending university health insurance premium share (offering COBRA coverage only) and other cost savings incidentals.

(E) Procedures.

- (1) If the vice president for finance and business operations determines that it may be necessary to implement any of the employee cost sharing measures identified in this policy, he or she shall meet with the president to discuss the details of the budget. As necessary, the vice president for finance and business operations shall make a report to the appropriate campus constituencies, which shall include the board of trustees and may include (but is not required due to exigency of circumstances) the president’s executive management team and the academic senate.
- (2) If after such consultation, the president has reason to believe that action is required to address an operating budget deficit, the president may immediately institute cost-saving measures.
  - (a) This policy supersedes all policies to the contrary.

- (b) Healthcare, dental, and life insurance may be affected by furlough leave, layoff, or other employment reduction options. Employees will be notified of changes.
- (c) Employee healthcare contribution payments may be altered or waived by the university president after consultation with the vice president for finance and business operations.
- (d) Employees will be given at least seven calendar days' notice prior to the start of a required furlough leave or layoff.
- (e) Retirement contributions will be affected by employment reduction options because contributions are calculated based upon actual earnings. Also, in accordance with retirement system rules and university policy, an employee's continuous service credit and review or evaluation date may be affected.
- (f) The implementation of employee cost-sharing measures or any other application of this policy may not be appealed under any other university policy or internal grievance process.

**RESOLUTION TO MODIFY  
BUDGET-DEFICIT OPTIONS APPLICABLE TO EXCLUDED EMPLOYEES  
POLICY, 3356-3-11.2**

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

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

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

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

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-42**

## **3356-4-02      Surplus property.**

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: August 1997; June 2010; March 2015;  
March 2020; March 2025  
Board Committee: Finance and Facilities  
**Effective Date: March 13, 2025**  
Next Review: 2030

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- (A) Policy statement. Property such as equipment or furnishings which is no longer needed may be declared and disposed of in the best interest of the university.
- (B) Purpose. To establish procedures for the responsible disposal of surplus property.
- (C) Scope. This policy is applicable to university-owned assets.
- (D) Parameters. Proper repurposing or disposal of university-owned assets is permitted in accordance with the following parameters:
  - (1) The office of facilities maintenance & support services has the responsibility of controlling surplus university property and facilitating its disposition.
  - (2) All dispositions must be in conformance with federal, state, and local laws and regulations, including applicable grant and/or contract guidelines.
  - (3) Only the office of facilities maintenance & support services is authorized to sell, gift, or dispose of surplus university property, including scrap materials.
- (E) Procedures.
  - (1) When it is determined that departmental property is no longer needed, the chairperson/director shall release it to the office of facilities maintenance & support services by completing the

appropriate section of the “Capital Inventory Surplus Release & Work Order” form. (These forms may be obtained from the [YSU Surplus Equipment website](#).)

- (2) Any technology-based component or equipment which is determined to be surplus, such as a central processing unit (“CPU”) contained within a computer, equipment with magnetic or electronic memory (digital cameras, external hard drives, etc.) and/or equipment with components which can perform electronic data storage (printers, scanners, and copies), shall be turned over to the information technology services division.
- (3) Technology services shall either maintain an inventory of the technology-based components or equipment for redeployment within the university or prepare the component or equipment as surplus property for transfer to the office of facilities maintenance & support services. Prior to the transfer as surplus property, the information technology division shall process the property and certify it is cleansed. Information technology services shall be the sole authority for determining and communicating to office of support services the permissible disposition of technology equipment.
- (4) Disposable media for data storage that are not solid state (paper, floppy drives, zip drives, CDs, DVDs, and future such media) are not considered technology-based equipment or components for the purpose of this policy.
- (5) To facilitate the intra-university transfer of surplus property, the office of facilities maintenance & support services is responsible for maintaining an inventory of such property and periodically notifying the campus community of its availability.
- (6) Requests for surplus property are made through the office of facilities maintenance & support services.
- (7) When it is determined to be in the best interest of the university, the office of facilities maintenance & support services may dispose of such property by:
  - (a) Selling by sealed bid, at auction, or at predetermined price;

- (b) Gifting to other educational, governmental, or 501(c)(3) agency; or
- (c) Discarding.

Proceeds from sales shall be deposited into the appropriate account.

**RESOLUTION TO MODIFY  
SURPLUS PROPERTY POLICY, 3356-4-02**

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

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

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

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

**RESOLUTION TO RESCIND  
SUPPLIER DIVERSITY POLICY, 3356-3-01.1**

**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 rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-44**

**3356-3-1.01 Supplier diversity.**

Responsible Offices:	Diversity, Equity & Inclusion, and Procurement Services
Responsible Officer:	VP for Finance & Business Operations
Revision History:	December 2022
Board Committee:	Finance and Facilities
<b>Effective Date:</b>	<b>December 9, 2022</b>
Next Review:	2027

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- (A) Policy statement. Youngstown state university (university) strives to enable diverse business to share and grow in economic markets and seeks to form strong bonds with the surrounding communities by strengthening supplier diversity and establishing mutually beneficial relationships with socially and economically disadvantaged businesses by utilizing diverse vendors defined as minority-owned, women-owned and veteran-owned, business enterprises.
- (B) Purpose. The use of diverse vendors is an integral part of the university's procurement procedures and is intended to increase the utilization of diverse suppliers whenever possible. By providing opportunities for diverse suppliers to market and sell goods and services, the university seeks to increase its use of diverse suppliers.
- (C) Parameters.
  - (1) The university strives to provide opportunities for socially and economically disadvantaged business enterprises.
  - (2) In order to track diversity spending, suppliers must be certified through one or more of the state of Ohio's diversity programs: minority business enterprise (MBE); encouraging diversity, growth and equity (EDGE); women business enterprise (WBE); and/or veteran-friendly business enterprise (VBE).
  - (3) The university recognizes that diversity has a positive impact on the community and may create a competitive advantage for some suppliers.

- (4) All employees authorized to make purchases with university funds shall comply with this policy to ensure equal opportunities and nondiscrimination.
  - (5) All employees authorized to make purchases with university funds have a responsibility to consider diverse suppliers in order to increase the utilization of diverse suppliers.
  - (6) The office of diversity, equity and inclusion and procurement services are together responsible for identifying and verifying diverse vendors.
  - (7) Procurement services is responsible for ensuring that equal opportunities are available to vendors during competitive selection events.
- (D) Procedures.
- (1) Together, the office of diversity, equity and inclusion and procurement services will work with state, federal and other certification agencies to maintain awareness of diverse suppliers and will encourage eligible uncertified suppliers to apply for certification.
  - (2) Procurement services will regularly search for certified diverse suppliers that can provide competitively priced and high-quality goods and services.
  - (3) Procurement services will provide access to diverse suppliers by maintaining up-to-date vendor diversity information on its [website](#).
  - (4) When subcontractors are utilized, procurement services will ensure that primary vendors demonstrate efforts to subcontract with diverse vendors.
- (E) Related Links.
- (1) [Diversity business information via YSU website](#).
  - (2) [Certified MBE suppliers via Ohio DAS website](#).

- (3) [EDGE suppliers via the DAS website.](#)
- (4) [Certified MBE suppliers via the OSMDC website.](#)
- (5) [Certified MBE suppliers via the NMSDC website.](#)
- (6) [Youngstown business incubator minority business assistance center.](#)

**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  
March 13, 2025  
YR 2025-45**



**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for Third Quarter FY2025**

FROM	TO	AMOUNT	REASON
Housing Services Plant Reserve (Auxiliary Plant Fund)	Housing Repairs & Renovations (Auxiliary Plant Fund)	\$1,200,000	To fund furniture replacement for Cafaro House and Lyden House.
Parking Services (Auxiliary Fund)	McDonough Pedestrian Bridge Repairs (Auxiliary Plant Fund)	\$600,000	To fund repairs to the pedestrian bridge from the Wick Parking Deck to McDonough Museum.



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

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

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

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

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

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-46**

**3356-7-12      Military leave.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Strategic Communications/Chief of Staff  
Revision History: October 1998; December 2010; March 2015;  
March 2020; March 2025  
Board Committee: University Affairs  
**Effective Date: March 13, 2025**  
Next Review: 2030

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- (A) Policy statement. Youngstown state university recognizes the need to have a policy that addresses the employment and reemployment rights of full and part-time employees who serve in the uniformed services. It is the policy of the university to comply with the Uniformed Services Employment and Reemployment Act of 1994 (“USERRA”), as revised, and applicable state laws which protect job rights and benefits for veterans and members of the reserves.
- (B) Purpose. The purpose of this policy is to demonstrate the university’s support for its employees who are part of the uniformed services and to outline the rights and responsibilities of such employees.
- (C) Scope. This policy applies to permanent public employees who are performing service in the uniformed services as defined in section 5923.05 of the Revised Code.
- (D) Definition, as defined in section 5923.05 of the Revised Code:
  - (1) “Uniformed services means the armed forces; the Ohio organized militia, when engaged in active duty for training, inactive duty training, or full-time national guard duty; the commissioned corps of the public health service; and any other category of persons designated by the president of the United States in time of war or emergency.”
  - (2) “Permanent public employee” means any person holding a position in public employment that requires working a regular schedule of twenty-six consecutive biweekly pay periods or any other regular schedule of comparable pay periods which is not limited to a

specific season or duration. Permanent public employee does not include student help, intermittent, seasonal or external interim employees, or individual covered by personal services contracts.

(E) Parameters.

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

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

**RESOLUTION TO MODIFY AND RETITLE  
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION  
RECRUITING AND EMPLOYMENT POLICY, 3356-2-02**

**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.

**3356-2-02      Equal opportunity.**

Responsible Division/Office:	Equal Opportunity, Policy Development and Title IX
Responsible Officer:	Executive Director, Equal Opportunity and Human Resources
Revision History:	August 2010; March 2011; September 2016; September 2021; March 2025
Board Committee:	University Affairs
<b>Effective Date:</b>	<b>March 13, 2025</b>
Next Review:	2026

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- (A) Policy statement. Youngstown state university is committed to the principles of equality of treatment and opportunity without regard to sex (including pregnancy), race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, disability, veteran or military status or any other basis protected by law (protected class status).
- (B) Principles. It is the responsibility of the entire university to create a campus environment that values all individuals and groups, to provide for equality of opportunity, and to maintain openness to diversity of ideas and experiences.
- (C) Procedures.
  - (1) University employment and personnel actions and access to university-sponsored training, education, tuition assistance, social and recreational programs will be administered in accordance with applicable state and federal regulations, executive orders, and university policies.
  - (2) The office of equal opportunity, policy development and Title IX is responsible for the development and implementation of the university's equal opportunity policies and for receiving complaints of discrimination or harassment based on protected class status.

- (3) The office of equal opportunity, policy development and Title IX, in coordination with the office of human resources, shall monitor recruitment and employment practices for compliance with applicable legal requirements and university policies.
- (4) Specific information regarding equal opportunity recruitment and employment is found on the [office of equal opportunity, policy development and Title IX](#) website.

**RESOLUTION TO MODIFY  
SELECTION, APPOINTMENT, AND EVALUATION OF EXECUTIVE OFFICERS,  
ADMINISTRATIVE OFFICERS, AND PROFESSIONAL/ADMINISTRATIVE STAFF  
POLICY, 3356-7-56**

**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.

**3356-7-56      Selection, appointment, and evaluation of executive officers,  
administrative officers, and professional/administrative staff.**

Responsible Division Office: Human Resources  
Responsible Officer: VP of Strategic Communications/Chief of Staff  
Revision History: March 2025  
Board Committee: University Affairs  
**Effective Date: March 13, 2025**  
Next Review: 2029

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- (A) Policy statement. The board of trustees is committed to establishing and developing processes designed to select, appoint, and evaluate effective, innovative, and strategic executive officers, administrative officers, and professional/administrative staff. In the selection, appointment, and evaluation of said staff, the board of trustees is committed to the principle of collegiality, where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection, appointment and evaluation of said staff.
- (B) Purpose. To provide guidelines and processes necessary to meet the need for selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff.
- (C) The procedures that follow provide an overall structure for the selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff. It is recognized that these procedures may need to be adjusted in consultation with the chief human resources officer to accommodate a particular situation. The following is a general description of the selection, appointment, and evaluation process.
- (D) Definitions.
  - (1) “Executive officers” – maintain overall leadership for a particular division or unit. As university officials, each has the responsibility to represent the university and provide leadership in the specified areas of responsibility. The executive officers serve as primary

advisors and the members of the president's cabinet. In addition, the president may designate others to serve as members of the cabinet. Executive officers of the university include:

- (a) The provost and vice president for academic affairs is the chief academic officer of the university. As the president's first delegate, the provost and vice president for academic affairs has primary responsibility for the overall administration of the academic programs of the university.
- (b) The vice president for institutional effectiveness and board professional is responsible for the university's institutional effectiveness agenda, provides leadership for institutional research and strategic planning implementation and assessment, supports the president internally and externally, and supports the successful functioning of the board of trustees as a board professional.
- (c) The vice president for student affairs is the chief student personnel officer for the university and provides leadership for the division of student affairs and its major units.
- (d) The vice president for finance and business operations is the chief fiscal officer for the university, provides leadership for the division of finance and business operations, recommends fiscal policy to the president for consideration by the board of trustees, and is responsible for implementation of these policies.
- (e) The vice president of legal affairs and human resources and university general counsel is the chief legal officer of the university and provides leadership for the division of legal affairs and human resources.
- (f) The vice president for government affairs is the chief government affairs officer and provides strategic leadership in building effective relationships with federal, state, and local officials as well as key community stakeholders to advance the university.

- (g) The vice president for strategic communications provides a comprehensive leadership vision for development and implementation of a communications, marketing, branding, and public relations strategy. Serves as the university's chief spokesperson and representative to the news media.
  - (h) Other positions designated by the president with the approval of the board of trustees.
- (2) "Administrative officers" – maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the university's leadership team that is responsible for the overall direction of the institution. Each serve as a primary advisor on the various divisional advisory committees and as members of the executive and administrative staff council. Each dean, associate dean, and chair has certain responsibility for one of the colleges and reports directly or through the chain of command to the provost and vice president for academic affairs. Associate vice presidents, associate provosts, assistant provosts, and executive directors are responsible for a major administrative unit.

Administrative officers of the university include:

- (a) College deans, associate deans, and chairs.
- (b) Associate vice presidents.
- (c) Executive directors.
- (d) Associate provosts.
- (e) Assistant provosts.
- (f) Executive director of equal opportunity, policy development, and Title IX.
- (g) Chief human resources officer.
- (h) Other positions designated by the president.

- (3) “Professional/administrative staff” (including part-time and externally funded) – perform nonteaching duties of a professional, administrative, or research nature and are not in the classified civil service or in a bargaining unit. Includes intercollegiate athletic coaches who have instructional responsibilities in the division of intercollegiate athletics.

(E) Selection.

(1) Executive officers.

(a) Posting requirements.

- (i) Vacant or new positions shall be posted on the university website and on other appropriate platforms, as determined by the office of human resources.
- (ii) Postings shall identify the minimum qualifications to fill the position and may identify preferred qualifications.

(b) Search committee.

- (i) The president will appoint a search committee to fill a vacant or new executive level position and shall identify one member of the committee to serve as chair.
- (ii) The search committee shall include representatives of the affected university division, member(s) of the board of trustees, as designated by the board chair, and may include other members of the university community and other external members, as appropriate.
- (iii) Prior to serving on a search committee, all search committee members shall attend and complete search committee training.

- (iv) All timely applications received shall be reviewed by the search committee chair or a representative of human resources to identify those candidates who meet the minimum qualifications.
- (v) The candidates who meet the minimum qualifications shall be forwarded to the search committee for further review. The search committee shall rate each candidate.
- (vi) The search committee chair shall complete a review of references provided by the qualified candidates and shall determine and review additional references germane to the candidates' prior employment history. Based upon the ratings and the reference check review, the search committee chair will identify candidates to interview. Alternatively, the president may authorize the use of a search firm.
- (vii) An on-campus interview shall be conducted by the search committee and may include a broad representation of each division of the university, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
- (viii) The president will host a meeting with each of the final candidates and members of the board of trustees.
- (ix) The president, in consultation with the board of trustees, will identify the candidate to be extended the offer.
- (c) Exceptions to the selection process.
  - (i) Search waiver. A waiver of the search process may be requested in accordance with rule 3356-7-55 of

the Administrative Code, “Search waivers for hiring of faculty, executive officers, administrative officers, and professional/administrative staff.”

- (ii) Interim appointment. Positions may be filled on an interim basis without initiating the search process (see rule 3356-9-10 of the Administrative Code, “Acting/interim appointments of university executive and administrative employees”).

(2) Administrative officers.

(a) Posting requirements.

- (i) Vacant or new positions shall be posted on the university website and on other platforms, as determined by the office of human resources.
- (ii) Postings shall identify the minimum qualifications to fill the position and may identify preferred qualifications.

(b) Search committee.

- (i) The appropriate executive level officer or the president’s designee shall appoint a search committee to fill a vacant or new administrative officer level position and shall identify one member of the committee to serve as the chair.
- (ii) The search committee shall include representatives of the affected university division and may include other members of the university community and other external members, as appropriate.
- (iii) Prior to serving on a search committee, all search committee members shall attend and complete search committee training.
- (iv) All timely applications received shall be reviewed by the search committee chair or a representative of

human resources to identify those candidates who meet the minimum qualifications.

- (v) The candidates who meet the minimum qualifications shall be forwarded to the search committee for further review. The search committee shall rate each candidate.
- (vi) The search committee shall complete a review of references provided by the qualified candidates and shall determine and review additional references germane to the candidates' prior employment history. Based upon the ratings and reference check review, the search committee chair will identify candidates to interview. Alternatively, the president may authorize the use of a search firm.
- (vii) An on-campus interview shall be conducted by the search committee and may include a broad representation of each division of the university, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
- (viii) Upon conclusion of the interview process, the search committee shall submit a list of candidates that are well-qualified to fill the position to the appropriate executive level officer or designee appointed by the president.
- (ix) The appropriate executive level officer or designee appointed by the president, in consultation with the president, shall review the list of well-qualified candidates and identify the person to be extended an offer of employment.

- (c) Exceptions to the selection process.
  - (i) Search waiver. A waiver of the search process may be requested in accordance with rule 3356-7-55 of the Administrative Code, “Search waivers for hiring of faculty, executive officers, administrative officers, and professional/administrative staff.”
  - (ii) Interim appointment. Positions may be filled on an interim basis without initiating the search process (see rule 3356-9-10 of the Administrative Code, “Acting/interim appointments of university executive and administrative employees”).
- (3) Professional/administrative staff.
  - (a) Posting requirements.
    - (i) Vacant or new positions shall be posted on the university website and on other platforms, as determined by the office of human resources.
    - (ii) Postings shall identify the minimum qualifications to fill the position and may identify preferred qualifications.
  - (b) Search committee.
    - (i) The hiring manager will follow the prescribed electronic process to seek approval to post a professional/ administrative position.
    - (ii) The hiring manager shall appoint a search committee to fill a new or vacant professional/ administrative position and shall identify one member of the search committee to serve as chair.
    - (iii) Prior to serving on a search committee, all search committee members shall attend and complete search committee training.

- (iv) All timely applications received shall be reviewed by the search committee chair or a representative of human resources to identify those candidates who meet the minimum qualifications.
  - (v) The candidates who meet the qualifications shall be forwarded to the search committee for further review. The search committee shall rate each candidate. Based upon the ratings and the reference check review, the search committee chair will identify candidates to interview.
  - (vi) Upon conclusion of the interview process, the search committee shall submit to the hiring manager a list of the candidates that are well-qualified for the position.
  - (vii) The hiring manager shall interview the well-qualified candidates and identify the person to be extended an offer of employment.
- (c) Exceptions to the selection process.
  - (i) Search waiver. A waiver of the search process may be requested in accordance with rule 3356-7-55 of the Administrative Code, "Search waivers for hiring of faculty, executive officers, administrative officers, and professional/administrative staff."
  - (ii) Interim appointment. Positions may be filled on an interim basis without initiating the search process (see rule 3356-9-10 of the Administrative Code, "Acting/interim appointments of university executive and administrative employees").
- (F) Appointments.
  - (1) Executive officers.
    - (a) For an executive level position, the president, in consultation with the board of trustees, will identify the

candidate to be extended the offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or employment contract.

- (i) Appointments will include a ninety-day notice of termination clause.
  - (ii) When it is in the best interest of the university, the president may issue an employment contract for multiple years.
  - (iii) Both appointments and employment contracts of an executive officer must be approved by the board of trustees prior to the employment start date.
- (b) Employment is contingent on acceptable background checks. The requirement for a background check cannot be waived.
  - (c) The chief human resources officer will prepare and submit a summary of all personnel actions for executive level officers to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.

(2) Administrative officers.

- (a) For an administrative officer level position, the office of human resources will extend an offer of employment that is contingent upon approval of the board of trustees. The offer will be in the form of either an appointment or an employment contract.
  - (i) Appointments will include a ninety-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval. Administrative officers with tenure may be returned

to faculty without providing the ninety-day notice period. See rule 3356-9-05 of the Administrative Code, “Faculty rank and tenure for designated administrators.”

- (ii) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
  - (iii) Employment is contingent on acceptable background checks. The requirement for a background check cannot be waived.
  - (iv) The chief human resources officer will prepare and submit a summary of all personnel actions for administrative level officers to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (3) Professional/administrative staff.
- (a) The offer of employment may only be extended by the office of human resources in collaboration with the hiring manager.
  - (b) The offer will be in the form of either an appointment or an employment contract.
    - (i) Appointments, including multi-year appointments, will include a sixty-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval.
    - (ii) In the event that a multi-year appointment for an intercollegiate athletic coach reaches the conclusion of the appointed term and an additional multi-year appointment is not considered, the appointment

shall be determined to be a continuing appointment with no interruption in employment status and will be subject to a sixty-day termination clause.

- (iii) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date, except for head intercollegiate athletic coaches.
  - (iv) The president will keep the board of trustees informed of negotiations involving employment contracts for multiple years.
- (c) Employment is contingent on acceptable background checks. The requirement for a background check cannot be waived.
- (d) The chief human resources officer will prepare and submit a summary of all personnel actions for professional/administrative staff, to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (G) Evaluation of executive officers, administrative officers, and professional/administrative staff.
  - (1) The procedures that follow provide an overall structure for evaluation. The university will maintain an electronic process. However, it is recognized that these procedures may need to be adjusted to accommodate a particular situation.
  - (2) The evaluation process is conducted on an annual basis; for intercollegiate athletic coaches, the evaluation process will be conducted at the end of each season.
  - (3) For executive and administrative officers, the board of trustees considers it important to have the evaluation of executive and administrative officers include the perspective of their constituents

and subordinates. Therefore, an important component of the overall evaluation may be input from a sample of constituents and subordinates.

- (4) The president will consult with the board of trustees during the evaluation process as to the performance of executive level officers and will inform the board of trustees about the results of their evaluation of each executive level officer.

(H) Salary adjustments.

- (1) Executive officers.

- (a) At year's end, during a one-on-one session between the executive level officer and the president, preliminary salary adjustment considerations may be discussed.
  - (b) When considering salary adjustments for executive level officers, the president will submit proposed adjustments to the university affairs committee for its review and approval prior to implementing said adjustment(s).

- (2) Administrative officers.

- (a) At year's end, during a one-on-one session between the administrative officer and the executive officer, preliminary salary adjustment considerations may be discussed.
  - (b) When considering salary adjustments for administrative officers, the president will submit proposed adjustments to the university affairs committee for its review and comment prior to implementing said adjustment(s).

- (3) Professional/administrative staff, not including intercollegiate athletic coaches.

The president may consider a merit pay policy with the approval of the board of trustees.

- (4) Intercollegiate athletic coaches.

- (a) Determinations regarding merit increases, if any, will be based on achievements, change in duties or responsibilities, and competitive or equity adjustments.
- (b) Salary adjustments may not exceed the resources allocated by the university to the athletic department budget.
- (c) For sports that utilize assistant coaches, the head coach, in consultation with the executive director of athletics, has the authority to allocate funds budgeted for their assistant coaches at their discretion and within budgetary limitations at any point during the fiscal year.
- (d) Unsuccessful competitive performance may affect salary adjustments.
- (e) The executive director will recommend merit increases to the president for approval.

**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 December 12, 2024, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2024-2025 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-05, Faculty Rank and Tenure for Designated Administrators; 3356-9-02, Selection, Appointment, and Annual Evaluation of Administrative Officers; 3356-7-42, Selection, Appointment, and Evaluation of Professional/Administrative Staff; 3356-7-43, Externally Funded University Positions; 3356-7-36, Hiring and Selection Process, Evaluation and Compensation for Intercollegiate Athletic Coaches; and 3356-7-46, Supplemental Pay Assignments for Full and Part-time Faculty and Professional/Administrative Staff and Secondary Appointments for Full-time Faculty;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the personnel actions, attached hereto.

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-49**



## **SUMMARY OF PERSONNEL ACTIONS**

### **Faculty & Department Chairs**

**10/16/2024 through 1/15/2025**

#### **Separations – 5**

- Faculty Tenured – 2
- Faculty Term – 3

#### **Appointments – 7**

##### **New Positions – 2**

- Faculty Term – 2

##### **Replacement Positions – 5**

- Faculty Tenure Track – 1
- Faculty Term – 4

#### **Position Adjustments – 2**

- Faculty Tenured – 1
- Department Chair – 1

**YOUNGSTOWN STATE UNIVERSITY  
FACULTY DEPARTMENT CHAIRS  
PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025  
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/PROGRAM	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
<b>Term Appointments</b>							
Adewole, Babatunde	Faculty	Lecturer	Computer Science Info. Systems	1/10/2025	1.00	\$ 60,000.00	Withdrawn
Hudson, Monica	Faculty	Lecturer	Nursing	12/31/2024	1.00	\$ 53,000.00	Resignation
Lyda, Kelsey	Faculty	Senior Lecturer	Mechanical Engineering	12/16/2024	1.00	\$ 59,358.48	Resignation
<b>Tenured Appointments</b>							
Krummel, Christopher	Faculty	Professor	Dana School of Music	12/31/2024	1.00	\$ 93,136.71	Retirement
Matanin, Marcia	Faculty	Professor	Teacher Education	12/31/2024	1.00	\$ 97,263.90	Retirement

**YOUNGSTOWN STATE UNIVERSITY**  
**FACULTY DEPARTMENT CHAIRS**  
**PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025**  
**APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT/PROGRAM	APPOINTMENT DATE	FTE	SALARY
<b>Term Appointments</b>						
Jacobs, Gary*	Faculty	Principal Lecturer and Program Coordinator	Teacher Education	1/1/2025	1.00	\$ 86,067.00
Adewole, Babatunde	Faculty	Lecturer	Computer Science & Info Systems	1/1/2025	1.00	\$ 60,000.00
Alelaiw, Ali	Faculty	Temporary Lecturer	Mechanical Engineering	1/1/2025	1.00	\$ 60,000.00
Ismail, Hiba*	Faculty	Lecturer	Health Professions	1/1/2025	1.00	\$ 51,000.00
Martuccio, Mason	Faculty	Lecturer	Mathematics & Statistics	1/1/2025	1.00	\$ 49,000.00
Nachim, Paul	Faculty	Lecturer	Mathematics & Statistics	1/1/2025	1.00	\$ 49,000.00
<b>Tenure Track Appointments</b>						
Shilling, Erin	Faculty	Assistant Professor	Physical Therapy	1/1/2025	1.00	\$ 72,000.00
*New Positions						

**YOUNGSTOWN STATE UNIVERSITY**  
**FACULTY DEPARTMENT CHAIRS**  
**PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025**  
**POSITION/SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>APPOINTMENT DATE</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>OLD SALARY</b>
Christiansen Erb, Joy	Chair	Chair and Professor/Acting Chair and Professor	Art	10/1/2024	1.00	\$ 106,923.35	\$ 106,923.35
Genna, Douglas	Faculty	Professor	Chemistry	1/13/2025	1.00	\$ 109,928.00	\$ 82,445.58



**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative - (Excludes Athletics)**  
**10/16/2024 through 1/15/2025**

**Separations – 11**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 7
- Professional Administrative Externally Funded – 2

**Appointments – 13**

**Replacement Positions – 13**

- Professional Administrative Staff – 8
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 1

**New Positions – 0**

**Search Waivers – 0**

**Reclassifications/Position Adjustments – 7**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 2

**Promotions – 8**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 5

**Search Waivers – 4**

**Salary Adjustments – 9**

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 3

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025  
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Adler, Alexandra	APAS	Case Manager	Dean of Students	10/18/2024	1.00	\$ 47,003.25	Resignation
McEldowney, Cara	APAS	Technology Trainer	IT Training Services	11/30/2024	1.00	\$ 49,140.00	Resignation
Cohol, Marianne	Excluded	Director Information Technology Application and Project Management Office	Chief Information Officer	1/2/2025	1.00	\$ 122,672.40	Resignation
Ewing, David	Excluded	Associate Director	Grounds	12/31/2024	1.00	\$ 79,590.60	Retirement
Lamb, Carol	Excluded	Interim Associate Dean	Dean - STEM	11/22/2024	0.23	\$ 21,916.00	Temp Appt. Ended
Markowitz, Ronald	Excluded	Associate Director Operations and Events	Kilcawley Center	11/26/2024	1.00	\$ 59,302.80	Resignation
Nave, Lance	Excluded	Associate Director Residence Life	Housing	10/16/2024	1.00	\$ 60,863.40	Resignation
Sanders, Salvatore	Excluded	Dean and Assistant Provost	Dean-College of Graduate Studies	12/31/2024	1.00	\$ 150,358.29	Retirement
Varian, Becky	Excluded	Director	Academic Success Center	10/31/2024	1.00	\$ 75,942.13	Retirement
Chapman, Chaste	Externally Funded	Instruction Specialist	Rich Center for Autism	11/29/2024	1.00	\$ 23,132.00	Resignation
Morgione, Dominic	Externally Funded	Associate Director of Business Development and Industry Partnerships	Center for Workforce Education & Innovation	10/31/2024	1.00	\$ 66,585.60	Resignation

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025**  
**APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	APPOINTMENT DATE	FTE	SALARY
Colyer, Llita	APAS	Counselor Financial Aid	Financial Aid and Scholarships	1/6/2025	1.00	\$ 40,000.00
Dodge, Alisha	APAS	Assistant Director	Honors College	10/16/2024	1.00	\$ 45,500.00
McCurry, Nicole	APAS	Financial Aid Counselor	Financial Aid and Scholarships	12/16/2024	1.00	\$ 40,000.00
Osborne, Jacob	APAS	Academic Advisor 2	Dean - WCBA	11/1/2024	1.00	\$ 44,000.00
Osman, Alyssa	APAS	Coordinator Enrollment Marketing and Recruitment	Dean - HHS	12/2/2024	1.00	\$ 50,000.00
Spence, William	APAS	Reference Librarian Health & Human Services	Maag Library	12/2/2024	1.00	\$ 43,888.00
Townsend, Yvonne	APAS	Academic Advisor 2	Dean - WCBA	11/1/2024	1.00	\$ 44,000.00
Zero, Tyler	APAS	Academic Advisor 1	Dean - HHS	11/18/2024	1.00	\$ 43,805.00
De'Armond Szucs, Laura	Excluded	Associate Director International Admissions	International Programs Office	10/16/2024	1.00	\$ 70,000.00
Jurczak, Jade	Excluded	Assistant Registrar	Registration & Records	10/16/2024	1.00	\$ 64,000.00
Lamb, Carol	Excluded	Interim Associate Dean	Dean - STEM	10/28/2024	0.23	\$ 21,916.00
Swisher, Sarah	Excluded	Intermittent Intramural Athletic Trainer	Club Sports	10/28/2024	0.25	\$ 31,200.00
Davis, Kyle	Externally Funded	Instruction Specialist	Rich Center for Autism	10/16/2024	1.00	\$ 28,000.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025  
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>NEW EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ PREVIOUS POSITION TITLE</b>	<b>NEW DEPARTMENT/ PREVIOUS DEPARTMENT</b>	<b>APPOINTMENT DATES</b>	<b>NEW FTE/ OLD FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Schaper, Michele	APAS	Assistant Director, Degree Audit and Curriculum/Assistant Director	Registration & Records	7/1/2024	1.00	\$ 74,743.85	\$ 71,184.62
Donaldson, Rosalyn	Excluded	Director IT Project Management Office & Training Services/Director IT Training & Academic Continuity Team Program Manager	IT Training Services	1/1/2025	1.00	\$ 114,704.10	\$ 109,242.00
Herman, Jeanne	Excluded	Associate Vice President Strategic Enrollment/Associate Vice President Institutional Effectiveness	Student Enroll & Business Services	9/1/2024	1.00	\$ 140,000.00	\$ 127,703.10
Geilhard, Tasha	Excluded	Director IT Enterprise Data & Application Services/Director Data Analytics	IT Data Analytics	1/1/2025	1.00	\$ 114,704.10	\$ 109,242.00
O'Connell, Christina	Excluded	Executive Director Center of Career Management/Director Center of Career Management	Dean - WCBA	11/16/2024	1.00	\$ 73,601.00	\$ 57,147.24
Binsley, Jenna	Externally Funded	Program Administrator/Associate Director Marketing and Communications	Tressel Institute Leadership & Teamwork	10/16/2024	1.00	\$ 59,390.00	\$ 69,870.00
Dobson, Rachael	Externally Funded	Director/Associate Director for Behavioral Programming	Rich Center for Autism	11/1/2024	1.00	\$ 84,597.49	\$ 76,906.81

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE**  
**PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE / PREVIOUS EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE / PREVIOUS POSITION TITLE</b>	<b>NEW DEPARTMENT/ PREVIOUS DEPARTMENT</b>	<b>APPOINTMENT DATE</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Campbell, Rebecca	APAS	Assistant Director/Coordinator	Undergraduate Admissions	11/1/2024	1.00	\$ 49,000.00	\$ 41,814.00
Eisnaugle Bika, Sarah	APAS	Assistant Director/Coordinator	College Access and Transition	12/1/2024	1.00	\$ 62,000.00	\$ 51,721.43
Merlino, Aaron	APAS	Information Security Architect/ Information Security Engineer	IT Security Services	11/16/2024	1.00	\$ 96,847.00	\$ 79,261.84
Conway, E. Rich	Excluded	Associate Director Grounds and Motor Pool/Groundskeeper 3	Grounds	1/12/2025	1.00	\$ 68,000.00	\$ 55,265.60
Greco, Michael**	Excluded	Director/Associate Director	Academic Success Center	11/1/2024	1.00	\$ 70,000.00	\$ 61,123.63
Harrington, Timothy**	Excluded	Vice President Strategic Communications & Chief of Staff/Special Assistant President Strategic Communications	University Relations	12/16/2024	1.00	\$ 170,000.00	\$ 140,000.00
Van slambrouck, Severine**	Excluded	Associate Provost, Research Services & Graduate Studies/ Director	Office of Research Services/Office of Research Services & Graduate Studies	1/1/2025	1.00	\$148,000	\$ 107,712.61
Wormley, Jeffrey**	Excluded	Associate Director/ Senior Project Manager	IT Training Services	12/16/2024	1.00	\$ 94,251.00	\$ 89,762.87
**Search Waiver							

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE  
PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025  
SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Dodge, Alisha	APAS	Assistant Director	Honors College	1/1/2025	1.00	\$ 46,000.00	1.00	\$ 45,500.00
Nuskiewicz, Joseph	APAS	Environmental Health and Safety Specialist	Environmental Health and Safety	1/1/2025	1.00	\$ 71,373.80	1.00	\$ 70,873.80
Reichert, Lisa	APAS	Special Assistant to AVP/Controller	Controller's Office	1/1/2025	0.75	\$ 66,104.97	0.50	\$ 44,069.98
Reichert, Lisa	APAS	Special Assistant to AVP/Controller	Controller's Office	12/1/2024	0.50	\$ 44,069.98	0.75	\$ 66,104.97
Cossentino, Amy	Excluded	Dean and Associate Provost	Provost VP - Academic Affairs	10/16/2024	1.00	\$ 158,561.55	1.00	\$ 151,011.00
Herman, Jeanne	Excluded	Associate Vice President Strategic Enrollment	Student Enroll & Business Services	1/1/2025	1.00	\$ 147,000.00	1.00	\$ 140,000.00
Seagroves, Reilly	Externally Funded	Instruction Specialist	Rich Center for Autism	11/1/2024	0.80	\$ 20,400.00	1.00	\$ 25,500.00
Smith, Donovan	Externally Funded	Registered Behavior Technician	Rich Center for Autism	1/1/2025	0.60	\$ 21,767.62	1.00	\$ 36,279.36
Veisz, Patricia	Externally Funded	Temporary Director	Dean - WCBA	1/1/2025	1.00	\$ 84,896.64	0.80	\$ 67,917.31



**SUMMARY OF PERSONNEL ACTIONS**  
**Athletic Employees**  
**10/16/2024 through 1/15/2025**

**Separations – 6**

- Professional Administrative Excluded – 6

**Appointments – 1**

**Replacement Positions – 1**

- Professional Administrative Externally Funded – 1

**Multi-Year Appointments - 1**

- Professional Administrative Excluded – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025**  
**SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>	<b>TYPE OF SEPARATION</b>
Berassa, Jelani	Excluded	Assistant Coach	Football	12/31/2024	1.00	\$ 65,524.80	Resignation
Dukes, Christian	Excluded	Assistant Coach	Football	12/31/2024	1.00	\$ 56,161.20	Resignation
Green, Joshua	Excluded	Assistant Coach	Soccer - Women's	1/7/2025	1.00	\$ 49,588.21	Nonrenewal
Larkin, Jeremy	Excluded	Assistant Coach	Football	12/31/2024	1.00	\$ 56,161.20	Resignation
Maryskova, Anita	Excluded	Assistant Coach	Soccer - Women's	1/7/2025	1.00	\$ 31,680.18	Nonrenewal
Shrum, Brian	Excluded	Head Coach	Soccer - Women's	1/7/2025	1.00	\$ 72,848.96	Resignation

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025**  
**APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Law, Nicole	Externally Funded	Athletic Academic Coordinator	Athletic Administration	12/2/2024	1.00	\$ 43,947.00

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 10/16/2024 THROUGH 1/15/2025**  
**MULTI-YEAR APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Wall, Richard	Excluded	Head Coach	Soccer - Women's	1/6/2025 - 6/30/2028	1.00	\$ 75,000.00



**SUMMARY OF PERSONNEL ACTIONS**  
**Supplemental and Secondary Pay Assignments**  
**10/16/2024 through 1/15/2025**

**Supplemental Pay Assignments – 60**

**General/Restricted Funded Assignments – 52**

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 1
- Full-time Faculty – 21
- Part-time Faculty – 22

**Grant Funded Assignments – 8**

- Professional Administrative Externally Funded – 2
- Full-time Faculty – 2
- Part-time Faculty – 4

**Faculty Secondary Appointments – 0**

**YOUNGSTOWN STATE UNIVERSITY**  
**SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS**  
**RECEIVED 10/16/2024 - 1/15/2025**  
**GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS**

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Eisnaugle Bika	Sarah	APAS	College Access and Tradition	10/25/2024	12/09/24 - 02/28/25	\$2,400.00
Eisnaugle Bika	Sarah	APAS	Chemical Biological Sciences	1/7/2025	01/06/25 - 04/26/25	\$2,000.00
McCormick	Dan	APAS	Communication	11/5/2024	11/04/24 - 03/01/25	\$4,350.00
Robich	Laura	APAS	Nursing	11/27/2024	01/06/25 - 05/06/25	\$5,000.00
Vinkler	Susan	APAS	Nursing	11/6/2024	01/06/25 - 05/06/25	\$5,000.00
De'Armond Szucs	Laura	Excluded	International Programs Office	1/7/2025	12/16/24 - 06/15/25	\$5,400.00
Saenger	Christina	Excluded	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$12,300.00
Sanders	Sal	Excluded	BCLASSE	12/16/2024	01/01/23 - 09/01/23	\$625.00
Italiano	Kristen	Externally Funded	Teacher Education Leadership Studies	11/1/2024	11/15/24 - 06/30/25	\$4,820.85
Beese	Jane	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$500.00
Chung	Miri	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$450.00
Eunni	Rangamohan	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$3,100.00
Hinz	Jessi	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$4,750.00
Jeffords	Charles	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$750.00
Jeffords	Charles	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$750.00
Jeffords	Charles	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$250.00
McClusky	Paula	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$1,250.00
Mikula	Vincent	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$250.00
Mikula	Vincent	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$750.00
Myers	Nathan	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$750.00
Peck	Teresa	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$1,250.00
Ratican	Crystal	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$750.00
Shields	Cynthia	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$750.00
Shields	Cynthia	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$1,250.00
Shortreed	Mary	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$250.00
Thomas	Wendy	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$250.00
Tyus	Jeff	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$500.00
Van Dussen	Dan	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$1,000.00

**YOUNGSTOWN STATE UNIVERSITY**  
**SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS**  
**RECEIVED 10/16/2024 - 1/15/2025**  
**GENERAL FUND SUPPLEMENTAL PAY ASSIGNMENTS**

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Wallace	Debra	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$750.00
Weaver	Amy	Full-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$2,000.00
Balestra	Ruth	Part-time Faculty	University Theatre	11/6/2024	11/06/24 - 12/13/24	\$350.00
Borovitcky	Cheryl	Part-time Faculty	Teacher Education Leadership Studies	12/19/2024	08/26/24 - 12/13/24	\$75.00
Campagna	Anna	Part-time Faculty	Teacher Education Leadership Studies	12/17/2024	10/14/25 - 12/13/25	\$300.00
Foster	Susan	Part-time Faculty	Dana School of Music	12/16/2024	01/06/25 - 04/13/25	\$2,000.00
Hendershott	Joseph	Part-time Faculty	Teacher Education Leadership Studies	12/16/2024	01/01/24 - 06/01/24	\$1,250.00
Isaacs	Diana	Part-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$250.00
Janek	Mary	Part-time Faculty	Chemical Biological Sciences	1/3/2025	01/06/25 - 05/03/25	\$1,500.00
Jesko	Bernadette	Part-time Faculty	Teacher Education Leadership Studies	12/19/2024	08/26/24 - 12/13/24	\$200.00
Johnson	Janis	Part-time Faculty	Teacher Education Leadership Studies	12/17/2024	08/26/24 - 12/13/24	\$300.00
Johnson	Janis	Part-time Faculty	Teacher Education Leadership Studies	1/9/2025	01/06/25 -05/02/25	\$3,075.00
Marino	Robert	Part-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$1,500.00
Masucci	Mike	Part-time Faculty	Teacher Education Leadership Studies	12/19/2024	08/26/24 - 12/13/24	\$300.00
Meadows	Dana	Part-time Faculty	Nursing	11/4/2024	01/06/25 - 05/04/25	\$2,250.00
Schafer	Holly	Part-time Faculty	Teacher Education Leadership Studies	12/16/2024	01/01/24 - 12/01/24	\$1,250.00
Scotch	Shannah	Part-time Faculty	Teacher Education Leadership Studies	12/19/2024	08/26/24 - 12/13/24	\$200.00
Spinosa	Amanda	Part-time Faculty	ART	12/9/2024	01/06/25 - 05/05/25	\$3,550.00
Tomko	Ron	Part-time Faculty	Teacher Education Leadership Studies	12/19/2024	08/26/24 - 12/13/24	\$125.00
Tomko	Ron	Part-time Faculty	Teacher Education Leadership Studies	12/19/2024	08/26/24 - 12/13/24	\$125.00
Toy	Lisa	Part-time Faculty	Teacher Education Leadership Studies	12/19/2024	08/26/24 - 12/13/24	\$200.00
Toy	Lisa	Part-time Faculty	Teacher Education Leadership Studies	12/19/2024	08/26/24 - 12/13/24	\$300.00
Varga	Barbara	Part-time Faculty	Distance Education	11/18/2024	10/21/24 - 12/14/24	\$250.00
Welch	Holly	Part-time Faculty	Teacher Education Leadership Studies	12/16/2024	01/06/25 - 04/27/25	\$2,150.00

**YOUNGSTOWN STATE UNIVERSITY**  
**SUPPLEMENTAL PAY ASSIGNMENTS AND SECONDARY APPOINTMENTS**  
**RECEIVED 10/16/2024 - 1/15/2025**  
**GRANT FUNDED SUPPLEMENTAL PAY ASSIGNMENTS**

LAST NAME	FIRST NAME	EMPLOYMENT TYPE	ORIGINATING DEPARTMENT	RECEIVED IN HR	DATES DUTIES PERFORMED	PAYMENT AMOUNT
Campolito	Erika	Externally Funded	Rich Center for Autism	10/30/2024	11/01/24 - 04/30/25	\$3,458.70
Dobson	Rachael	Externally Funded	Rich Center for Autism	10/30/2024	07/01/24 - 10/31/24	\$3,200.00
Borra	Vamsi	Full-time Faculty	Rayen School of Engineering	11/19/2024	09/01/24 - 12/15/24	\$7,000.00
Mercer	Jacklynn	Full-time Faculty	English and World Languages	12/10/2024	09/01/24 - 11/30/24	\$400.00
Dick	Jeffrey	Part-time Faculty	Physics Astronomy Geology Environmental Science	12/20/2024	07/15/24 - 06/30/25	\$3,562.00
McCaughtry	Michele	Part-time Faculty	Teacher Education Leadership Studies	12/5/2024	08/01/24 - 12/31/24	\$400.00
McCormick	John	Part-time Faculty	Physics Astronomy Geology Environmental Science	12/20/2024	07/15/24 - 06/30/25	\$3,000.00
Sammartino	Carrie	Part-time Faculty	Teacher Education Leadership Studies	12/5/2024	08/01/24 - 12/31/24	\$400.00

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

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

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

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

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

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

Responsible Division/Office: Office of Research Services and Graduate Studies  
Responsible Officer: Provost and VP for Academic Affairs  
Revision History: January 2000; March 2010; June 2015; June 2016;  
June 2017; March 2020; March 2025  
Board Committee: Academic and Student Affairs  
**Effective Date: March 13, 2025**  
Next Review: 2030

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- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.
- (B) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty and staff, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. How the assistantship enhances the student's education must be apparent.
- (C) Parameters.
  - (1) A graduate assistant ("GA") will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties but should not be the instructor of record. A graduate research assistant ("GRA") will be assigned duties focused on the conduct of research/scholarly activity. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in professional experiences in support of their fields of study. A teaching assistant ("TA") will be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class.

- (2) A student appointed as a graduate assistant (GA, GRA, GA/I and TA) will be paid a stipend and receive tuition remission (up to eighteen semester hours per semester and up to twelve semester hours for the summer term). Parking fee and out-of-state surcharge will be remitted.
  - (3) The associate provost is responsible for the administration of the program and appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.
  - (4) The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. Colleges, departments, or external sources can also provide funds to support additional assistantships.
  - (5) Additional assistantship positions may be created by the associate provost when external funding has been obtained. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.
  - (6) GA, TA, and GA/I are typically two semester appointments and a GRA is a twelve-month appointment.
- (D) Procedures.
- (1) The associate provost shall allocate graduate assistants approved within the university budget across the institution.
  - (2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the associate provost with sufficient justification from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course

deficiencies in any area that will be included in the assistant's teaching assignments.

- (3) Recommendation to appoint a GA, GRA, GA/I and/or TA must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the associate provost, who makes the official appointment. No department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GRA, GA/I, or TA. The college of graduate studies supports the "April 15<sup>th</sup> Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools ("CGS"). Appointments and communications regarding appointments will adhere to said resolution as described on the [CGS webpage](#).
- (4) Appointment as a GA, GRA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. Graduate research assistant appointments may begin in the summer term. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.
- (5) Graduate assistants (GA, GRA, GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the associate provost.
- (6) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GRA, GA/I, and TA positions.

- (7) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- (8) Additional information about graduate assistants, graduate research assistants, graduate assistant interns, teaching assistants may be found in the “College of Graduate Studies Policy Book” or online at: [college of graduate studies assistantships and fellowships](#) webpage.

**RESOLUTION TO APPROVE  
AVIATION PROGRAM FEES**

**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 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;

**NOW, THEREFORE, BE IT RESOLVED**, that the Youngstown State University Board of Trustees does hereby approve the student fees, as depicted on Exhibit 1 and made part hereof, effective immediately.

## YSU Aviation Fees

Course	Course Name	Credit Hours	Type of Aircraft	Included Hours			Flight Fees
				Aircraft	Simulator	Ground	
AVT 1510	Private Pilot Ground	3	N/A	N/A	N/A	45	\$800
AVT 1511	Private Pilot Flight Training 1	3	C-172	36	3	8	\$9990
AVT 1512	Private Pilot Flight Training 2	3	C-172	24	2	8	\$7990
AVT 1520	Flight Time Builder	1	C-172	10	3	2	\$2490
AVT 2610	Instrument Ground	3	N/A	N/A	N/A	45	\$800
AVT 2611	Instrument Flight Training 1	3	TAA-172	18	9	6	\$6890
AVT 2612	Instrument Flight Training 2	3	TAA-172	12	6	4	\$5490
AVT 2620	Advanced Flight Time Builder	1	TAA-172	10	3	2	\$2690

# Aviation Program Plan

## Aviation options

1. To start: Associates of Individualized Studies with Focus on Aviation (60-64 credits). This program will consist of 23 credits of aviation coursework and 37-41 credits of general education/elective coursework.
2. Pending state approval: Associate of Applied Science in Aviation (60-64 credits). Will need to be formalized through the state and accreditation as a degree.
3. Two certificates (9 hours each) including only Aviation courses.

### **Associates of Individualized Studies with Focus on Aviation (60-64 credits)**

#### **1<sup>st</sup> Semester**

YSU 1500	Success Seminar	1 sh
ENGL 1550	Writing 1	3 sh
MATH 1510	College Algebra	4 sh
AVT 1510	Private Pilot Ground	3 sh
AVT 1511	Private Pilot Flight Training 1	3 sh
	----	
		<b>14 sh</b>

#### **2<sup>nd</sup> Semester**

ENGL 1551	Writing 2	3 sh
GEOG 2630/L	Weather	4 sh
PSYC 1560	General Psychology	3 sh
AVT 2610	Instrument Ground School	3 sh
AVT 1512	Private Pilot Flight Training 2	3 sh
	----	
		<b>16 sh</b>

#### **3<sup>rd</sup> Semester**

GIS 2611	Introduction to GIS	3 sh
PHIL 1560	Introduction to Philosophy	3 sh
PHYS 1501	Physics	4 sh
AVT 1560	Aviation Laws and Regulation	3 sh
AVT 2611	Instrument Flight Training 1	3 sh
	----	
		<b>16 sh</b>

#### **4<sup>th</sup> Semester**

ECON 1505	Intro to Personal Financial Literacy	3 sh
STEM 3790	Internship in Aviation Operations	2 sh

ACCT 1503	Essentials of Accounting	3 sh
PHIL 2625	Introduction to Professional Ethics	3 sh
AVT 2612	Instrument Flight Training 2	3 sh
		----
		<b>14 sh</b>

### **ELECTIVES**

AVT 1520	Flight Time Builder (taken as needed)	1 sh
AVT 2620	Advanced Flight Time Builder (taken as needed)	1 sh

## Aviation Certificates

### Aviation Private Pilot Certificate

AVT 1510	Private Pilot Ground	3 s.h.
AVT 1511	Private Pilot Flight Training 1	3 s.h.
AVT 1512	Private Pilot Flight Training 2	3 s.h.

### Aviation Instrument Certificate

AVT 2610	Instrument Ground	3 s.h.
AVT 2611	Instrument Flight Training 1	3 s.h.
AVT 2612	Instrument Flight Training 2	3 s.h.

## Aviation Courses

### **AVT 1510 Private Pilot Ground 3 s.h.**

Study of flight fundamentals, aircraft operations, weather, and regulations required for Private Pilot certification. Special course fees apply.

**Co-Req:** AVT 1511

**Prereq:** None

**Fee:** \$800

### **AVT 1511 Private Pilot Flight Training 1 3 s.h.**

First in a series of three courses that culminate in the attainment of a private pilot certificate with airplane single engine land privileges. FAA medical clearance and TSA approvals required prior to flights. Special course fees apply.

**Co-Req or Prereq:** AVT 1510

**Prereq:** FAA pilot medical third class, first class preferred

**Fee:** \$9990

**AVT 1512      Private Pilot Flight Training 2      3 s.h.**

Second course in a series of three courses that culminate in the attainment of a private pilot certificate with airplane single engine land privileges. FAA medical clearance and TSA approvals required prior to flights. Special course fees apply.

**Prereq:** C or Better in AVT 1511

**Fee:** \$7990

**AVT 1520      Flight Time Builder      1 s.h.**

Time practicing skills and techniques for flying aircraft. Course may be repeated. FAA medical clearance and TSA approvals required prior to flights. Special course fees apply. Grading is S/U.

**Prereq:** C or Better in AVT 1511

**Fee:** \$2490

**AVT 2610      Instrument Ground      3 s.h.**

Study of flight by reference to instruments, IFR regulations, and procedures in the National Airspace System. Special course fees apply.

**Prereq:** C or better in AVT 1510 and AVT 1511

**Fee:** \$800

**AVT 2611      Instrument Flight Training 1      3 s.h.**

Instrument flight operations, navigation, patterns, maneuvers, regulations, approach protocols, and flight planning and execution. FAA medical clearance and TSA approvals required prior to flights. Special course fees apply.

**Prereq:** C or better in AVT 2610

**Fee:** \$6890

**AVT 2612      Instrument Flight Training 2      3 s.h.**

Advanced practice instrument flight operations, navigation, patterns, maneuvers, regulations, approach protocols, and flight planning and execution. FAA medical clearance and TSA approvals required prior to flights. Special course fees apply.

**Prereq:** C or Better in AVT 2611

**Fee:** \$5490

**AVT 2620      Advanced Flight Time Builder      1 s.h.**

Time practicing skills and techniques for flying advanced aircraft. Course may be repeated. FAA medical clearance and TSA approvals required prior to flights. Special course fees apply. Grading is S/U.

**Prereq:** C or Better in AVT 2611

**Fee:** \$2690



**RESOLUTION TO APPROVE  
ONLINE GRADUATE PROGRAM FEES**

**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 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;

**NOW, THEREFORE, BE IT RESOLVED**, that the Youngstown State University Board of Trustees does hereby approve the student fees, as depicted on Exhibit 1 and made part hereof, effective immediately.

YOUNGSTOWN STATE UNIVERSITY  
Online degree programs\*

Exhibit 1

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

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

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

**RESOLUTION TO APPROVE  
INTERCOLLEGIATE ATHLETICS  
2026-2030 TITLE IX GENDER EQUITY PLAN**

**WHEREAS**, Youngstown State University is committed to providing athletic opportunities that are funded to insure equal access, participation, and support for men and women alike in compliance with Title IX; and

**WHEREAS**, in 1994 the Youngstown State University Board of Trustees approved its first five-year gender equity plan which committed \$696,000 to fund scholarships, staffing, operating budgets and physical facilities to enhance the women's intercollegiate athletic programs; and

**WHEREAS**, in 1999, 2004, 2010, 2016, and 2021, the Youngstown State University Board of Trustees approved consecutive gender equity plans that committed an aggregate total of over \$2 million dollars to fund scholarships, staffing, operating budgets and physical facilities to enhance women's intercollegiate athletic programs over the past 25 years; and

**WHEREAS**, the University is committed to a continuing practice of increasing opportunities for women;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby accept and approve the 2026-30 Gender Equity Plan, totaling \$500,000.

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-54**



**RESOLUTION TO MODIFY  
ADVERTISING/SPONSORSHIP POLICY 3356-5-02**

**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  
March 13, 2025  
YR 2025-53**

### **3356-5-02     Advertising/sponsorship policy.**

Responsible Division/Office: University Relations  
Responsible Officer: Vice President of Strategic  
Communications/Chief of Staff  
Revision History: September 1997; June 2010; June 2015;  
December 2019; March 2025  
Board Committee: Institutional Engagement  
**Effective Date: March 13, 2025**  
Next Review: 2030

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- (A) Policy statement. Institutional publications, statements, and advertisements must represent the highest professional standards for design and content, shall be truthful, informative and constructive, and avoid misleading or exaggerated impressions with respect to the university.
- (B) Purpose. To maintain the consistency of the university's public image and to ensure appropriate use of the university's name and brand, the efficient use of university resources, and to provide information regarding the use of university funds in support of community activities and events.
- (C) Scope. This policy applies to all advertising, including sponsorships, done by the university. Adherence to the highest professional content, design, and production standards is required to ensure that core institutional messaging, imaging and branding is accurately and effectively expressed and presented to the public in all media.
- (D) "Sponsorship." The use of university funds for the betterment of agencies/ community partners that work in collaboration with the university but are not a part of the university system. Sponsorship includes underwriting, advertising, or attendance sponsorship, such as a seat or table fifteen hundred dollars and above.
- (E) Guidelines.
  - (1) The success and public acceptance of effective advertising is dependent on a strategy built upon research, credibility and consistency; and it must be based on a well-planned and executed

program. The office of marketing and communications is responsible for assuring that these standards are met.

- (2) The YSU contact that requests or receives table seats as part of sponsorship is responsible to assure the table is full and provides a great opportunity for faculty, students, or administrators to appropriately represent the university and expand their learning experiences while mutually benefitting the partner organization.

(E) Procedures.

- (1) University departments and offices wishing to use university resources for a sponsorship to advertise in any medium (e.g., internet websites, print publications, outdoor media, radio, television) must do so in consultation with the office of marketing and communications.
- (2) A written request for advertising or sponsorship planning, design and/or placement services must be submitted to the office of marketing and communications prior to the commitment of any university funds at least three weeks in advance of the advertisement or sponsorship deadline. At that time, the office of marketing and communications will provide the requester with final production and placement cost estimates before proceeding.
- (3) Once a final design and budget are agreed upon, the office of marketing and communications will be responsible for quality control in the design, content, and timely placement of the final advertisement or sponsorship.
- (4) With respect to the department of intercollegiate athletics, the Cliffe college of creative arts, and employment advertising by the department of human resources, written requests for advertising are not required to be submitted to the office of marketing and communications. However, the marketing and/or advertising of these units must adhere to the guidelines and intent of this policy. The office of marketing and communications will monitor practices to ensure appropriate professional standards.

**3356-1-01 Bylaws.**

(A) Article I. Definitions.

- (1) “Board” means the board of trustees of Youngstown state university.
- (2) “University” means Youngstown state university.
- (3) “Chairperson” means the chairperson of the board of trustees of Youngstown state university.
- (4) “Vice chairperson” means the vice chairperson of the board of trustees of Youngstown state university.
- (5) “Trustee” means a member of the board appointed for a term of nine years, or for the remainder of such a term, by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.
- (6) “Student trustee” means a student member of the board appointed by the governor of the state of Ohio pursuant to section 3356.01 of the Revised Code.
- (7) “President” means the president of Youngstown state university.
- (8) “Secretary” means the secretary to the board of trustees of Youngstown state university.
- (9) “Designee” means a member of the university’s administrative office(s).

(B) Article II. Meetings.

- (1) Regular meetings.
  - (a) The board shall meet no less than four times each year, and at such other times as may be necessary for the best interests of the university. Meetings shall be called at such times as the board prescribes, provided, however, that meetings will usually be held in the months of September, December, March, and June. At the time of the

adjournment of each meeting, the board shall provide, by resolution, the date, time, and place for holding the board's next regular meeting. No less than five days prior to the date of a regular meeting, the secretary, or designee, shall provide written notice of said meeting to every member of the board. Notices may be hand-delivered or sent via facsimile, electronic mail, or by first class mail to the residence or business address of a board member.

- (b) Any board member may waive notice of a regular meeting. Attendance of a board member at a regular meeting shall constitute a waiver of notice of the regular meeting.

(2) Special meetings.

- (a) Special meetings of the board may be called by written request (the "Call") signed by the chairperson, the president, or by three trustees, and delivered to the secretary. The "Call" for a special meeting shall specify the date, time, place, and purposes thereof, although other business than that specified in the "Call" may be considered at any such meeting. Upon receipt of a call for a special meeting, and no less than forty-eight hours prior to the time of commencement of the special meeting, the secretary, or designee, shall provide notice of the special meeting to every member of the board and to the president. Notice of a special meeting shall include the date, time, place, and purposes thereof, as set forth in the "Call." Notice of a special meeting may be given in oral or written form and may be given directly to the board member by telephone or direct conversation, or by facsimile, hand delivery, electronic or first-class mail sent to the board member's residence or place of business.

- (b) Any board member may waive notice of a special meeting. Attendance of a board member at a special meeting shall constitute a waiver of notice of the special meeting.

(3) Emergency meetings. In the event of an emergency wherein the best interests of the university require immediate official action by

the board, the chairperson (or in his or her absence or disability, the vice chairperson) or the president (or in his or her absence, the provost of the university) may call an emergency meeting of the board. In such event, all reasonable effort shall be made to schedule the emergency meeting in order to permit all of the members of the board to attend the emergency meeting. In such event, all reasonable effort shall be made to notify all of the members of the board of the date, time, place, and nature of the emergency requiring immediate official action.

(4) Place of meetings.

- (a) All regular and special meetings of the board shall be held on university property or through YSU supported technology as provided by law, or on rare occasions off-campus, but with easy access to the public, if circumstances warrant as determined by the chairperson and the president and as provided by law. The place of all board meetings shall be specified in the notice of the meeting.
- (b) Emergency meetings of the board shall be held on university property unless, in the judgment of the person or persons making the “Call,” the circumstances creating the emergency render a meeting on university property either physically impractical or infeasible.

(5) Quorum.

- (a) A majority of the trustees, when duly convened pursuant to university bylaws, shall constitute a quorum for the transaction of business at any meeting of the board. Student trustees shall not be considered in the determination of a quorum. If less than a majority of the trustees are present at, or at any time during said meeting, a majority of the trustees present may adjourn the meeting from time to time without further notice. When, upon reconvening any such adjourned meeting, and with a quorum present, any business may be transacted which might have been transacted at the meeting as originally notified.

- (b) At any meeting where a quorum is present, a majority vote of those present and voting shall be required for any official action by the board, except as otherwise permitted by law or by the bylaws contained in this rule.
  - (c) A trustee may abstain from voting on a matter. A trustee that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Trustees having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.
- (6) Organization of meetings.
  - (a) At each meeting of the board, the chairperson, or in the chairperson's absence, the vice chairperson, or in the absence of both, a chairperson pro tempore, chosen by a majority of the trustees present, shall preside. The secretary, or in the secretary's absence, any person appointed by the chairperson, shall keep the minutes of the meeting, and otherwise perform the duties of secretary of the meeting.
    - (i) The minutes shall be developed as prescribed by law and include information that provides perspectives regarding decisions made by the board as well as demonstrate the board is proactive in its responsibilities to both the state of Ohio and in consideration of the continuing accreditation of the university.
    - (ii) The minutes shall be maintained on the university's board of trustees website in addition to those also maintained via the Maag library in accordance with laws and/or policies associated with records retention.
    - (iii) Minutes shall be prepared and provided to the board as soon as practicable after each board meeting in

order that members may appropriately review and approve the minutes.

- (7) Order of business. The order of business at all regular and special meetings of the board shall be as follows:
  - (a) Roll call.
  - (b) Proof of notice of meeting.
  - (c) Disposition of minutes.
  - (d) Presentation(s) from the university community (optional).
  - (e) Report of the president.
  - (f) Report of the committees of the board.
  - (g) Communications and memorials.
  - (h) Unfinished business.
  - (i) New business.
  - (j) Chairperson's remarks and requested additional president's remarks as chosen to be offered.
  - (k) Election of board officers (as pertinent).
  - (l) Time and place of next regular meeting of the board.
  - (m) Adjournment.
- (8) Parliamentary procedure. Questions of parliamentary procedure shall be resolved in accordance with "Robert's Rules of Order." The secretary, or designee, shall serve as the board's parliamentarian.

- (9) Procedures for presentation of items to be considered.
- (a) Any proposed action introduced by a board member which would substantially affect university policy shall be presented to the chairperson prior to the meeting at which the matter is to be considered by the board. The proposed action shall be submitted in sufficient time to allow the chairperson to assign the proposed action to an appropriate board committee to review such action and to make whatever recommendations to the full board the committee deems to be appropriate.
  - (b) The annual budget and all other major questions of university policy recommended by the president shall be presented to each member of the board prior to the meeting at which the matter is to be considered by the board. The proposed action shall be submitted in sufficient time to allow the appropriate board committee to review such action and to make whatever recommendations to the full board it deems to be appropriate.
  - (c) Any business to be presented to the board by other than a board member or the president shall be submitted in writing to the chairperson, who shall refer it to the appropriate board committee for consideration and possible action. The chairperson may direct that such business be placed on the agenda.
- (10) Public notice of meetings.
- (a) Public notice of all board meetings shall meet or exceed that required by Ohio law, section 121.22 of the Revised Code.
  - (b) Any person or news medium may ascertain the time and place of all regularly scheduled board meetings and the time, place, and purpose of all special board meetings by contacting university communications or on the internet at [board of trustees website](#). The local media, and other interested parties, will be made aware of upcoming

meetings of the board when requesting such notification by contacting the office of communications.

(C) Article III. Officers and organizations.

- (1) Powers of the board. The board shall have the power, not inconsistent with law or university bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the university. No individual trustee, student trustee, or committee of the board shall have authority to commit or bind the board or the university to any policy, action, or agreement unless specifically authorized by action of the board.
- (2) Officers of the board. The officers of the board shall be the chairperson, the vice chairperson, and the secretary. The board may appoint such other officers or employees as the interests of the university require. Such officers and employees shall have such authorities, and shall perform such duties, as may be prescribed by the board.
- (3) Qualifications, election, and term of office. The chairperson and vice chairperson shall be trustees. The qualifications of all other officers shall be determined by the board. The officers of the board shall be annually elected by the trustees at the board's last regular meeting of the university's fiscal year. Newly elected officers shall take office immediately following adjournment of the meeting at which they are elected and shall hold their offices until their successors are elected.
- (4) Chairperson. The chairperson, when present, shall preside at all meetings of the board and perform generally all duties incident to the office of the chairperson and such other duties as may be assigned to the chairperson by the board. Unless contrary to board policy or the bylaws contained in this rule, the chairperson may assign any of the chairperson's duties to another trustee.
- (5) Vice chairperson. In the event of a temporary vacancy in the office of the chairperson or at the request of the chairperson, or in the event of temporary absence or disability of the chairperson, the vice chairperson shall perform all the duties of the chairperson and,

while so acting, shall have all the power and authority of, and be subject to the restrictions upon, the chairperson.

- (6) **Secretary.** The secretary, or designee, shall prepare minutes of all meetings and proceedings of the board. The secretary, or designee, shall give notice of all meetings of the board, when required by the provisions of Article II and the appropriate sections. The secretary, or designee, shall serve as the board's parliamentarian. At the last regular meeting of the university's fiscal year, the secretary shall submit a written report of board member attendance at board and committee meetings for the preceding year. The secretary shall perform such other duties as from time to time may be assigned to the secretary by the board or the chairperson.
- (7) **Attorney general.** The attorney general of the state of Ohio shall be the legal advisor to, and represent, the university and/or the board in all matters civil or criminal involving the university of the board.

The general counsel of the university is a member of the Ohio attorney general's office and represents the board of trustees on behalf of the state of Ohio.

- (8) **Removal of board officers.** Any officer of the board may be removed as such officer at any time, either with or without cause, by resolution adopted by not less than six trustees at any regular meeting of the board. Any officer may be removed as such officer, either with or without cause, by resolution adopted by not less than six trustees at any special meeting of the board, provided that such removal action was indicated on the notices of such special meeting.
- (9) **Student trustees.** Section 3356.01 of the Revised Code provides for appointments of two students to the board but provides that student trustees shall have no voting power on the board, that student trustees shall not be considered as members of the board in determination of a quorum, and that student trustees shall not be entitled to attend executive sessions of the board.
- (10) **Permanent vacancies.** In the event of a permanent vacancy in the office of the chairperson or vice chairperson, the remaining

trustees may elect a successor to fill such permanent vacancy. What constitutes a “permanent vacancy” shall be determined by the board.

(11) Board orientation.

- (a) There shall be at least annually a board orientation developed specifically for onboarding new members of the board but will be open to all board members to attend.
- (b) The orientation shall include the chair, vice chair, secretary, and president and the executive officers of the university as well as any other individual invited to present at and/or attend the orientation.
- (c) The orientation should be constructed in such a fashion that new board members in particular can more easily and rapidly engage themselves fully in all matters before the board as specified in university bylaws and otherwise specified by law.
- (d) Orientation may be comprised of various types and levels of engagement and interactions that optimally served the purpose of the orientation session(s).

(12) Ethics training. The board, executive officers of the university and other invited members of the administration’s leadership will annually engage in ethics training.

(D) Article IV. Board committees.

- (1) Membership. All trustees and student trustees shall be voting members of all board standing committees, unless otherwise provided by university bylaws.
- (2) National/global trustees. In order to take advantage of the diverse talents, resources, and experiences of friends and alumni of the university who can contribute to the current and future success of the university, the position of national/global trustees has been established in accordance with the following guidelines, to which exceptions can be made:

- (a) The board may nominate and appoint persons to the position of national/global trustee. National/global trustees shall be nominated and appointed by the board of trustees on the basis of one or more of the following criteria: success in chosen field or business; state or national prominence; ability to serve as an advocate for higher education; ability and willingness to offer advice to the board and university president and/or demonstrated support for Youngstown state university.
- (b) There shall be no more than three persons serving in the position of national/global trustee at any one time. National/global trustees shall serve staggered terms such that no more than one such position expires in a calendar year.
- (c) Each national/global trustee shall be appointed for a three-year term and shall be eligible for reappointment for additional terms as determined by the board.
- (d) National/global trustees shall have no voting privileges on the board, shall not be considered in determining whether a quorum is present and shall not be eligible to be an officer of the board, but may otherwise participate in all activities of the board.
- (e) National/global trustees shall not be compensated for their service but shall be paid their reasonable and necessary expenses in the same manner that applies to trustees.
- (f) National/global trustees shall follow the Ohio ethics laws, including those set forth in Chapter 102. and sections 2921.42 and 2932.43 of the Revised Code, the board's bylaws and university policy.
- (g) National/global trustees shall be appointed by board action after nomination by the governance committee of the board in accordance with the process described for the

nomination and election of board officers set forth in the bylaws contained in paragraph (D)(6)(i) of this rule.

- (h) National/global trustees may be removed by a majority vote of the board.
  - (i) A trustee may serve as a national/global trustee, but cannot be appointed to serve as a national/global trustee until at least one year after the board member's term as a trustee has ended.
  - (j) An employee or former employee of the university may serve as a national/global trustee but cannot be appointed to serve as a national/global trustee until at least one year after that person's compensated service to the university has ended.
  - (k) National/global trustees shall be entitled to legal defense and indemnification against claims and liabilities that might arise from the performance of their duties on behalf of the board to the fullest extent permitted by Ohio law. In addition, the national/global trustees will be considered a "volunteer" for purposes of coverage under the university's liability insurance.
- (3) Committee chairperson and vice chairperson. The chairperson shall appoint the chairperson and vice chairperson of each standing committee, and members of such committees that are not otherwise composed of all of the trustees or as otherwise set forth herein, subject to the approval of the board. Committee chairpersons and vice chairpersons shall be trustees.
  - (4) Quorum and conduct of committee meetings.
    - (a) Five members of a standing committee shall constitute a quorum, unless otherwise provided. A majority of the members of subcommittee of a standing committee shall constitute a quorum, unless otherwise provided. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the

committee or subcommittee. However, regardless of the existence of a quorum in number, at least one of the following four persons must be present at a committee or subcommittee meeting in order for the committee to conduct business:

- (i) The chairperson;
- (ii) The vice chairperson;
- (iii) The (sub)committee chairperson; or
- (iv) The (sub)committee vice chairperson.

A committee member may abstain from voting on a matter. A committee member that abstains from voting shall be counted in the determination of a quorum but shall not be counted as voting in favor or against the matter upon which the vote is taken. Committee members having a direct personal or pecuniary interest in a matter that is not common to other members of the board should declare that interest and refrain from discussing and voting on that matter.

- (b) A majority of the members of a special or ad hoc committee, including any student trustees, shall constitute a quorum. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the special or ad hoc committee.
  - (c) The board and university administration will mutually develop committee agendas, with the chairperson having authority to approve all final agendas.
- (5) Rules. Each committee may adopt rules for its own governance not inconsistent with university bylaws or any rule adopted by the board.

- (6) Standing committees. The board's standing committees, and their respective duties and areas of responsibility, shall be as follows:
- (a) Academic excellence and student success committee.
    - (i) To consider those matters that warrant board attention or require board action relating to:
      - (a) Academic policies which provide for and govern faculty teaching, research, and service;
      - (b) Establishment of new academic programs, changes in or deletions of existing academic programs, and the issuing of certificates or the granting of degrees;
      - (c) Policies which provide for and govern retention, persistence, progress, and graduation, including but not limited to, diversity issues and general education requirements;
      - (d) Policies which provide for and govern student housing and student life;
      - (e) Institutional mission, strategic and master-plans, or relevant parts thereof, dealing with matters within the purview of the committee;
      - (if) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.
    - (ii) To assist the board in the exercise of its oversight responsibilities relating to those academic and

administrative departments within the purview of the committee.

- (iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(a)(ii) of this rule, or as assigned by the board or its executive committee.
- (iv) Provided that he or she is a member of the university faculty, the chair of the YSU academic senate shall be a nonvoting member of the committee. In the event that the chair of the YSU academic senate is not a member of the university's faculty, then the faculty member holding the highest-ranking position within the YSU academic senate leadership shall hold this position. This position shall not count toward the determination of a quorum of the committee.

(b) Institutional engagement committee.

- (i) To consider those matters that warrant board attention or require board action relating to:
  - (a) Policies that provide for and govern student recruitment, financial aid, orientation and enrollment, including but not limited to, integrated marketing, yield, scholarship optimization, and career success;
  - (b) Policies that provide for and govern the external relationships established by or required of the University, excluding matters assigned to other of the board's standing committees;
  - (c) Policies that provide for and govern university fundraising, including but not limited to, institutional advancement

through the YSU foundation, the YSU research foundation, the annual fund, capital campaigns, special projects and solicitations;

- (d) The Youngstown state university development agreement between the university and the YSU foundation.
- (e) Policies that provide for and govern continuing university relations with its graduates, including but not limited to, alumni associational activity;
- (f) Policies that provide for and govern university operations directed toward effective communications, public relations, marketing, and the enhancement of community goodwill;
- (g) Policies that provide for and govern university public service in, and partnerships with, the larger community, or segments thereof, including but not limited to, those relationships which are contractual; policies which provide for and govern University intergovernmental relationships, including but not limited to, those with the city of Youngstown, Mahoning county, as well as with agencies and departments of state and federal governments;
- (h) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee; and
- (i) Policies that provide for the acquisition, development, access, and use of electronic

technology within the purview of the committee.

- (ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.
  - (iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(b)(ii) of this rule, or as assigned by the board or its executive committee.
- (c) Finance and facilities committee.
  - (i) To consider those matters that warrant board attention or require board action relating to:
    - (a) Financial and budgetary policies, including but not limited to, the annual operating budget, and the capital improvement budget;
    - (b) Policies governing debt instruments issued by the university;
    - (c) The financial and budgetary impact of major agreements, contracts, programs, plans or initiatives to be recommended to the board by any standing, ad hoc, or special committee, including but not limited to, recommendations regarding university personnel, insurance, and donations;
    - (d) The acquisition of real property by purchase, gift, or otherwise; the disposition of real property; the acquisition or disposition of significant property broadly classified as technology;

- (e) Major projects, including but not limited to, the construction, demolition, or remodeling of facilities, and, as appropriate, the selection of architects and engineers;
  - (f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the finance and facilities committee;
  - (g) Policies as related to the health of the campus community particularly related to current or emerging health crises; and
  - (h) Policies that provide for the acquisition, development, access, and use of electronic technology within the purview of the committee.
- (ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the finance and facilities committee, including but not limited to, the conduct, and scrutiny of the auditor's work product, of the annual audit, as well as any special audits, undertaken by:
  - (a) The university's internal auditor;
  - (b) External auditors; and
  - (c) State auditor.

Auditor's work product includes findings, management letters, and all other relevant documentation.

- (iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in

paragraph (D)(6)(c)(ii) of this rule, or as assigned by the board or its executive committee.

- (iv) The finance and facilities committee will include the following subcommittee:

- (a) Audit subcommittee.

- (i) The audit subcommittee, chaired by the chairperson of the finance and facilities committee, will be composed of the chairperson and four additional trustees who will be appointed annually by the chairperson of the board. As appropriate, when receiving and considering certain audit reports, the president may be excused from the subcommittee proceedings.

- (ii) The audit subcommittee will meet at least once annually and perform those duties as assigned by the finance and facilities committee relative to the bylaws contained in paragraph (D)(6)(c)(ii) of this rule.

- (iii) The subcommittee will report its findings and recommendations to the finance and facilities committee.

- (d) Investment committee.

- (i) To consider those matters that warrant board attention or require board action relating to:

Section 3345.05 of the Revised Code, to exercise the authority and responsibility provided by law including but not limited to:

- (a)* Policies governing investments issued by the university;
    - (b)* Custody and investment of any funds which are now under or may in the future come under control of the board of trustees.
  - (ii)* To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.
  - (iii)* To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(d)(ii) of this rule, or as assigned by the board or its executive committee.
- (e)* Intercollegiate athletics committee.
  - (i)* To consider those matters that warrant board attention or require board action relating to:
    - (a)* Policies that provide for and govern the university's participation in intercollegiate athletics;
    - (b)* Personnel matters; however, approval of personnel actions will occur in the university affairs committee;
    - (c)* Policies that provide for the effectiveness of the NCAA compliance program;
    - (d)* Policies that provide for the effectiveness of ensuring and promoting the academic, health, and social welfare of student-athletes;

- (e)* Policies that assure the effectiveness of implementing the committee's endorsed budget;
  - (f)* Academic performance and progress of student-athletes annually;
  - (g)* Governance policies related to intercollegiate athletics;
  - (h)* The president's proposed approach to the selection of and term of service of the NCAA faculty representative(s);
  - (i)* Comparison of benchmarks that have been mutually agreed upon by the president and the director of intercollegiate athletics and endorsed by the committee; and
  - (j)* The faculty NCAA athletics representative(s) in serving as a liaison between the academic enterprise and the intercollegiate athletics department and receives the yearly update provided to the academic senate.
- (ii) The faculty representative(s), as specified in rules 3356-6-02 and 3356-6-03 of the Administrative Code (university policies 3356-6-02 and 3356-6-03), shall be a nonvoting member(s) of the committee. This (these) position(s) shall not count toward the determination of a quorum of the committee.
- (iii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.

- (iv) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(e)(iii) of this rule, or as assigned by the board or its executive committee.
- (f) University affairs committee.
  - (i) To consider those matters that warrant board attention or require board action relating to:
    - (a) Policies that provide for and govern the internal administrative operations of the university, excluding matters assigned to other of the board's standing committees;
    - (b) Policies that provide for and govern university employment where collective bargaining agreements apply, including but not limited to, oversight of the collective bargaining process and labor negotiations with unions representing university employees;
    - (c) Policies that provide for and govern university employment exempt from collective bargaining agreements, including but not limited to, oversight of contractual arrangements with exempt personnel;
    - (d) Policies that provide for equal opportunity standards and govern equal opportunity practices in university employment and operations, including but not limited to, implementation of affirmative action initiatives;
    - (e) Policies that provide for the acquisition, development, access, and use of electronic technology; and

- (f) Institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the committee.
  - (ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments within the purview of the committee.
  - (iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(f)(ii) of this rule, or as assigned by the board or its executive committee.
- (g) Workforce education and innovation committee.
- (i) To consider those matters that warrant board attention or require board action relating to:
    - (a) Policies that provide for the optimal utilization and effectiveness of all areas pertaining to workforce education and innovation;
    - (b) Policies that provide for optimal alignment of initiatives and activities associated with job entry and career advancement;
    - (c) Policies that optimize institutional engagement with local, regional, statewide and national workforce education and innovation initiatives;
    - (d) Policies that optimize the potential to monetize activities and initiatives across the education for workforce entry and career advancement spectrum;

- (e) Policies that provide for and govern the university's participation in initiatives related to education for career entry and work advancement;
  - (f) Personnel matters; however, approval of personnel actions will occur in the university affairs committee; and
  - (g) Annual financial report to the full board of trustees.
- (ii) To assist the board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the committee.
- (iii) To exercise on behalf of the board ancillary jurisdiction as related to the bylaws contained in paragraph (D)(6)(g)(ii) of this rule, or as assigned by the board or its executive committee.
- (h) Executive committee.
  - (i) The membership of the executive committee shall consist of the chairperson (presiding), the vice chairperson, and the chairpersons of the academic excellence and student success committee, the institutional engagement committee, the finance and facilities committee, the investment committee, the intercollegiate athletics committee, and the university affairs committee. The executive committee will consider those matters that warrant board attention or require board action relating to:
    - (a) Matters relevant to the employment, assessment and compensation of the president, with recommendation to the board, as appropriate, for its attention or

action; for purposes of this consideration, the president may be excused from the committee's proceedings;

- (b) Matters relative to the employment, assessment and compensation of the secretary, if determined by the board to be necessary, with recommendation to the board, as appropriate, for its attention or action; for purposes of this consideration, the secretary may be excused from the committee's proceedings;
  - (c) Matters not within the assigned purview of any board standing, ad hoc, or special committee; the executive committee will report on such matters, as appropriate, to the board for its attention or action;
  - (d) Special assignments of particular matters, not clearly within the purview of any board committee, to one of the board's standing, ad hoc, or special committees; the designated committee will be instructed to report either to the executive committee or to the board;
  - (e) Resolution of jurisdictional ambiguities between or among the board's standing, ad hoc, or special committees; and
  - (f) Other matters as appropriate to an executive committee, or as assigned by the board.
- (i) Governance committee.
- (i) The governance committee shall be chaired by the chairperson, except as otherwise provided herein, and will meet on an as-needed basis to:

- (a) Consider proposed changes in the bylaws of the board, with recommendation to the board, as appropriate, for its attention or action;
- (b) Consider proposed changes in board and committee procedures, in full or in part, not stipulated in the bylaws, including but not limited to, scheduling, administrative staff participation or assistance, etc., with recommendation to the board, as appropriate, for its attention or action;
- (c) Any institutional mission statement, strategic or master plans, with recommendation to the Board, as appropriate, for its attention or action;
- (d) Develop and schedule board advances, workshops, seminars, orientation programs, and other special events, with recommendation to the board, as appropriate, for its attention or action;
- (e) Provide for periodic board self-evaluation and assessment;
- (f) Elect officers annually through a nomination process at its next to last regularly scheduled quarterly meeting of the university's fiscal year.
- (g) The next elected chair will annually survey the trustees regarding their interest, willingness and qualifications to serve in leadership roles in the forthcoming term. The chair will determine the committee assignments that will be in place at the first meeting of the new fiscal year; and

- (h) Consider other matters as appropriate to a governance committee, or as assigned by the executive committee of the board.
- (7) Ad hoc committees. The chairperson may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the university; however, an ad hoc committee shall not be appointed to consider matters which lie entirely within the purview of a standing committee. The chairperson shall determine the membership of the ad hoc committee and when the work of the ad hoc committee is completed.
- (E) Article V. Administration of the university.
  - (1) President of the university, faculty, and staff. The board shall employ the president of the university; and shall employ, fix the compensation of, and remove employees as may be necessary. The board shall do all things necessary for the proper maintenance and successful continuous operation of the university and may act under such policies and bylaws as it may approve.
  - (2) Other personnel. The employment, classification, wage scales, and dismissal of all personnel, not otherwise under contract to the board of trustees, shall follow the policies established by the board and the laws of the state of Ohio.
  - (3) Reports to the board.
    - (a) Budget. At a meeting of the finance and facilities committee prior to the board's last regular meeting of the university's fiscal year, the president shall present to the board the draft budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the university's major areas of expenditure in accordance with general account classifications of the state of Ohio and shall be accompanied by a review describing the major changes.

As may be necessary, the budget may be revised from time to time by the board. After approval by the board, the budget shall govern financial transactions. The president shall establish procedures for the expenditure of all budgeted funds in accordance with the policies of the board. In administering the budget, the president may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures. Whenever income fails to meet budgeted income, the president shall present to the board for its review and approval a plan to address any anticipated shortfalls. The status of the budget shall be reported to the board at each of its regularly scheduled meetings.

- (b) Revisions of fees and other charges. From time to time, but no less than annually, the president shall recommend to the board for its approval a continuation or revision of the instructional fees, tuition, general fees, and other uniform charges.
- (c) Service charges. The president may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the president.
- (d) Purchase of insurance.
  - (i) The president shall cause to have prepared and submitted to the board, at or before its first regular meeting after January first of each year, a report that tabulates all insurance policies in force, including coverage, current premiums and premiums paid during the previous two years, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, officers and directors' liability, medical and hospitalization contracts, or any other policy for the protection of Youngstown state university's personnel and property.

- (ii) All insurance shall be purchased through the president or his or her designee.
- (e) Inventory of real property. At the close of each fiscal year, the president shall cause to be prepared and submitted to the board, at or before its first regular meeting after September first of each year, an inventory of all real property managed, owned, leased, rented, or under option to the university. This report shall include acreage held, an estimate of land and building values, a general statement on the condition of the physical plant, and such other details as may be directed by the board or the president.
- (f) Obligation of the university. At the close of each fiscal year the president shall cause to be prepared and submitted to the board a report describing the obligations of the university, financial and otherwise, the terms and conditions of repayment or satisfaction of such obligations and any security given by the university toward such obligations.
- (g) Annual financial report. At the end of each fiscal year, the president shall cause to be prepared and submitted to the board, at its first regular meeting after the audit of the university has been released by the auditor of state, a comprehensive financial report. The report should summarize all financial transactions, note changes in fund balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.
- (h) Youngstown state university development service agreement. At the end of each fiscal year the president shall cause to be prepared and submitted to the board a report pertaining to the university's development functions. Said report shall include detailed information regarding the university's relationship with the YSU foundation and activities performed by the Youngstown state university development service agreement entered into between the university and the YSU foundation.

- (4) Purchasing practice. All purchases by the university shall be made in accordance with the policies of the board and the laws of the state of Ohio.

(F) Article VI. University organizations.

- (1) Auxiliary agencies.
  - (a) As recommended by the president and approved by the board, certain university operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The president shall cause to be prepared and submitted to the finance and facilities committee, at or before its first meeting after September first of each year, an annual report including an itemization of income and expenditures and a résumé of the operation for the year.
  - (b) Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other university purposes as directed by the president with the approval of the finance and facilities committee.
  - (c) The rental policies of the university as approved by the board also apply to all auxiliary activity facilities.

(G) Article VII. Instruction and degrees.

- (1) Degrees and certificates.
  - (a) Degrees, titles, and certificates shall be awarded by the board upon recommendation of the university faculty and transmitted to the board by the president. All diplomas issued to those receiving degrees and titles from the university shall be signed by the chairperson and the president.
  - (b) Honorary degrees. The board will consider the conferral of honorary degrees given the recommendations to the provost

by the academic senate as stipulated in its charter and the provost to the president as recommended to the board.

- (c) Commencement speakers. The board will consider the selection of a commencement speaker given the recommendations to the provost by the academic senate as stipulated in its charter and the provost to the president as recommended to the board.

(H) Article VIII. Miscellaneous.

- (1) Appearances before governmental offices. Subject to specific control by the board, the preparation and presentation of requests for appropriations from the state of Ohio, and all appearances, communications, and representations made on behalf of the university with all federal, state, and local government offices, boards, and agencies, shall be under the direction of the president. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.
- (2) Use of university facilities. The use of university facilities shall be governed by such rules and regulations as may be promulgated by the president.
- (3) Protocol for requests to address the board and/or its committees.
  - (a) Any and all persons desiring to address the board shall submit in writing a request for permission to address the board. Such request shall be submitted not less than three weeks prior to the meeting of the board at which the party requests to be heard.
  - (b) All such requests shall be submitted to the board chairperson through the secretary to the board of trustees, by submission either directly to the secretary or through the office of the president of the university.
  - (c) All such requests shall state the subject of the matter to be addressed to board, the identity or identities of the person(s) who will speak to the subject matter before the

board, the relationship(s) of such person(s) to the university and the matter being brought to the attention of the board, the postal and electronic mail addresses and daytime telephone number of the person(s) requesting permission to address the board.

- (d) As the standing committees of the board are composed of all of the board's trustees, the board chairperson may in his or her discretion, refer any request to address the board to such committee of the board as the chairperson deems appropriate.
- (e) Any presentation to the board or a committee thereof contemplated under this procedure shall not be longer than five minutes in total length. The board chairperson and/or the chair of the board committee before which such presentation is to be delivered may at any time, in his or her discretion, increase or decrease the number of persons addressing the board or committee, and/or lengthen, shorten, or cancel the time permitted for any address or presentation.
- (f) The format and substance of any address or presentation to the board or its committees shall at all times remain within the bounds of relevance, civility, and decorum as shall be determined in the sole discretion of the chairperson of the body before which the matter is addressed or presented. The chairperson of that body shall at all times possess the authority to lengthen, short, or cancel, without notice or action of the body, the time allotted to any address or presentation.
- (g) No request to address the board or any of its committees shall knowingly be permitted or permitted to proceed if the substance or purpose of such address is or may be a subject of litigation, collective bargaining, employment relations involving the university, its employees, and/or students, or any other matter which is not properly within the public interest or the interest of the university.

- (4) Protocol for handling letters, petitions, or other such forms of communication submitted to the board.
  - (a) Any such communication of a personnel nature will be considered by the appropriate committee of the board at the next regularly scheduled meeting.
  - (b) Communications other than personnel matters will be considered for appropriate disposition at the next agenda setting meeting for the upcoming regular meeting of the board.

If considered to be an urgent matter by the president, the board chair will be consulted to determine the appropriate next steps regarding the matter.

- (I) Article IX. Bylaws, rules, and policies (promulgation, amendment, and repeal).
  - (1) Statement of purpose. University bylaws, including additions or amendments, outline the major administrative and governing functions of the board. Detailed rules, policies, and ordinances for the operation of the university may be enacted or amended by action of the board or may be promulgated by the president, provided such shall not conflict with policies or bylaws of the board.
  - (2) Rules and policies: promulgation, amendment, and repeal. Detailed rules and policies for the organization, administration, and operation of the university may be promulgated, amended, and repealed by the board, in consideration of recommendations of the president.
  - (3) Amendments to bylaws.
    - (a) Bylaws may be altered, amended, or repealed, and new bylaws may be adopted, by affirmative vote of not less than five trustees at any regular meeting or special meeting of the board. Any proposed alteration, amendment, repeal, or adoption of all or any part of the bylaws shall first be announced at a meeting of the board (regular or special).

Action on the proposal may not be taken until the next meeting of the board (regular or special).

- (b) Amendments to the bylaws shall be effective upon adoption by an affirmative vote of not less than five members of the board.

**RESOLUTION TO AMEND  
THE BYLAWS OF THE  
BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY**

**WHEREAS**, the Board of Trustees of Youngstown State University is a self-governing body established under Chapter 3356 of the *Ohio Revised Code*;

**WHEREAS**, the Board of Trustees has adopted *Bylaws of the Board of Trustees of Youngstown State University* (the "*Bylaws*") regarding its governance and policies regarding its procedures;

**WHEREAS**, a motion was made and seconded at the December 11, 2024 meeting of the Governance Committee of the Board to amend the Bylaws to:

- Permit exceptions to the Guidelines related to global/national trustee

**WHEREAS**, this is the second reading of the proposed adjustments to the Bylaws.

**NOW, THEREFORE, BE IT RESOLVED**, that effective immediately, the Board of Trustees of Youngstown State University does hereby amend its *Bylaws* as shown attached hereto.

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-55**



**BOARD OF TRUSTEES  
RESOLUTION RECOMMENDING AN HONORARY DEGREE BE AWARDED  
TO MICHAEL A. PETERSON**

**WHEREAS**, Policy 3356.10.5 pertaining to the award of honorary degrees and commencement speakers indicates that the board may choose to award an honorary degree to a trustee whose service has been exceptional and serves a full term as appointed by the governor;

**WHEREAS**, Michael A. Peterson was appointed to the Youngstown State University Board of Trustees by Governor John Kasich, for a term beginning February 8, 2018 and ending April 30, 2025;

**WHEREAS**, Trustee Peterson has fulfilled all obligations in an exceptional fashion, and has served as a trustee for the full term as appointed by the governor;

**WHEREAS**, Trustee Peterson was elected chairperson of the Board, serving two consecutive terms between June, 2023 and March, 2025, having also served as the chair or vice chair of the finance and facilities and institutional engagement committees, as well as the audit subcommittee;

**WHEREAS**, during Trustee Peterson's service as chair, the Board of Trustees conducted a national search culminating in the appointment of William (Bill) L. Johnson as the tenth president of Youngstown State University;

**WHEREAS**, while serving as trustee, he was also significantly involved in the study, analysis, and consultations ultimately resulting in the institutional decision to renovate the student center.

**NOW THEREFORE BE IT RESOLVED**, that for Trustee Peterson's exceptional service to Youngtown State University, the Board of Trustees desires to recognize Trustee Peterson's conscientiousness and heart-felt dedication with the award of a doctoral degree in business, honoris causa;

**BE IT FURTHER RESOLVED**, that such recognition shall be formally bestowed upon Trustee Peterson at a future meeting of the Board of Trustees.

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-56**



**BOARD OF TRUSTEES  
RESOLUTION OF APPRECIATION FOR STUDENT TRUSTEE  
NATALIE MARIE DANDO**

**WHEREAS**, Natalie Marie Dando, a senior Mathematics major and graduate of Green High School, has demonstrated academic excellence at Youngstown State University while staying engaged in her passion for tennis through the Tennis Club;

**WHEREAS**, on June 30, 2023, Governor Mike DeWine appointed Ms. Dando to a two-year term as a Student Trustee on the Youngstown State University Board of Trustees;

**WHEREAS**, during her tenure as Student Trustee, Ms. Dando has been an active member of the Sokolov Honors College, where she has conducted and presented three research projects as part of the Choose Ohio First STEM Program, and has served as president, secretary, and historian of Pi Mu Epsilon, a national mathematics honorary society;

**WHEREAS**, as a Community Fellow, Ms. Dando led the Dr. Abdu Pen Pal Program, a collaboration with three local elementary schools—one of which was added under her leadership—connecting approximately 400 young students with mentors from Youngstown State University;

**WHEREAS**, Ms. Dando contributed to Youngstown State University's data mining initiative in collaboration with Intercollegiate Athletics, helping to assess predictive models for player injuries and performance, and through various institutional research projects, she has presented findings at regional and national conferences, earning multiple outstanding presentation recognitions; and

**WHEREAS**, as a Student Trustee, Ms. Dando has served Youngstown State University, its faculty, staff, and students with distinction, offering thoughtful, articulate, and well-respected perspectives on student issues and concerns.

**NOW, THEREFORE, BE IT RESOLVED**, that the members of the Youngstown State University Board of Trustees express their sincere appreciation to Ms. Natalie Marie Dando for her dedication, leadership, and efforts in advancing the welfare of the faculty, staff, students, and the broader community served by Youngstown State University.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be presented to Ms. Dando as a token of the Board's gratitude.

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-57**